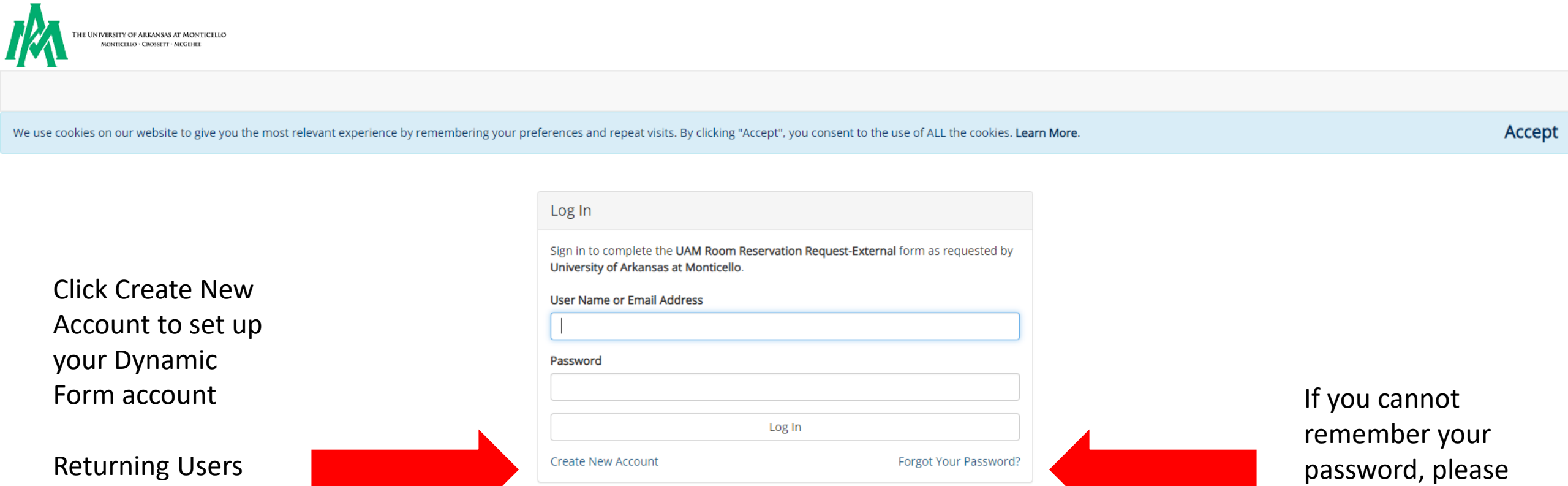
Welcome to the Dynamic Forms!

All external users must first create a Dynamic Forms account to be able to complete any Dynamic Form (for example the External UAM Room Reservation Request Form)

If you have already created your Dynamic Forms account, you may proceed to log in with your Dynamic Forms credentials.



