

Facility Reservations

University Related Events	<u>Non-University Related Events</u>	Services Offered and Terms Of Use	Setup Options Offered	Contact Information
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All non-student/university related events, please reserve facilities through the university's form system.

EXTERNAL UAM ROOM RESERVATION REQUEST FORM

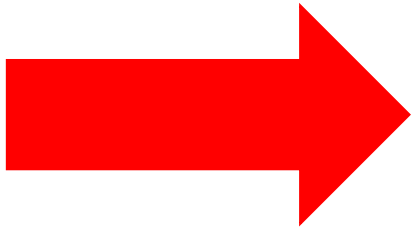
Login to Dynamic Forms to check the status of your Room Reservation Request Form.

DYNAMIC FORMS PORTAL LOGIN

Follow this tutorial on creating your Dynamic Forms account.

HOW TO CREATE A DYNAMIC FORMS ACCOUNT/SUBMIT A ROOM RESERVATION FORM

On the University Reservations page, click "Dynamic Forms Portal Login".



Users will click the gray Login box to expand out the log in option.

UAM Forms

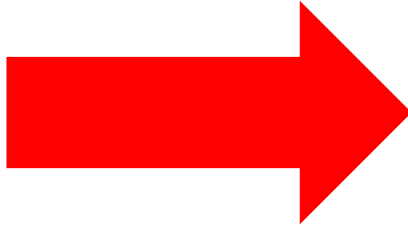
UAM Faculty, Staff and Students, click the link below to login.

UAM Users →

OR

UAM Parents and others outside of UAM, click the link below to login. If you do not already have an account, you can click "Create Account" to make one.

Log in ↕



Enter your Dynamic Forms Username and Password. Click Log in to enter the portal.


UAM Forms

UAM Faculty, Staff and Students, click the link below to login.

[UAM Users](#) →

OR

UAM Parents and others outside of UAM, click the link below to login. If you do not already have an account, you can click "Create Account" to make one.

Log in 

User Name or Email Address

Password

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



Enter the answer to your security question answer. If you are using your personal device, then you can select the “This is my device” button.

Then click the Log in button to move forward.



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.

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



You are now inside the Dynamic Forms portal. The Portal Page includes the following:

- *Assigned forms-forms that belong individually to the user signing in*
- *Pending Action forms-forms that the user has in draft status or in a pending status (awaiting their signature or another person's signature)*
- *Forms history-forms the user has completed already*
- *Other forms-forms that are generally used and available for users to fill out if needed*

You will mainly need to focus on the following areas indicated in red



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My Forms ▾



Accept

UAM Forms

Assigned To Me 0

Search assigned forms...



No assigned forms.



No items to display

Pending Action 1

UAM Room Reservation Request-External PENDING

University Reservations

You signed the form on 3/3/2023 1:54:55 PM but other signatures are pending.

Actions ▾

[View Forms History](#)

Other Forms 4

Search other forms...



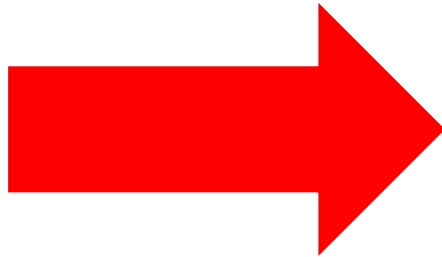
Registrar's Office

University Police

Testing and Career Services



If at any point you get lost, click on the tiny home icon to go back to the portal home page

A screenshot of a website's navigation bar. At the top left is a green logo consisting of three stylized 'M' characters. To its right, the text reads "THE UNIVERSITY OF ARKANSAS AT MONTICELLO" and "MONTICELLO · CROSSETT · MOGEHEE". Below this is a light gray bar containing a small, dark gray home icon. At the bottom is a light blue bar with the text "We use cookies on our website to give you the mo".

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Home icon

We use cookies on our website to give you the mo

You may click on My Forms to access a drop-down menu. From there you can click on Pending/Draft Forms or Forms History.

- *Pending Action forms-forms that the user has in draft status or in a pending status (awaiting their signature or another person's signature)*
- *Forms history-forms the user has completed already*

You may also check the status of your form under the Pending Actions area.



