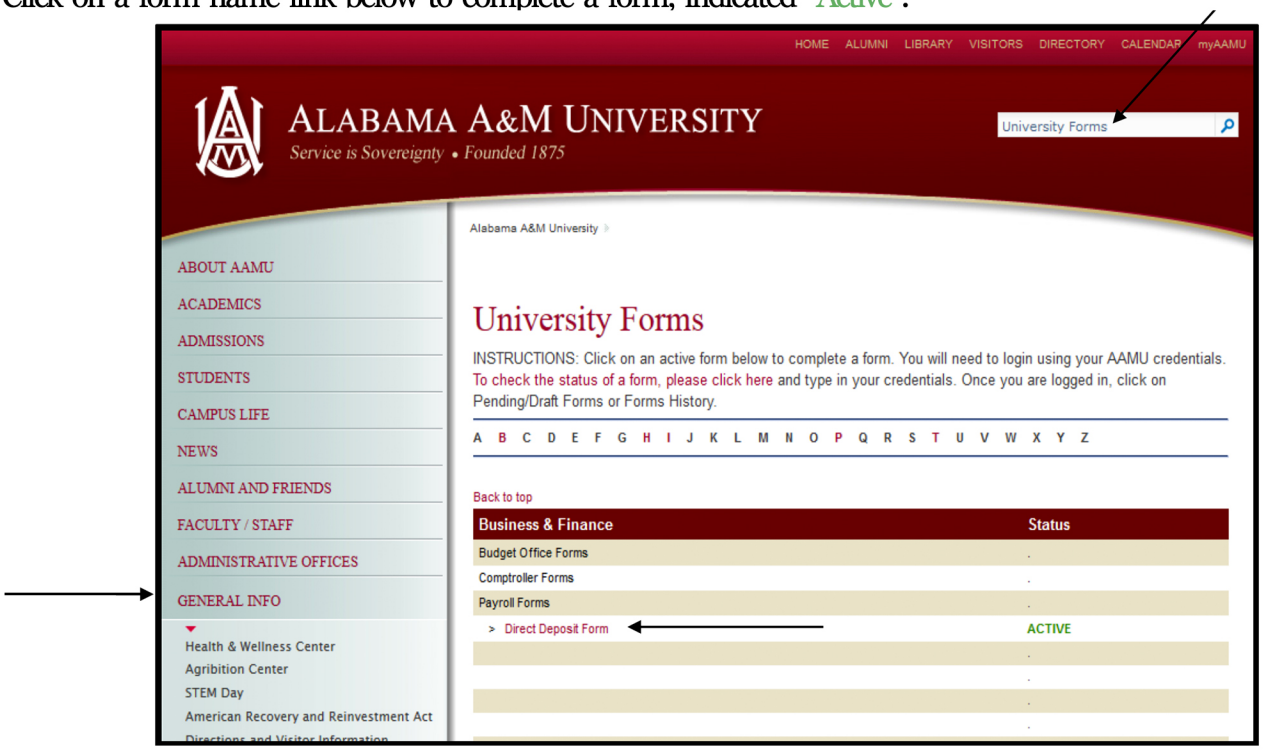
Faculty/Staff Login Instructions for Online Forms

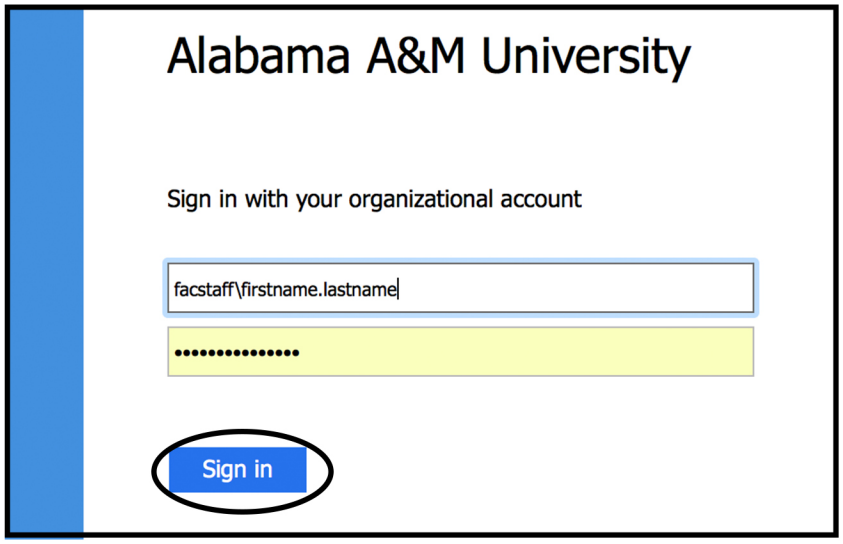
*Log into www.aamu.edu and type University Forms in the search box
*Click on the University Forms link under GENERAL INFO from the left Departmental Pane.
NOTE: Forms can still be accessed via individual departmental websites

