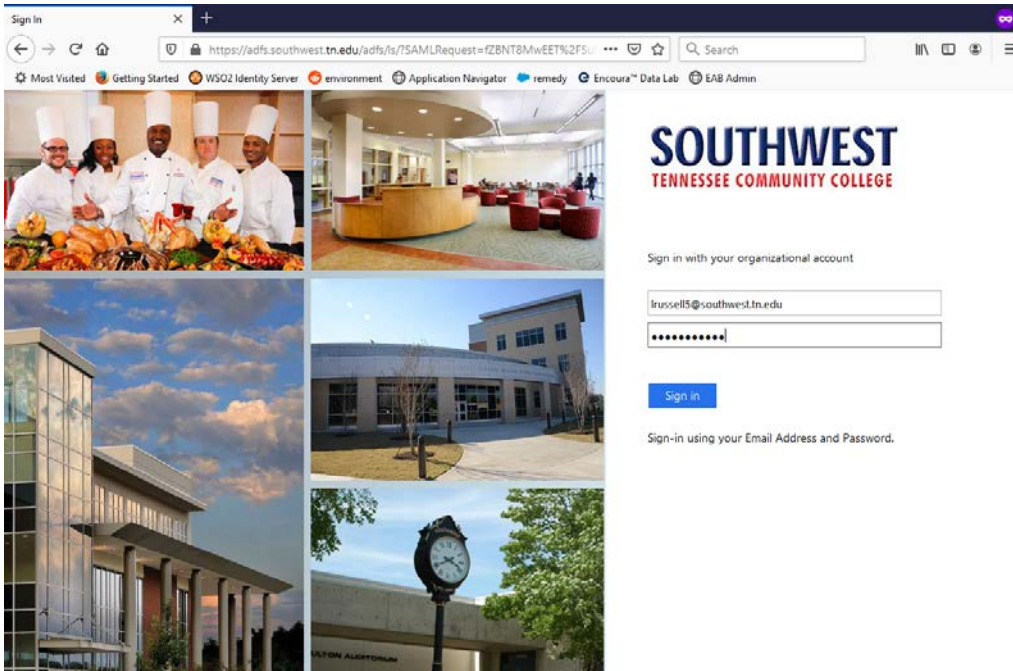


# SOUTHWEST TENNESSEE COMMUNITY COLLEGE



## Request to Employ

Completing the Request to Employ

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



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



**OFFICE OF HUMAN RESOURCES**  
**REQUEST TO EMPLOY**

---

*Are you completing this form on the behalf of someone else?*

Yes  
 No, Myself

FIRST NAME *	<input type="text"/>	LAST NAME *	<input type="text"/>	SSN *	<input type="text"/>
RACE *	<input type="text"/>	GENDER *	<input type="text" value="-- Please Select --"/>	BIRTH DATE *	<input type="text"/>
ADDRESS *	<input type="text"/>	CITY *	<input type="text"/>	STATE *	<input type="text"/>

