

Dynamic Forms Article

Dynamic forms provide a simple way for non-technical users to take paper-based forms and quickly build accessible, interactive, electric forms and collect data from on and off-campus users.

It's been approved to collect information that is not legally binding, does not require a wet signature, and does not contain personally identifiable information. There are limitations on what we can do with workflows, so we'll still need to look at the form to evaluate if it's an appropriate form for Dynamic Forms.

Will Dynamic Forms work for me?

Yes, in most cases Dynamic Forms is the right tool for collecting form data. Although there are some elements we cannot collect through Dynamic Forms.

During the security review, we looked for several things to determine if Dynamic Forms is a good tool for collecting sensitive information.

We **do not allow** the collection of the following data elements through Dynamic Forms:

- Social Security Numbers
- Wet Signatures
- HIPPA-protected health information
- FERPA protected information

Dynamic Forms also cannot currently query data from Banner or write data to Banner. We are working on a solution for this functionality.

If you need to collect this information, we have other tools that have been approved and may be more appropriate for your needs. Contact your group's IT consultant for assistance.

How do I request a form be converted to Dynamic Forms?

Requesting a form in Dynamic Forms is an easy process.

1. Start by taking a look at the "Is Dynamic Forms the right tool for us?" section and make sure none of the data elements you wish to collect fall under the ones described in that document.
 - a. If you do have elements that Dynamic Forms cannot collect, we have options for this. Contact us and we can discuss alternatives.
2. Next, take a look at all of your data elements in the form and the workflow you wish for the form to go through. We recommend simplifying the workflow to make it easier for Dynamic Forms to work with it.
3. After you have collected that information go to the Service Desk and request a form.
4. Use the [Dynamic Forms Request](#) and request a form.
 - a. If you do not have access to this request type, contact us and we'll help you out.

For more information, contact [Dwight Turner](#) or [Zach Seifts](#).

How do I view my Dynamic Forms requests?

Log into [Dynamic Forms](#) and click "My Forms" in the top right.

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