How to Locate and Complete Dynamic Forms in your Inbox

1. To access your Dynamic Forms inbox, you will first need to log on via the Dynamic Forms log-in portal found on the Faculty and Academic Resources website.
   a. If you are looking at the Faculty and Academic Resources home page, you can click on “Dynamic Forms” at the top which will direct you to the Dynamic Forms page.

2. Once you are on the Dynamic Forms subpage of our website, click on “Dynamic Forms Login” which will direct you to use your TXST credentials to log-in.

***Note: only use the link above if you have any pending documents, or if you want to review your form submission history. To initiate new forms, please see the List of Forms Currently on Dynamic Forms section below."
3. After signing in with your TXST SSO credentials, you will be redirected to the “Forms History” page of Dynamic Forms. From here, you will need to click on “My Forms,” then “Pending / Draft Forms.”

4. After clicking on “Pending / Draft Forms,” you will be brought to your Dynamic Forms Inbox. There are a few things to note here with your inbox:
   a. Form Name: This will tell you the name of the form that is in your inbox.
   b. Status: This will tell you if it is sitting in your queue for approval or if it has already been sent out of your queue. If a form shows a status of “incomplete,” that means that the form requires your signature in order to move on to the next participant. If a form shows a status of “Processing,” then that means you have already signed the form and no longer need to take any action.

5. Now that you have access to your Dynamic Forms Inbox, you can see the list of forms that are either in your queue for approval or have already been sent out. To sign and complete a form, please click on ACTIONS and then COMPLETE FORM. Selecting “PDF” or “HTML” will not allow you to complete the form. Those two only open READ-ONLY versions of the form.
6. After clicking on “Complete Form,” you will be brought to the form that can be reviewed and completed by you. Once you have finished reviewing the form, you have two options for completing the form:
   a. Approve: Sign the form, then click on “Submit form” at the bottom to indicate that you approve and that it is ready to be reviewed by the next participant. You may enter any comments that you would like to add, but it is not required.
   b. Disapprove: Do not sign the form. Instead, click on “return for revisions” found at the bottom near “submit form” at the last page of the form.
i. After clicking on return for revisions, an email message box will pop up. You will be able to select who you would like to return the form to, the subject of the email, and the body. Please be as detailed as possible with the body of the message and add your signature at the bottom. All forms revision emails are sent through our facultyrecords@txstate.edu email, and your signature would help us keep a record of who sent the form back. Once the “To,” “Subject,” and “Body” have been completed, click on “Return this form for revision” to complete this task.