# SOUTHWEST TENNESSEE COMMUNITY COLLEGE

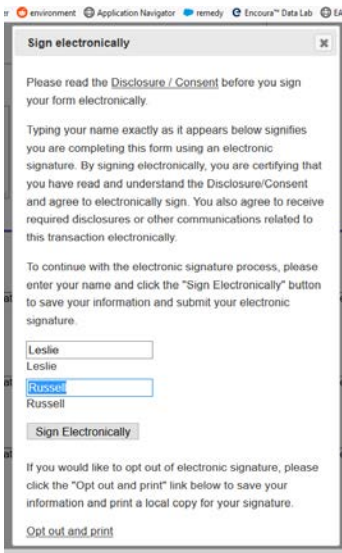
## Request to Employ

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

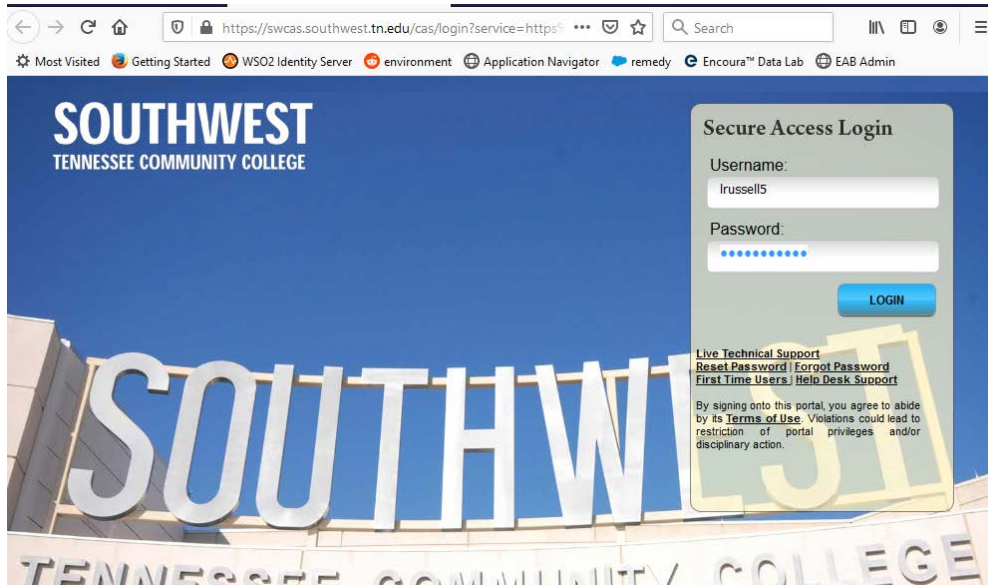
## Request to Employ

### How to Access Completed Forms

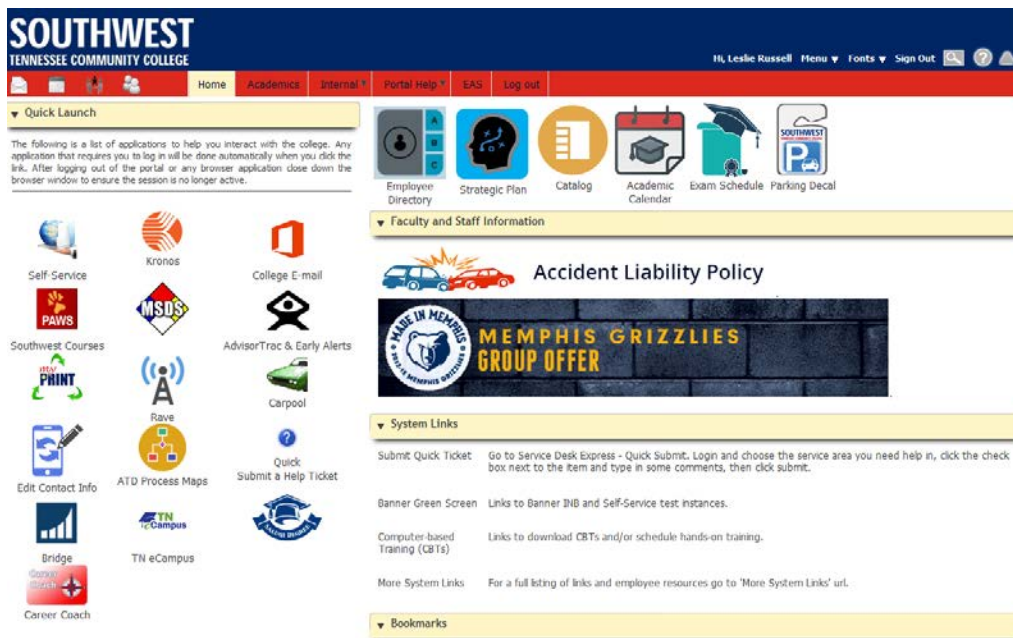
To access the form to review your progress, Log into Dynamic Forms.

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.



# SOUTHWEST TENNESSEE COMMUNITY COLLEGE

## Request to Employ

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

The screenshot shows the Banner application interface. At the top, there is a navigation bar with the Southwest Tennessee Community College logo and user information: "Hi, Leslie Russell | Menu | Fonts | Sign Out". Below the navigation bar, there are several icons representing different Banner modules. The main content area is divided into several sections:

- Banner 8 INB**  
Production | [TSA8](#) | [TSF8](#) | [TSJ8](#) | [TST8](#) | [C175](#)
- Banner 9 Application Navigator**  
Production | [TSA8](#) | [TSJ8](#)
- Self-Service**  
Production | [TSA8](#) | [TSF8](#) | [TSJ8](#) | [TST8](#)
- Workflow**  
Production | [TSA8](#) | [TSF8](#)
- OpenText (Xtender)**  
Production | [TSA8](#)
- [Argos | Intellicheck](#)
- [Java Install](#)
- [Dynamic Forms](#)
- Knowledge Base, Tutorials & Support**  
[Southwest Knowledge Base](#)  
[Ellucian Customer Support Center](#)  
[TBR Wiki](#)  
[Ellucian Listserv](#)  
[EduWorld](#)
- Documents**  
[Banner Security Request](#)  
[Argos Request Form](#)  
[ODS Reporting View Meta Data Reports](#)
- Last Cloned Dates for Test Instances**  
TSA8 - 20-DEC-2019  
TSJ8 - 19-SEP-2019  
C175 - 12-FEB-2019  
TSF8 - 20-FEB-2018  
TST8 - Obsolete

