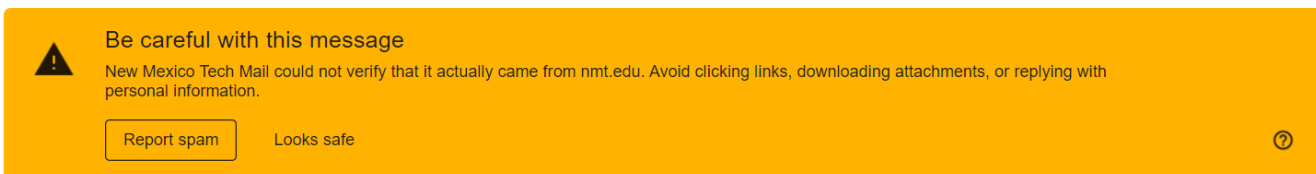


## Domestic Education Assistance Funds (DEAF) Form (Student Instructions)

1. The DEAF form is used to allocate departmental or grant scholarships to students. It is initiated by the office originating the award. After the initiator and Department Chair/PI complete their portions of the form, you will receive an email with a link to log into Dynamic Forms. Please be advised that this email is safe and you can continue to proceed with the request. The email will look similar to this:



Annette Kaus has submitted an Domestic Education Assistance Funds (DEAF) which requires your certification.

Please follow the link below to continue processing of this request:  
[Click here to complete your section of the form.](#)

2. After clicking on the link in the email, you will be taken to the Dynamic Forms login page. If it is your first time using Dynamic Forms, create a new account using your NMT email address as your username (i.e. [firstname.lastname@nmt.edu](#)). Please see the [Dynamic Forms Account Creation](#) instructions for more information.

If you already have an account, log in.

Log In

User Name

Password

Log In

[Create New Account](#)      [Forgot User Name?](#)      [Forgot Your Password?](#)

3. Complete the Student section of the form.
4. Electronically sign and date. Scroll down to the bottom of the form and select submit form.

Save Progress

Return for Revision

Submit Form

5. The form will continue to be routed for each additional approval.