Accessing Past Assessment Forms in AEFIS

1. Log in to AEFIS using your NetID and password (https://tamu.aefis.net).

2. If the Action Items list is set up to automatically appear, close the Action Items list by clicking the right-pointing arrow OR click anywhere in the greyed-out area outside of the Action Items list.

3. On the main AEFIS dashboard, locate the square widget labeled My Data Collection Forms.
4. Click the three vertical dots at the top right of the widget and select *Completed Forms*.

![Image of completed forms](image.png)

5. The resulting list includes all previous assessment forms that were submitted through the end of their respective workflows in AEFIS, as well as assessment information from cycles that were completed in WeaveOnline (AY12-13 through AY17-18).