Click Create New Account to set up your Dynamic Form account

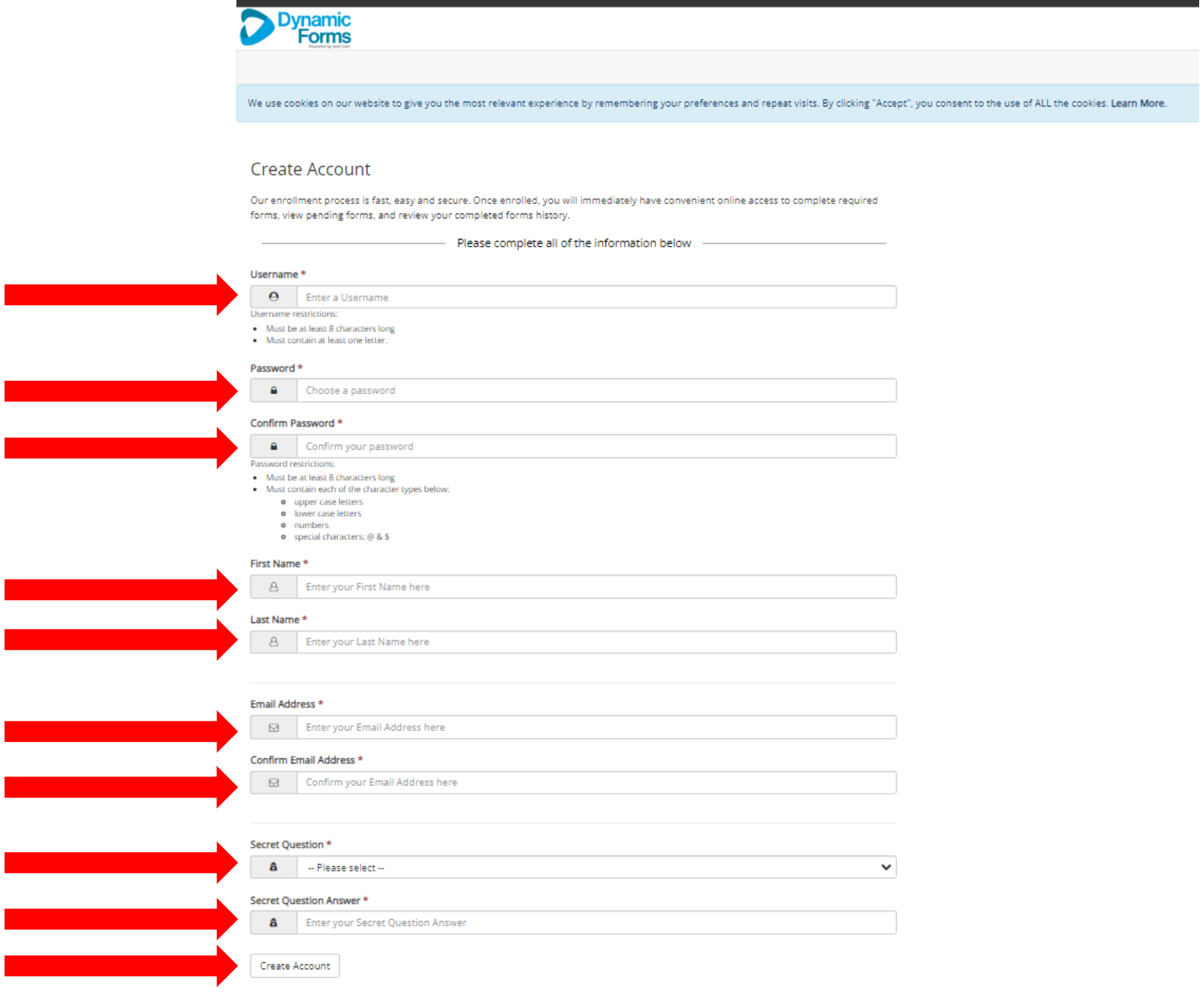
Returning Users will sign in with their Log In Credentials

If you cannot remember your password, please click the forget password button

Creating Your Account:

Please complete all required fields to create your account.

When finished, click Create Account



Dynamic Forms

We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept", you consent to the use of ALL the cookies. **Learn More**.