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



*You will need to login using your AAMU credentials. You may login one or two ways:

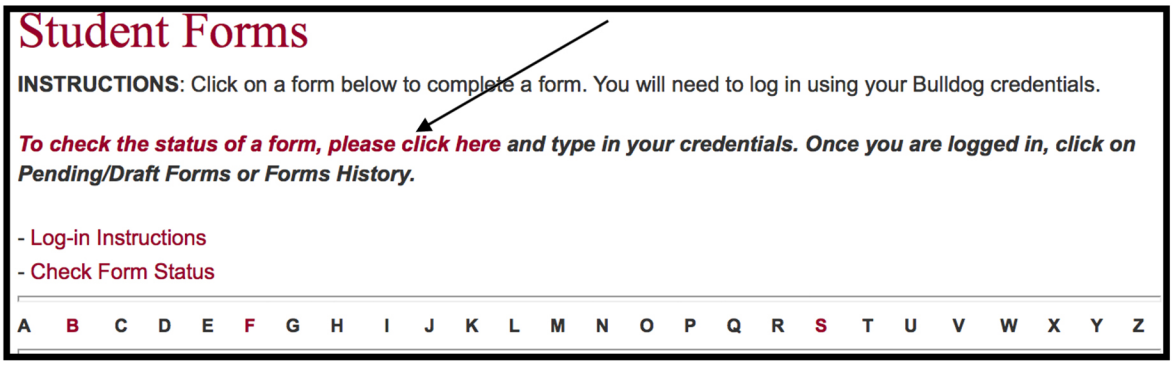
-User name: **facstaff\firstname.lastnaname**
-Password: **email password**

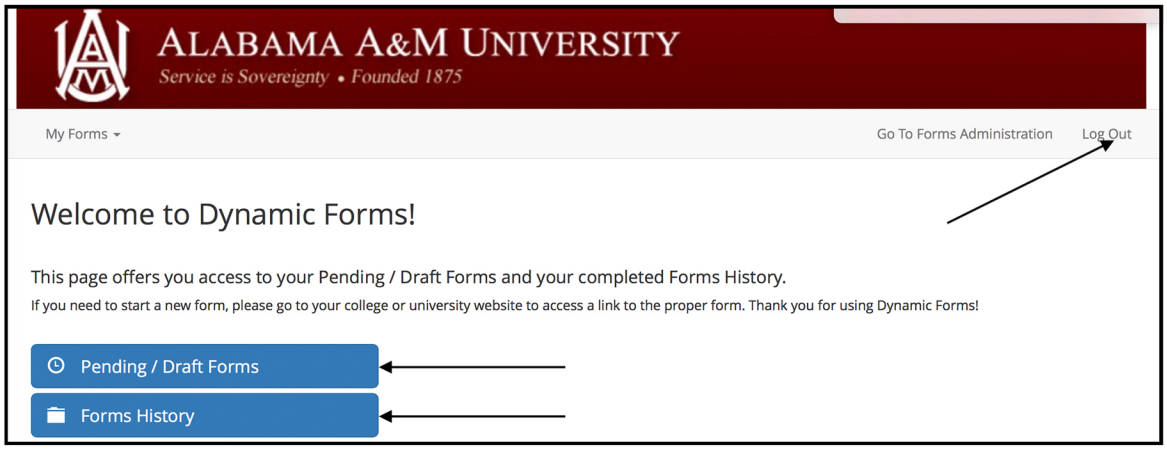


*Once you have logged into the website you can complete and submit form.

Check Status or History of a Form

*Go to the University Forms webpage and click on the word **Status** or **click here** to review forms.



*You will be prompted to type in your log in credentials (see steps on "Login Instructions for Online Forms"

*Once you have logged in, Click on either the **Pending/Draft Forms** or **Forms History** tabs.