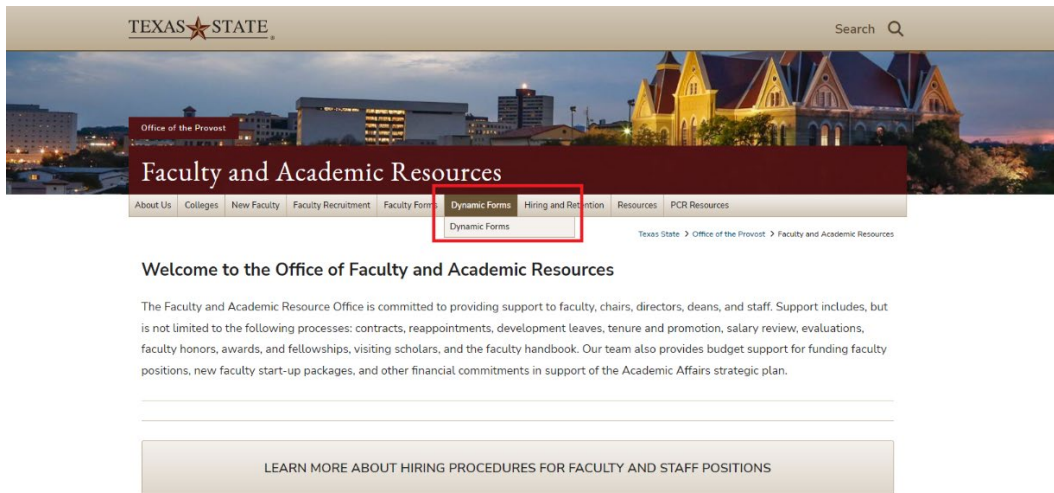
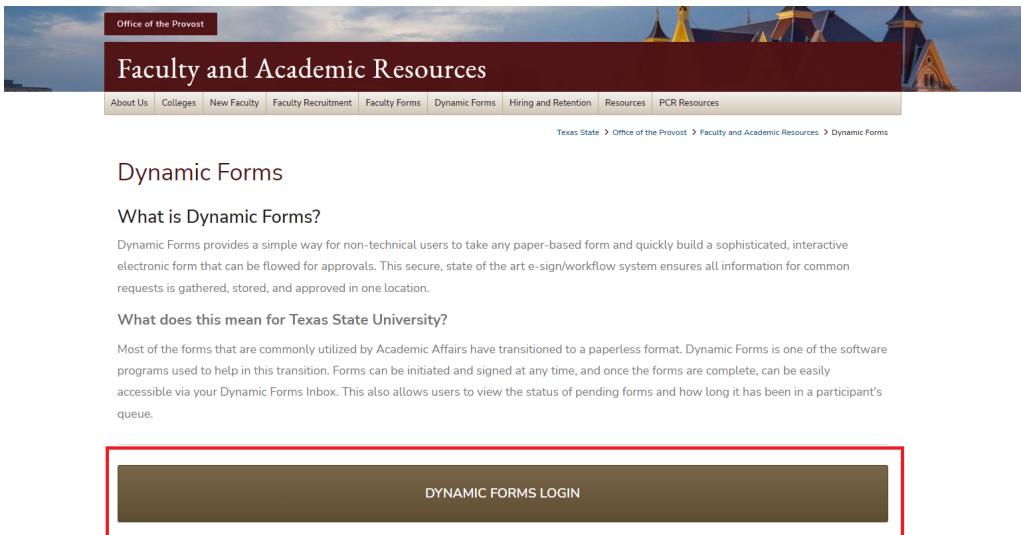


How to Locate and Complete Dynamic Forms in your Inbox

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.



**Please 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.”

TEXAS STATE UNIVERSITY

Form Name	Status	Form Started By	E-Signed Date	PDF	HTML	Audit
New Faculty Computer Form	Deleted		4/11/2024 9:12:23 AM			
New Faculty Computer Form	Processed		4/10/2024 4:02:10 PM			
New Faculty Computer Form	Processed		4/10/2024 9:43:45 AM			
New Faculty Computer Form	Processed		4/2/2024 2:02:47 PM			
New Faculty Computer Form	Processed		4/2/2024 1:53:12 PM			
Test	Deleted		3/21/2024 9:30:01 AM			
Faculty Position Authorization Form	Processed		3/8/2024 4:09:20 PM			
Faculty Position Authorization Form	Processed		3/8/2024 4:06:53 PM			
Staff Position Authorization Form	Processed		3/5/2024 3:40:13 PM			
Staff Position Authorization Form	Processed		2/29/2024 8:55:41 AM			
Faculty Position Authorization Form	Processed		2/26/2024 3:57:08 PM			
Staff Position Authorization Form	Deleted		2/22/2024 8:01:44 AM			
Employment Justification	Deleted		2/7/2024 8:56:40 AM			
Employment Justification	Deleted		2/7/2024 8:48:43 AM			
Employment Justification	Deleted		2/7/2024 8:44:50 AM			

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.

My Forms Admin

Search All Fields & Participants Search For...

Pending / Draft Forms

Form Name	Status	Description	Date	PDF	HTML	Action
NO WORKLOAD ADJUSTMENT-Externally-Funded Sponsored Programs - LATEST	Incomplete		Signature Request Date: 4/9/2024 3:54:43 PM			Action
INSTRUCTIONAL WORKLOAD BUYOUT - LATEST	Incomplete		Signature Request Date: 4/9/2024 3:50:21 PM			Complete Form
NO WORKLOAD ADJUSTMENT-Externally-Funded Sponsored Programs - LATEST	Incomplete		Signature Request Date: 4/9/2024 3:44:59 PM			View PDF View Html
Test	Incomplete		Signature Request Date: 3/21/2024 9:45:41 AM			Action

1 - 4 of 4 items

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.

RPPS 03.01.12
Faculty Incentive Compensation
for Externally-Funded Sponsored
Programs

APPROVALS:

342822857

Department Chair/School Director Signature: _____ Date: _____

Comments: _____

328873859

Dean/Director/AVP Signature: _____ Date: _____

Comments: _____

(click to sign)

Division of Research Signature: _____ Date: _____

Comments: _____

Previous Return for Revision Submit Form