Verify your email

We sent an email to your inbox

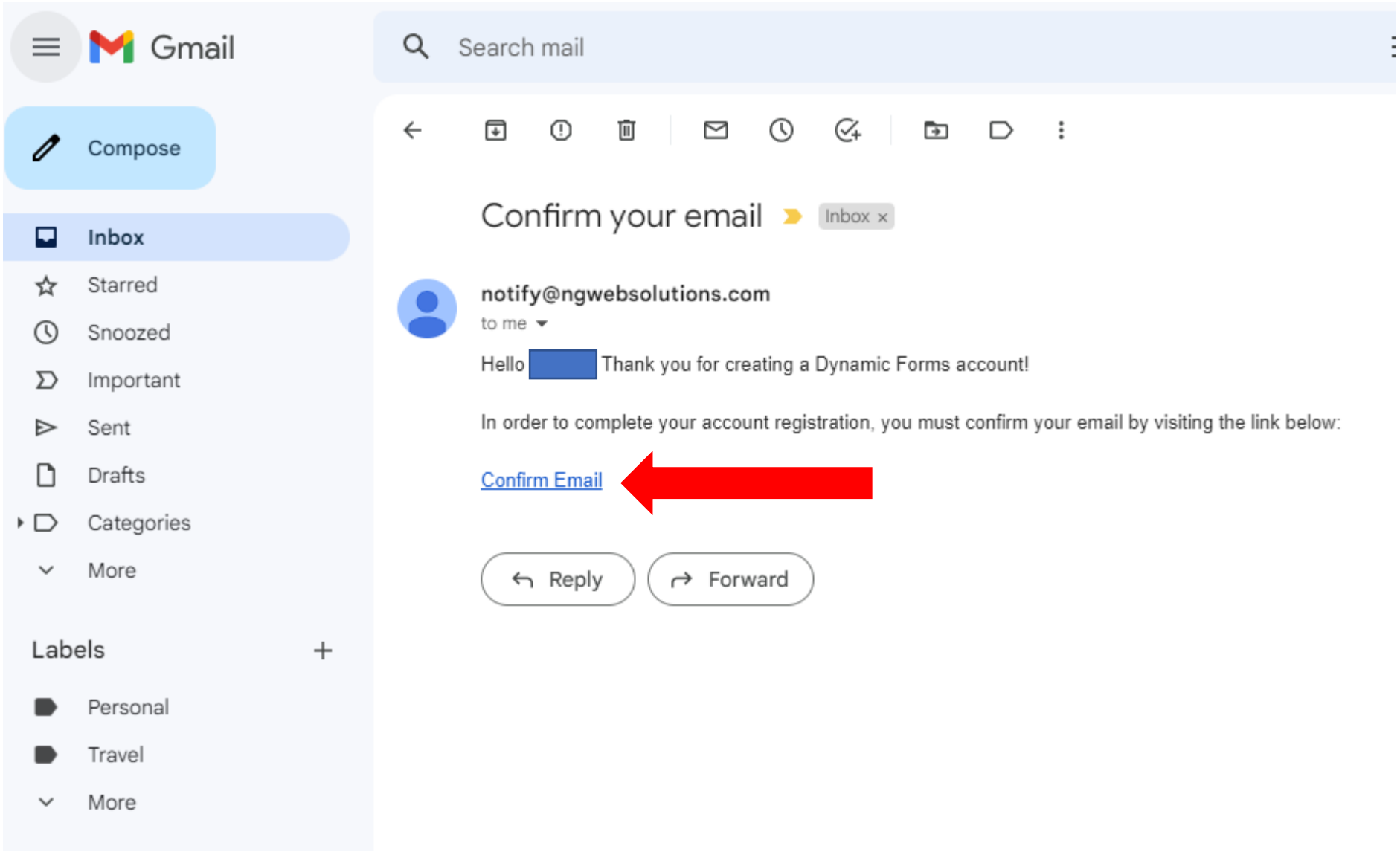
Please visit the link provided in that email to confirm your email address and activate your account.

NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

A verification email will be sent o the e-mail address you used to create your account. Please log in to your email and verify your account creation.

You should receive an email like this. If you did not receive this e-mail, be sure to check your Junk folder

