INSTRUCTIONS: Pre-Term Completion of 75 APS Service Hours Request

Student Section

Step 1

Select Pre-Term Completion of 75 APS Service Hours Request from the Links for Required Paperwork tab of the Student Employment Forms section of the Office of Financial Aid webpage.
Step 2

Login using your ETSU login information.

Step 3

Select **Complete This Form**.

Welcome to Dynamic Forms

Let's get started.

The Pre-Term Completion of 75 APS Service Hours Request form needs to be completed.

**Complete This Form**

You can check back here any time to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!
Step 4

Enter your **SUPERVISOR’S First Name, Last Name, and ETSU Email Address**. As your supervisor will also login using the single server sign-on, please only use their official ETSU address ending in “@etsu.edu”. **Please do not use a personal email address, goldmail, or the “mail.etsu.edu” address.** This will cause the supervisor’s identification not the match when they try to complete the form.

Instructions

Form Participants

<table>
<thead>
<tr>
<th>Supervisor</th>
</tr>
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<tbody>
<tr>
<td></td>
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<tr>
<td>First Name</td>
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Step 5

Please read the form carefully. You will notice that the fields for **Student Name**, **E-Number**, and **E-mail Address** pre-fill with your information. You are unable to change the information in these fields.

You will be required to select the **Term** and **Year** of the specific term you need to complete the hours of prior and the **Reason** for doing so. If you select **Other** as the reason, you will be prompted to explain the situation in an additional text box.

You will also need to enter the **Completion Timeframe**. You will see in the example below that a term was used. You may also specify months or days. (I.E. July 15-August 30, 2018 or June-Aug 2018).

Once you have completed the sections above, select **Next**. You will notice the **Department Name**, **Department Representative**, and **Dept Email Address** fields are gray and you cannot select them. This is because they are strictly the responsibility of your Supervisor. The supervisor info you entered earlier, will send an email to your supervisor for them to complete their portion and sign.
**Step 6**

The final step for the student is to sign the form. It is recommended that you sign electronically by entering your name in the boxes as they appear and selecting **Sign Electronically. Electronic signature is preferred as it allows for optimal efficiency of the process.** However, you do have the option to opt out of electronic signature and print the form. If you opt out and print, you will need to sign the form by hand and submit the original to the Office of Financial Aid for processing.

**Electronic Signature**

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.

If you would like to opt out of electronic signature, please click the “Opt out and print” link below to save your information and print a local copy for your signature.

**Step 7**

Once you sign electronically, you will be taken to the screen below where you can print the form as is. **Note: This will not show the department’s information as it has not been completed at this time.**

Thank you! Your form has been submitted.
DEPARTMENTAL INFORMATION

Step 1

The supervisor will receive an email from forms@etsu.edu similar to the one below. The supervisor will need to select the link within the email to be taken directly to the form.

You are receiving this e-mail because requires your help in completing the Pre-Term Completion of Service Hours Request. Please click the link below to login to your site and then proceed to Pending/Draft Forms to complete the form. Click here to complete your section of the form.

Step 2

The link will direct the supervisor to a login page. Login via the Single Server Sign-on using your ETSU login information.
**Step 3**

Once logged in, select the **Complete This Form** button.

![Welcome to Dynamic Forms](image)

The **Pre-Term Completion of 75 APS Service Hours Request** form needs to be completed.

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

**Step 4**

You will notice the following fields are completed and gray. These were completed by the student and cannot be changed. If you notice a discrepancy, you may select the **Reject** button. This will rarely be used but is an option.

You will review the student’s information and the Departmental Agreement section. You will complete the **Department Name**, **Department Representative**, and **E-Mail Address** fields under the Departmental Agreement Section. Then, you will select **Next**.
Step 6

The final step for the supervisor is to sign the form. It is recommended that you sign electronically by entering your name in the boxes as they appear and selecting **Sign Electronically**. **Electronic signature is preferred as it allows for optimal efficiency of the process.** However, you do have the option to opt out of electronic signature and print the form. If you opt out and print, you will need to sign the form by hand and submit the original to the Office of Financial Aid for processing.

**Electronic Signature**

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[Previous] [Sign Electronically]

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print]

Step 7

Once you sign electronically, you will be taken to the screen below where you can print the form as is. **Note: This does not mean the form has been processed and approved. It simply means it is in the queue for Financial Aid review.**

Thank you! Your form has been submitted.

[View Form PDF]
*Once the supervisor has completed their section, the student will receive an email from forms@etsu.edu stating the supervisor has complete their portion. This does not mean that the student is approved to for the pre-term completion. This means the form will now be queued for Financial Aid to review.*