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The screenshot shows the UAM Forms application interface. At the top right, the 'My Forms' dropdown menu is highlighted with a red box, and a red arrow points to its sub-menu, which contains 'UAM Forms', 'Pending / Draft Forms', and 'Forms History'. Below this, the 'Assigned To Me' section shows 'No assigned forms.' and a 'Pending Action' section shows one pending form: 'UAM Room Reservation Request-External' with a 'PENDING' status and an 'Actions' dropdown. A red arrow points from the 'Pending / Draft Forms' menu item to the 'Pending Action' section. At the bottom right, another red arrow points from the 'UAM Forms' menu item towards the 'Other Forms' section, which lists 'Registrar's Office', 'University Police', and 'Testing and Career Services'.

Under Pending/Draft Forms, this is where the user can see what is in draft status or in a pending status (awaiting their signature or another person's signature)

You can also access the Manage Co-Signers option under the Pending Action area to see more details related to where the form is at in the routing process

The screenshot displays the 'Pending / Draft Forms' section of the University of Arkansas at Monticello's forms management system. At the top, there is a search bar and a navigation menu. Below the search bar, a table lists pending forms. The first form is 'UAM Room Reservation Request-External', which is in a 'Pending' status. The description indicates it was started by a user whose name is redacted. The date of the signature request is 3/3/2023 at 12:54:55 PM. The table includes columns for PDF, HTML, and Action. A red arrow points to the 'Action' dropdown menu, which is open, showing the 'Manage Co-Signers' option. Below the table, there is a pagination control showing 50 items per page. A second red arrow points to the 'Manage Cosigners' button in the detailed view of the form. The detailed view shows the form title 'UAM Room Reservation Request-External' with a 'PENDING' status, the user's name 'University Reservations', and a message stating 'You signed the form on 3/3/2023 1:54:55 PM but other signatures are pending.' The 'Manage Cosigners' button is highlighted with a red arrow.

Pending / Draft Forms

Form Name	Status	Description	Date	PDF	HTML	Action
UAM Room Reservation Request-External	Pending	Started By: [REDACTED]	Signature Request Date: 3/3/2023 12:54:55 PM			Action ▾ Manage Co-Signers

50 items per page

Pending Action 1

UAM Room Reservation Request-External PENDING

University Reservations

You signed the form on 3/3/2023 1:54:55 PM but other signatures are pending.

Manage Cosigners

View Forms History

Dynamic Forms - Manage signatures | Dynamic Forms - a Next Gen Web Solutions product — Mozilla Firefox Private Browsing

https://uamont.dynamicforms.com/UserDashboard/PendingForms

https://uamont.dynamicforms.com/Cosigners/Manage?form=5e407605-3c64-48d3-9dfc-df632a95809b

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Co-Signer Information

* Click the Edit Cosigner action to edit/change your co-signer(s) information

* Click the Re-send Notification action to re-send a notification to your designated co-signer(s)

First Name	Last Name	Relationship	Email	Esigned	Esigned Date	Last Notified	Action
[Redacted]				No		3/3/2023 12:54:56 PM	Actions ▾

Close Window



Dynamic Forms - Manage signatures | Dynamic Forms - a Next Gen Web Solutions product — Mozilla Firefox Private Browsing

https://uamont.dynamicforms.com/Cosigners/Manage?form=5e407605-3c64-48d3-9dfc-df632a95809b

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Co-Signer Information

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First Name	Last Name	Relationship	Email	Esigned	Esigned Date	Last Notified	Action
[Redacted]				No		3/3/2023 12:54:56 PM	Actions ▾

Re-send Notification


You can select Resend Notification from the Actions Drop-Down menu



Click Close Window when finished

Close Window





Under Forms History the user has completed already, and details related to when the form was submitted.

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

My Forms ▾  

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Search  **All Fields & Participants** Search For... 

Include archived forms

Forms History

Form Name	Status	Form Started By	E-Signed Date	PDF	HTML	Audits
UAM Room Reservation Request-External	Multi-Pending		3/1/2023 2:14:51 PM			

« 1 » 50 items per page 1 - 1 of 1 items 