Click on Confirm Email to continue your account registration process



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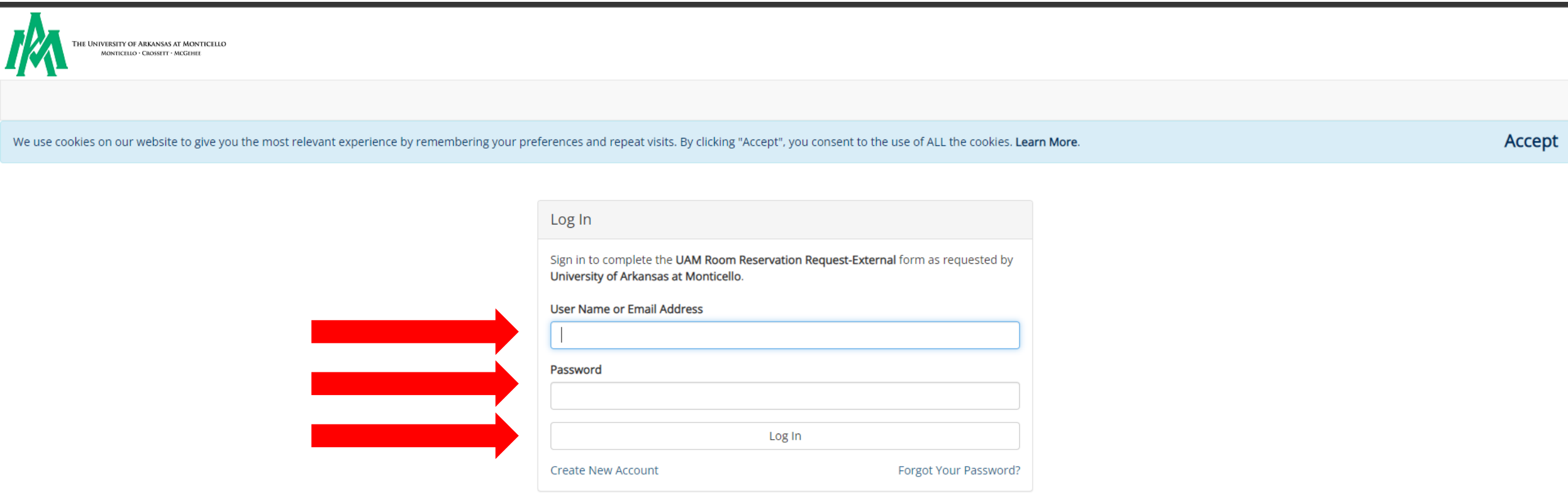
Account Activated

Congratulations, you have successfully confirmed your email and activated your account.

Log in to Dynamic Forms

Congratulations! Your account is now active. Please click on Log In to Dynamic Forms to return to the main login screen

