

## How To Access Saved Forms

**Step 1:** Go to <https://forms.mcnyc.edu> → sign in with your MCNY user name and password.



Sign in with your MCNY Account

  

[Sign in](#) ←

[Azure Multi-Factor Authentication](#)

[Forgot Password?](#)

**Step 2:** Click on “Pending / Draft Forms”



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This page offers you access to your Pending / Draft Forms and your completed Forms History.

If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dyna

- [Pending / Draft Forms](#)
- [Forms History](#)
- [Manage your Account](#)



**Step 3:** Locate your saved document:

Pending / Draft Forms			
Form Name	Status	Description	Date
Satisfactory Academic Progress	Draft	Started By:	Last Saved: 7/15/2021 10:24:09 AM

Click on “**Action**” Drop down and select “**complete form**”

