

Dynamic Forms

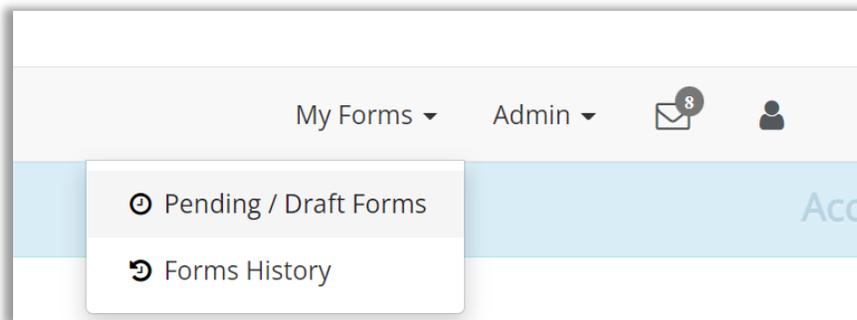
Accessing Pending or Draft Forms

When a form is pending your signature, you will receive an email containing a link to the form, prompting you to sign it. This is the primary way to access a Dynamic Form which is pending your signature.

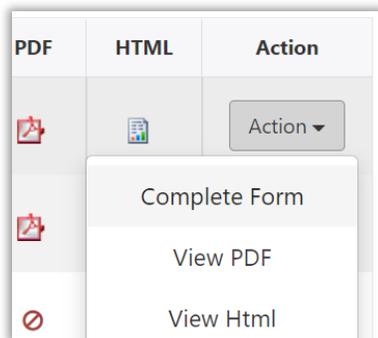
However, if you cannot find the email, or would like to access a form you did not submit but saved as a draft, the instructions below will

These instructions are applicable to all Dynamic Forms users, especially those who fill out and sign forms.

1. Login to Dynamic Forms by going to **MyMU** → **Employee** tab (or **Faculty**) → **Services** → **Dynamic Forms** link.
2. At the top-right of the page, click **My Forms** → **Pending / Draft Forms**. Or,



3. Find the form name in the list of forms awaiting your signature. To the right of the form in question, click **Action** → **Complete Form**.



4. The form will open and you may complete, sign, and submit the form.