Faculty/Staff Login Instructions for Online Forms

Login Instructions

You may access the forms page one of two ways: 1) Type in university forms in the search box on the main university website; 2) Click on the University Forms link under GENERAL INFO from the left Departmental Pane. Note: Forms can still be accessed via individual departmental websites.

Click on a form name link below to complete a form, indicated “Active”.

![University Forms page screenshot]
You will need to login using your AAMU credentials. You may login one or two ways:

1. **User Name:** facstaff\firstname.lastname  
   **Password:** email password

   ![Authentication Required](image1)

   OR

   **User Name:** firstname.lastname@aamu  
   **Password:** email password

   ![Authentication Required](image2)

2. Once you have logged into the website you can complete the form and submit.

   **Check Status or History of a Form**

   Go the University Forms webpage and click on the word **Status** or **click here** to review forms.
2. You will be prompted to type in your login credentials (see steps on “Login Instructions for Online Forms”)

![Authentication Required](image1)

3. Once you have logged in, click on either the Pending/Draft Forms or Forms History icons or words.

![Dynamic Forms](image2)
Once you have finished click, **Log Out**.