

# 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.



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.](#)

Accept

Click Create New Account to set up your Dynamic Form account

Returning Users will sign in with their Log In Credentials



### Log In

Sign in to complete the **UAM Room Reservation Request-External** form as requested by **University of Arkansas at Monticello**.

User Name or Email Address

Password

Log In

[Create New Account](#) [Forgot Your Password?](#)



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

## Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

Username \*

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Password \*

Confirm Password \*

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
  - upper case letters
  - lower case letters
  - numbers
  - special characters: @ & \$

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

Secret Question \*

Secret Question Answer \*

Create Account

Creating Your Account:



Please complete all required fields to create your account.

When finished, click Create Account

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## Verify your email

We sent an email to your inbox

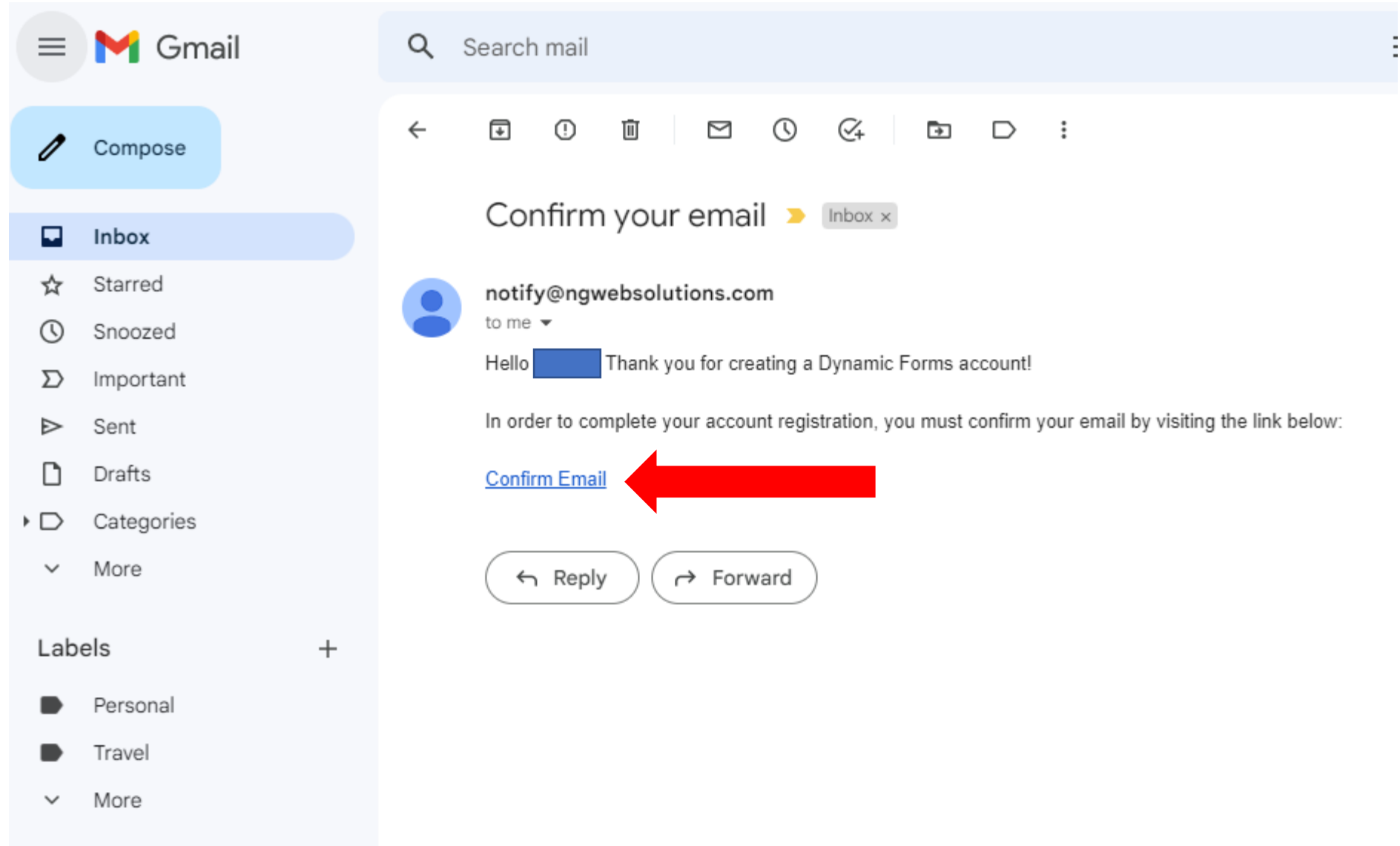
Please visit the link provided in that email to confirm your email address and activate your account.

**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 to 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



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### Log In

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User Name or Email Address

Password

[Create New Account](#) [Forgot Your Password?](#)

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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



### Log In

Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.

What was your high school mascot?


Having trouble with your security question? [Click here for more options.](#)

This is my device  
By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

Log In

[Create New Account](#) [Forgot Your Password?](#)

Protecting Your Data



### Please take a moment...

We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time.

**Mobile Number \***

**Verification Code**

\* message and data rates may apply



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.