Enter your username and password for your account. Click log in



Dynamic Forms

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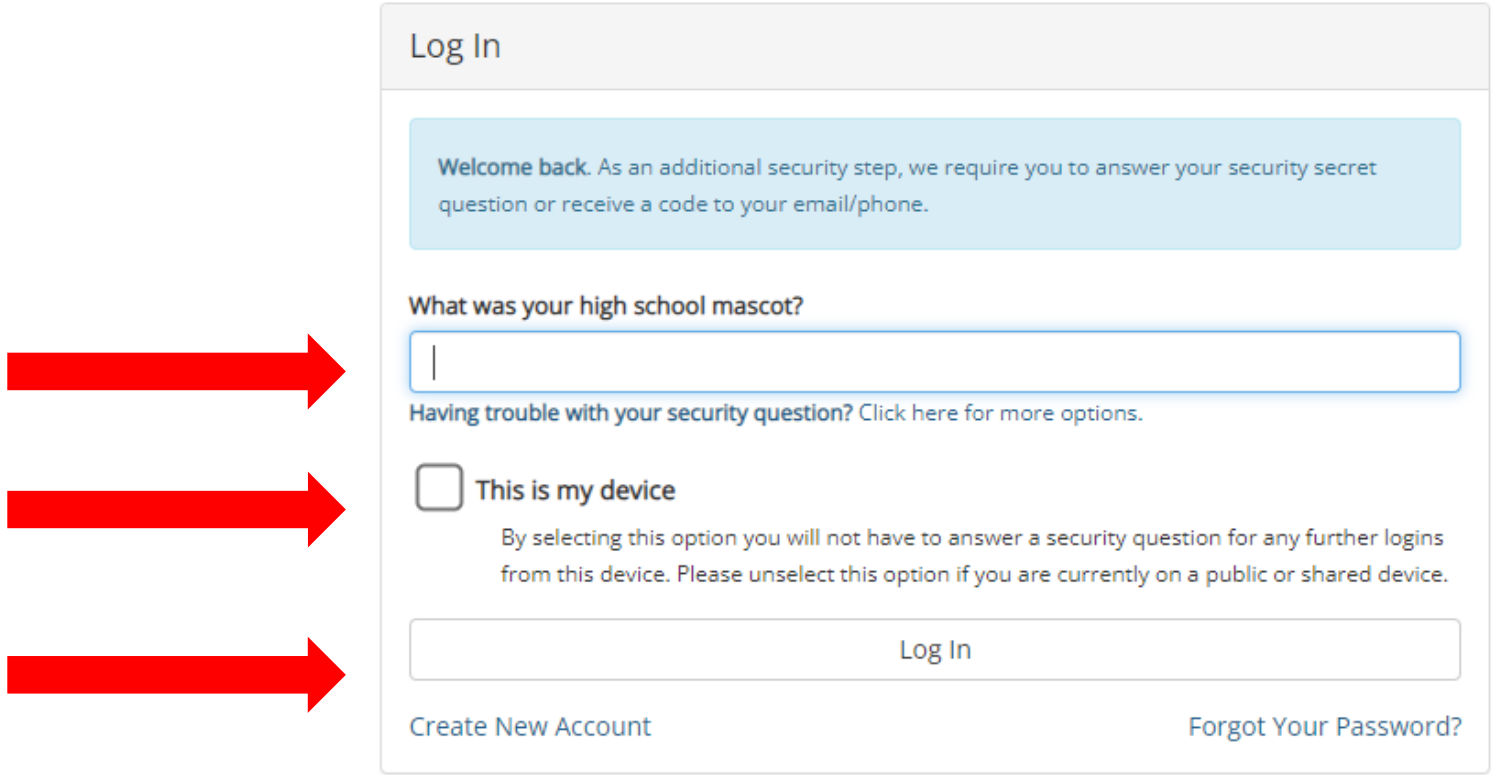
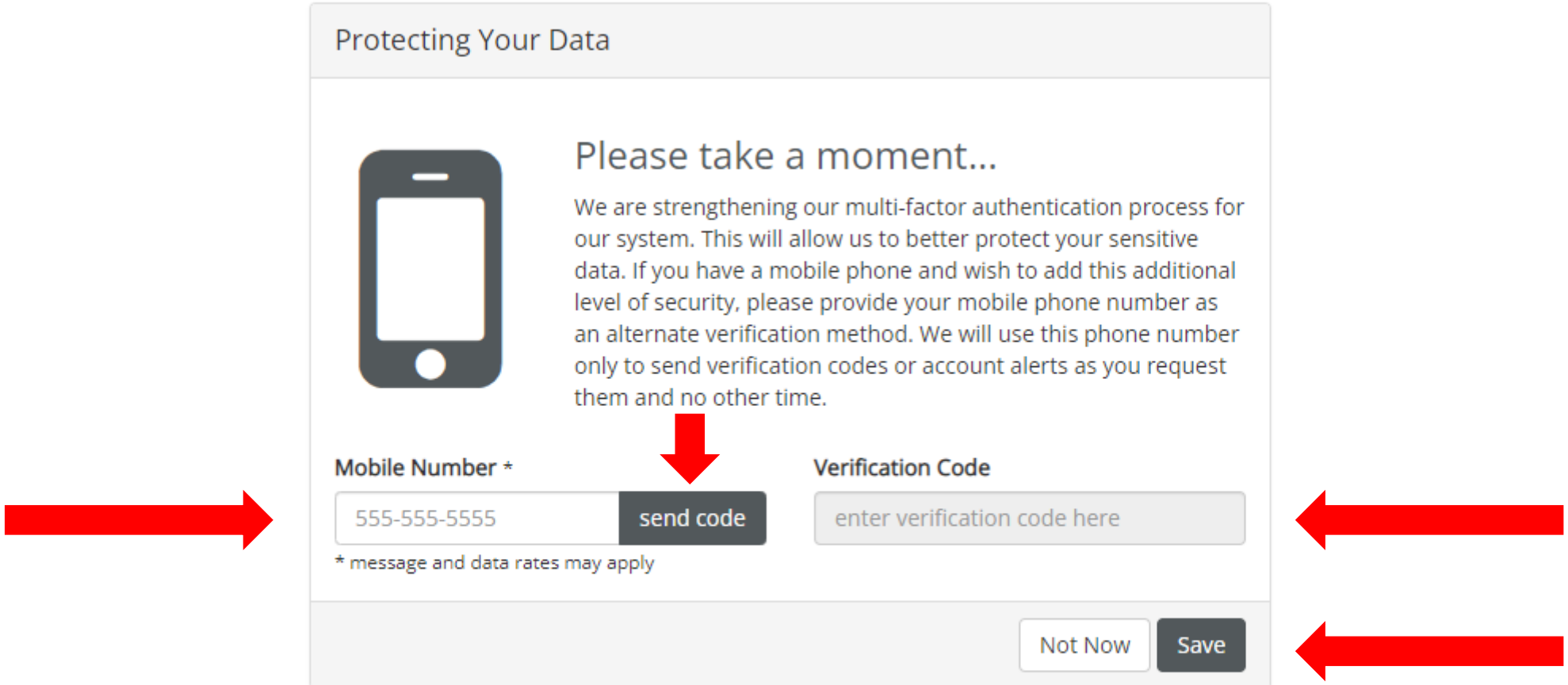
Verify your authentication by answering your security question.

