

# DYNAMIC FORMS

Most of the forms utilized by Yale College are Dynamic Forms which can be tracked. Students regularly ask about the status of their dynamic forms. Below is a guide, *for students*, to track their forms.

## HOW TO TRACK A DYNAMIC FORM: FOR STUDENTS

1. After you submit a dynamic form, you receive a confirmation message that the form has been received. A link at the bottom of the confirmation message brings you to Dynamic Forms home page. From there, you can track or make a copy of any forms in progress.
2. To the right of the form title click the “Action” button in the “Action” column and select “Manage Co-Signers.”
3. The “Esigned” column shows the reviewers in the workflow who must review and approve (or not approve) the form.
  - a. If all reviewers have a “yes” in the “Esigned” column the workflow is complete and no further steps are required.
  - b. If a reviewer in the Esigned” column has the word “no,” the form is pending action by that person; there may be additional reviewers in the workflow after that person.
  - c. The form is complete when all reviewers have “yes” in the “Esigned” column.
4. A copy of the form can be viewed and saved by clicking on the PDF icon on the Dynamic Forms portal landing page, to the right of the form title. It is a good idea to make a pdf of your approved form.

**TIP: To send a reviewer a reminder**, click the “Action” button in the “Action” column and select “Re-send Notification.” One week is the recommended *minimum* time between the “last notified date” and re-sending a notification.