## External UAM Room Reservation Request

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

Booked by:  
Name \*  Email Address  Phone Number   
Address:   
City:  State:  Zip:   
Name of Event \*  Event Date \*  End Date (if multi-day event)   
Event Room \*

Set Up Time   
Event Start Time   
Event End Time   
Breakdown Time

Is this a recurring 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)

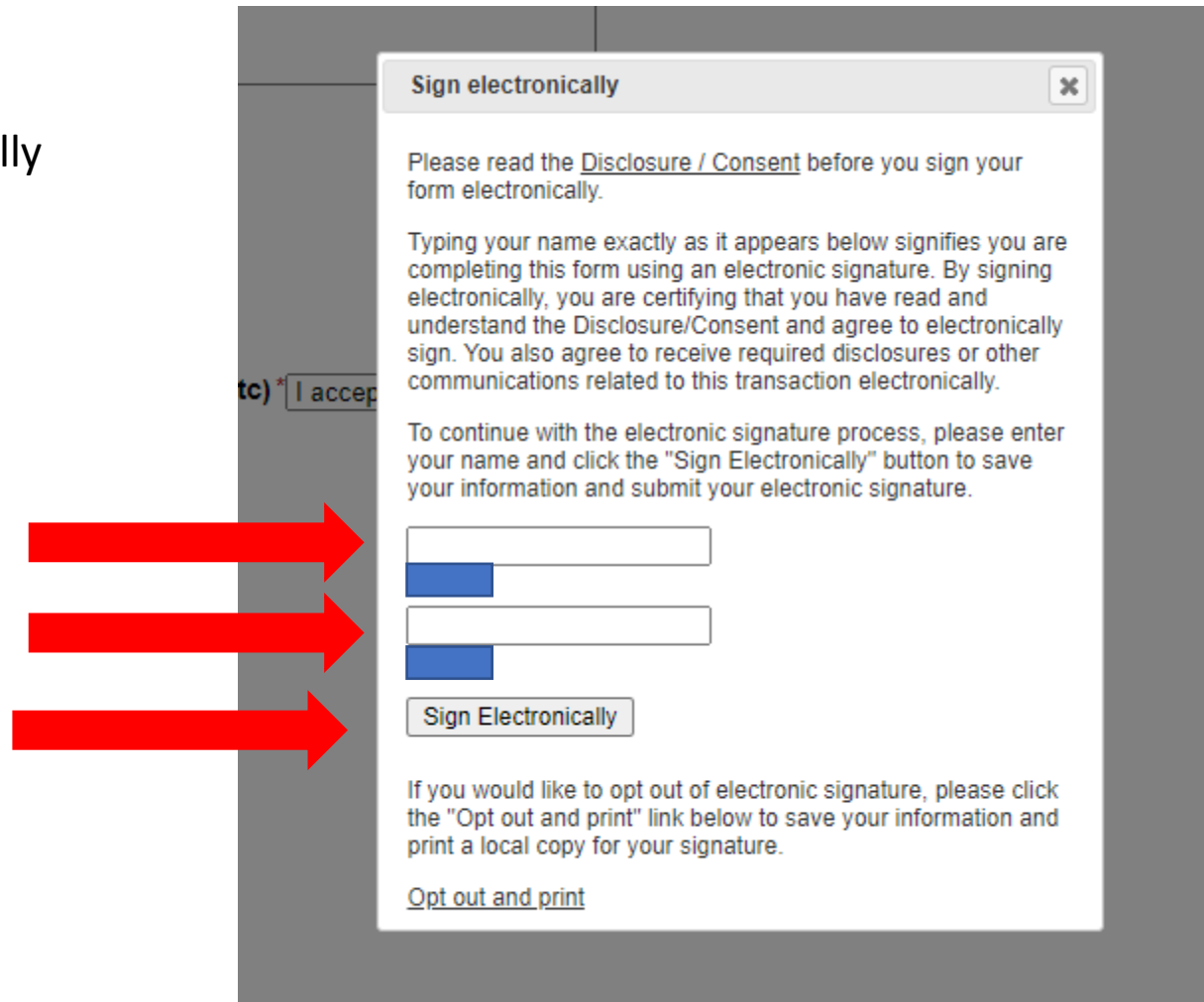
Please attach a document if needed  No file chosen  
Files over 25 MB will not be accepted

Initiator Signature \_\_\_\_\_ Date \_\_\_\_\_



Type your First and Last name in the boxes

Click Sign Electronically



The image shows a screenshot of a web application with a dialog box titled "Sign electronically". The dialog box contains the following text:

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Below the text are two input fields for first and last name, each with a blue cursor. A "Sign Electronically" button is located below the input fields. At the bottom of the dialog box, there is a link that says "Opt out and print".


Three red arrows point from the left side of the image to the first and last name input fields and the "Sign Electronically" button.


tc) \* | accep

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

Click NEXT to continue

Please attach a document if needed  No file chosen  
*Files over 25 MB will not be accepted*

 Initiator Signature	...3532323230 03/01/2023, 1:16 PM Date
---	--



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.



### 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 recurring 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: [redacted] Guest Wi-Fi Password: [redacted]

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]