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

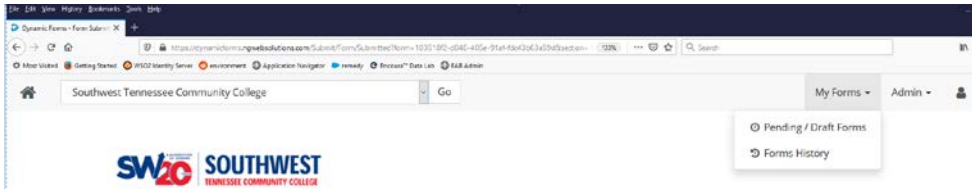
The screenshot shows the login page for the Banner application. The browser address bar displays the URL: <https://adfs.southwest.tn.edu/adfs/ls/?SAMLRequest=fZENT8MwEET%2FSu...>. The page features the Southwest Tennessee Community College logo and a sign-in form. The form includes a text input field for the email address (containing "lrussell5@southwest.tn.edu") and a password input field (masked with dots). A blue "Sign in" button is located below the form. Below the button, there is a link for "Sign-in using your Email Address and Password." The page is decorated with several images of the college's campus, including a group of chefs, a modern building interior, a large building exterior, and a clock tower.

# SOUTHWEST TENNESSEE COMMUNITY COLLEGE

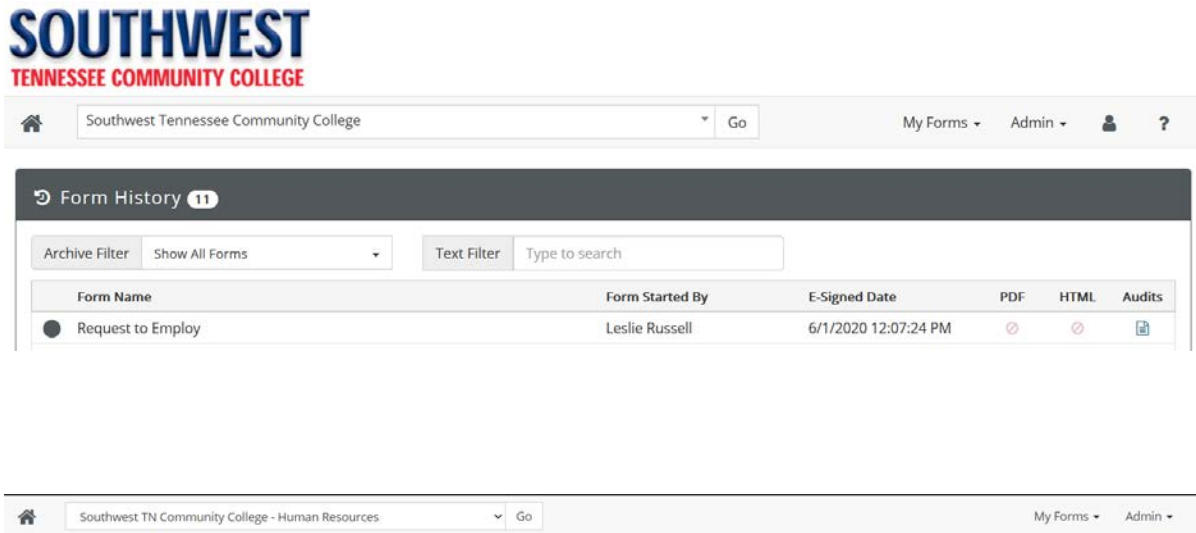
## Request to Employ

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

Next Select Forms History



Select the paper icon under Audit to view the next person needing to complete the form.



Viewing all audits for form Request to Employ (67d3e203-f060-4787-a0fb-21bf4ad488ad)

Audit Date	Change Type	User	Details
6/1/2020 11:30:53 AM	Form Submitted	Leslie Russell	{ "SignatureTemplateId": 177688, "IPAddress": "64.79.180.16", "UserAgent": "Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/83.0.4103.61 Safari/537.36" }
6/1/2020 11:30:53 AM	Status Change	Leslie Russell	{ "OldStatus": "Pending", "NewStatus": "Multi Pending", "Notes": "Form submitted" }
6/1/2020 11:30:53 AM	Email Sent		{ "Email": "rhancock@southwest.tn.edu", "Notes": "Cosigner email sent" }
6/1/2020 11:30:53 AM	Participant Updated	Leslie Russell	{ "FirstName": "Marcia", "LastName": "Hancock", "Email": "rhancock@southwest.tn.edu", "Notes": "Cosigner details set from form values" }