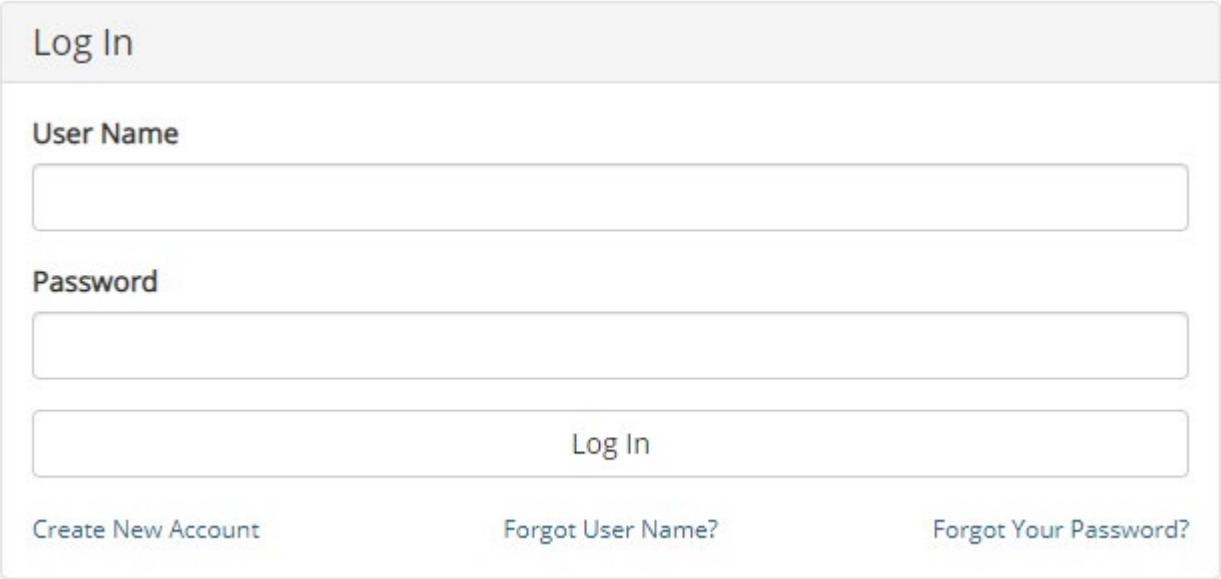
# Student Work Authorization Form (Student Instructions)

1. To begin working on campus you will need to complete a Student Work Authorization Form. Please follow the Dynamic Forms link to access the form portal.
2. If it is your first time, create a new account using your NMT email address as your username (i.e. firstname.lastname@student.nmt.edu). Please see the Dynamic Forms Account Creation instructions for more information.




3. Complete all required sections of the Student Information portion of the form. Please note that you will need to know your supervisor's name and email address in order to complete your portion of the form.
4. Electronically sign and date. Scroll down to the bottom of the form and click submit form.

5. You will receive a confirmation email. Your supervisor will receive your submission and continue with the process from there. If there is any additional information needed for your request, you will be contacted by the appropriate office with instructions on how to provide this.