

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

Change of Status

Completing the Change of Status

Log into Dynamic Forms with your Southwest user name and password if prompted.

Once logged in complete the form. Fields marked with a red asterisk (*) require an answer.

Timer
44:32
* = required field

**OFFICE OF HUMAN RESOURCES
REQUEST FOR CHANGE OF STATUS**

BUDGET CHANGES

FIRST NAME * LAST NAME * BANNER ID

Complete all sections. If no answer please use NA.

ORGANIZATION NAME:

ORGANIZATION NUMBER:

ACCOUNT NUMBER CHANGE FROM: TO:

POSITION NUMBER CHANGE FROM: TO:

TITLE CHANGE FROM: TO:

FOR

SALARY CHANGE FROM: TO:

EFFECTIVE DATE OF CHANGE

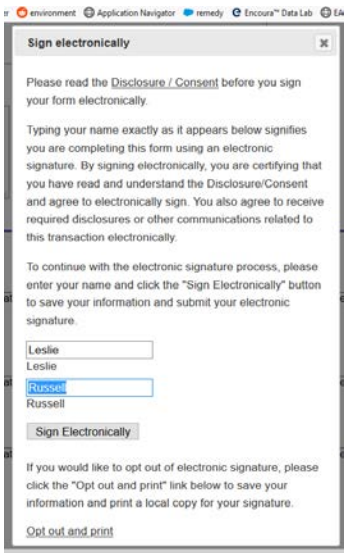
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After completing all required fields (*), sign the form by clicking the blue highlighted area.

(click to sign)	*
Date	Date
Systems Analyst 1	
*	*
Date	Date
*	*

Select the Sign Electronically button once name has been entered.



Submit the form by selecting the submit form button.

(click to sign)	*
Date	Date
Systems Analyst 1	
*	*
Date	Date
*	*

Save Progress Submit Form

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

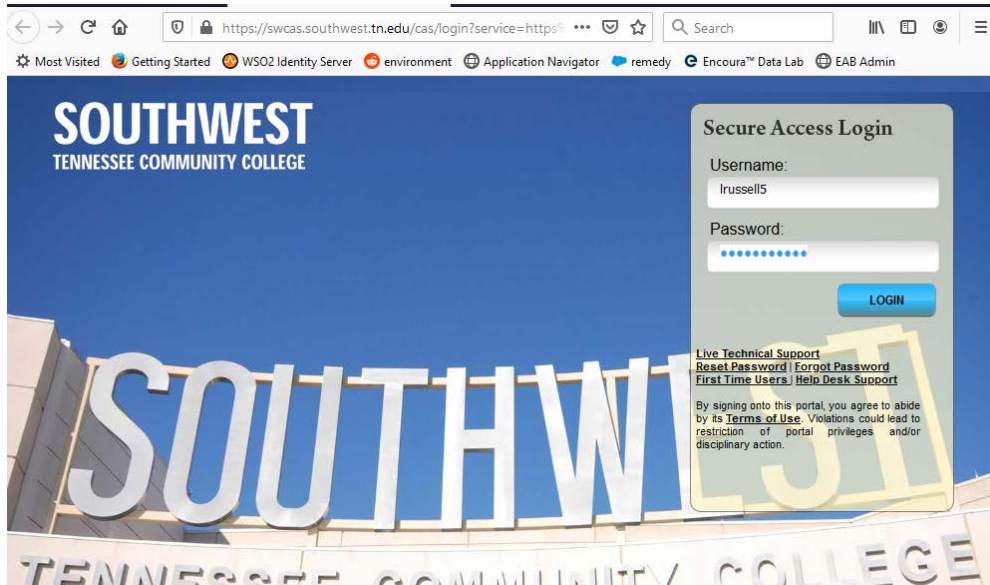
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How to Access Completed Forms

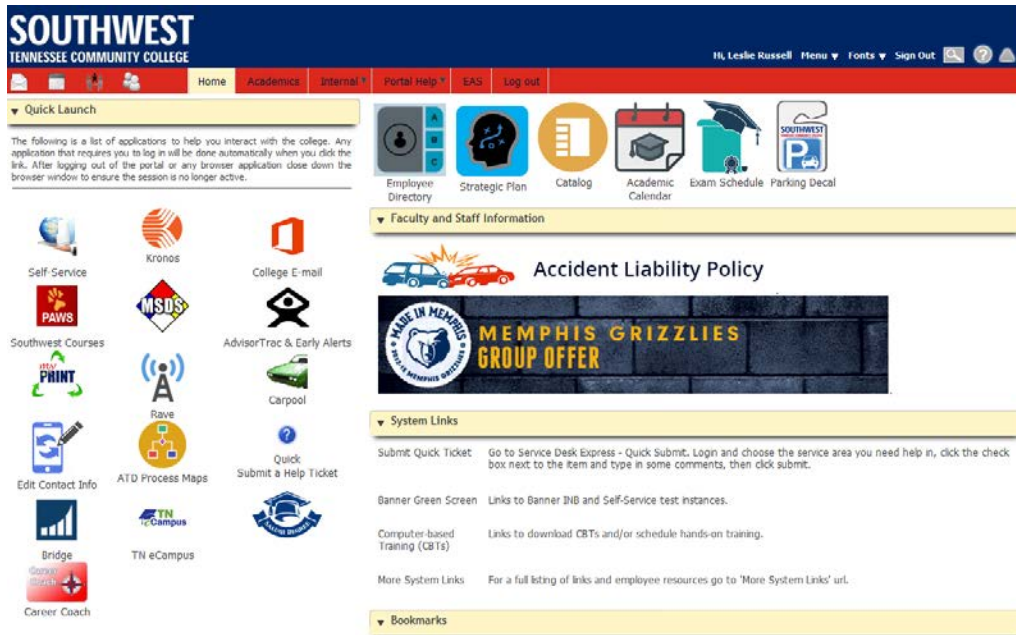
To access the form to review your progress, Log into Dynamic Forms.

A link to Dynamic Forms can be found on the Banner landing screen a.k.a. Banner green screen.

The Banner Green screen can be found by Logging into [my.Southwest](#) Portal.



Locate System Links on the right of the screen, next select Banner Green Screen.



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Once the Banner Green Screen has loaded, find the Dynamic Forms link located at bottom left.

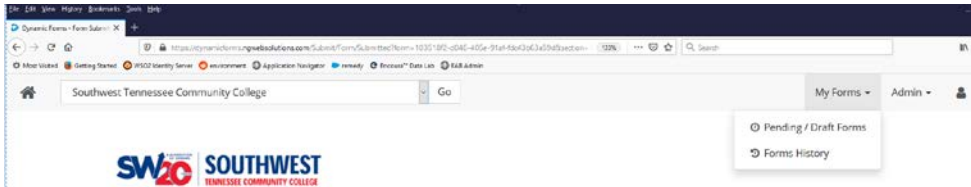
When prompted, log in with Southwest user name and password.

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Change of Status

In Dynamic Forms, select the My Forms dropdown, located to the right of the displayed screen.

Next Select Forms History



Select the Manage Co-Signer button to view who is next to sign