By selecting “This Is My Device” you will not have to answer a security question for any further logins from this device.

Do Not select this for public or shared devices

Click Log In

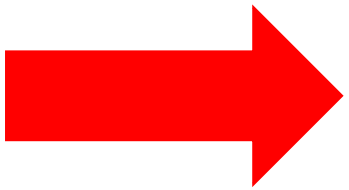




Enter your mobile number and click send code. You will receive a verification code to enter in the Verification Code area. Once you enter the verification code, click SAVE.

You are now ready to fill out the External UAM Room Reservation Request Form

When you have filled out everything you need click the yellow Initiator Signature box to e-sign the form



External UAM Room Reservation Request

Booked by:

Name * [redacted] Email Address [redacted] Phone Number *

Address:

City: State: Zip:

Name of Event * Event Date * End Date (if multi-day event)

Event Room * -- Please Select --

Set Up Time *
Event Start Time *
Event End Time *
Breakdown Time *

Is this a reccuring event? *

Number of people planning to attend * Event Description *

Are you reserving a room for an Student Organization? *

Are you reserving a room for a Government related event? *

Is there a fee to participate? *

Do you need Information Technology services? *

Will you be using your own personal laptop? *

Select the following requested areas of support:

- ☐ Catering
- ☐ Custodial
- ☐ Event Set Up
- ☐ P/A System
- ☐ Security (only check if Security is needed at event)

