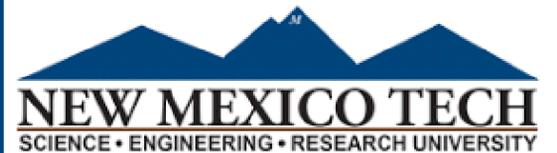


Work Authorization Instructions



Below are the instructions on how to fill out and send a work authorization form. Once you fill out the required information from your part, the next steps depend on your supervisor.

- 01** Click on "**Work Authorization Form**". It should take you to the **Dynamic Forms** log in website
- 02** Log in using your **Academic Lab Credentials**
- 03** Once you are logged in, fill **ONLY** your required parts. This means only fill the **STUDENT INFORMATION**. Job information and below are to be completed by your supervisor.
- 04** Check with your supervisor to see who the correct supervisor on the form should be. (Sometimes it is not your direct supervisor)
- 05** Double check your supervisor's email is correct. They will not receive the form if it is not.
- 06** Last step: **Submit!** Financial Aid will email you when you are authorized to begin working

** If you realize you have made a mistake after submitting the form, please contact Financial Aid. Your form can be returned and revised. **Please do not send multiple forms.** **