Please attach a document if needed Choose File No file chosen

Files over 25 MB will not be accepted

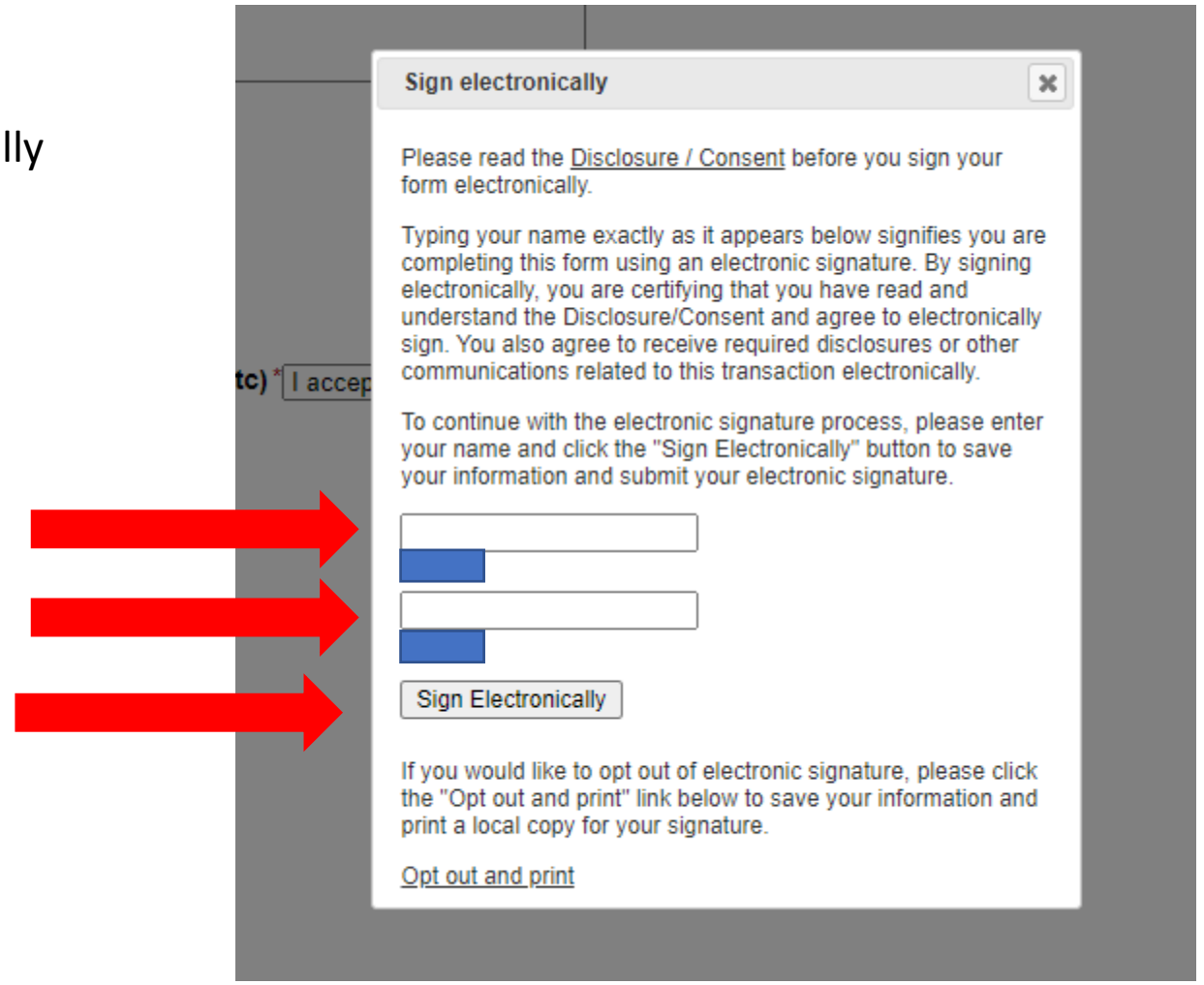
(click to sign)

Initiator Signature Date

Save Progress Next

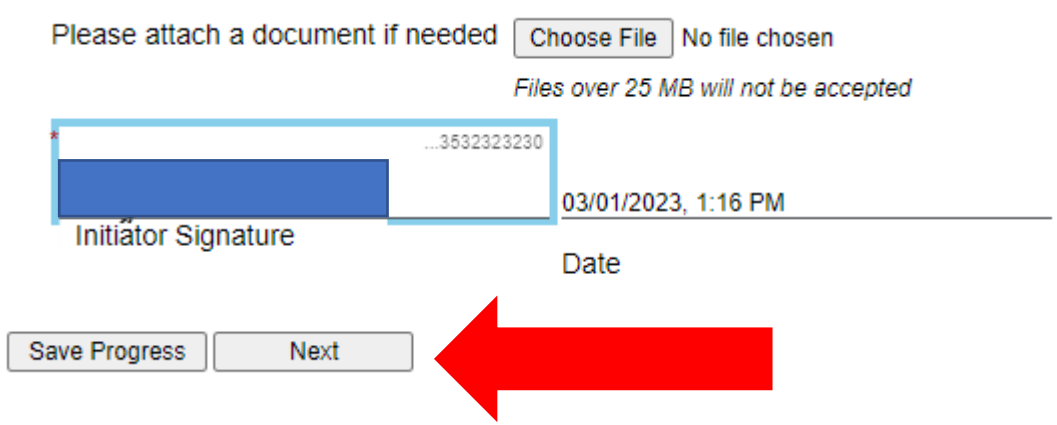
Type your First and Last name in the boxes

Click Sign Electronically



You will now see a digital signature and a date and time stamp when the form was signed

Click NEXT to continue



Your room reservation request will be submitted for approvals when you click submit form.
Confirmation emails will be sent as the request is processed.

Approvals

Special Events Coordinator Decision
* -- Please Select --
*

Signature Date
Special Events Coordinator

Requested Areas of Support

*

Signature Date
Custodial

*

Signature Date
Information Technology

*

Signature Date
Information Technology-Guest Wi-Fi

*

Signature Date
University Police

Previous Save Progress Submit Form

Based on the items you selected on the form; you will see a list of approval workflow signatures.

Click SUBMIT FORM to submit your room request form.

You have now successfully submitted the form. It is strongly encouraged to view the PDF version of your form and save it and/or print it for your own records

Thank you for completing your portion of the External UAM Room Reservation Request form.

View Form PDF

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

Tools

ViewPDF

Welcome To Acrobat

Sign in to your Adobe account to use PDF tools online.

Files you work with online are saved to Adobe cloud storage for quick access from anywhere.

Sign in

CONVERT

- PDF to Word
- PDF to JPG
- PDF to Excel
- PDF to PPT
- Convert to PDF

EDIT

- Reorder pages
- Rotate pages
- Delete pages
- Split a PDF

SIGN

- Fill & Sign
- Request e-signatures

MORE

- Compress a PDF
- Combine files

You can now view, save, and print your copy of the form you submitted

External UAM Room Reservation Request

Booked by:

Name * [redacted] Email Address * [redacted] Phone Number * [redacted]

Address: [redacted]

City: Monticello State: Arka Zip: 71655

Name of Event * TEST Event Date * 03/03/2023 End Date (if multi-day event) 03/03/2023

Event Room * Gibson University Center Capitol Room

Set Up Time * 8
Event Start Time * 9
Event End Time * 11
Breakdown Time * 12

Is this a reccuring event? * No

Number of people planning to attend * 20 Event Description * THIS IS A TEST

Are you reserving a room for an Student Organization? * No

Are you reserving a room for a Government related event? * No

Is there a fee to participate? * No

Do you need Information Technology services? * Yes

Select the following items that you will need:

☑ Computer/Laptop ☑ HDMI cable connection ☑ Guest Wi-Fi ☑ Projector/Screen

**** The guest Wi-Fi is an unsecured and open connection for guests who are visiting campus. IT will have to generate the designated username and password to access this network. ****

**** Users will use the UAMWifi-Guest account on their device to access the Wi-Fi****

**** If you experience connecting your laptop/mobile device (iPhone/Android)/tablet, you may need to "Forget the Network" on your laptop/mobile device/tablet and reconnect to that specific network. Your device remembers each Wi-Fi network that you joined on that device, and it automatically joins that network again whenever it's in range so you will need to re-enter the login credentials to re-join the connection. ****

****one guest account is good for 100 devices ****

****your login credentials will be added to this form when created by IT****

I acknowledge that I have read the information about the UAM Guest Wi-Fi. * I accept

IT Use Only
Guest Wi-Fi Username: *
Guest Wi-Fi Password: *

Will you be using your own personal laptop? * Yes

I acknowledge by selecting "Yes", UAM IT is not responsible for any loss/damage to the user's personal property as a result of the use, misuse, or failure of any equipment used by the user, or by any of its guests, even though such equipment is furnished, rented or loaned to the user by UAM IT.

* I accept