## **OLD DOMINION** UNIVERSITY

## Forms: Build A Form

- 1. Go to forms.odu.edu and log in with your MIDAS ID and password.
- 2. Click the **Create New Form** button.



3. Edit the **Form Properties**. Give your form a name and description.

N Forms Account		∏⇒ Sign Out
Untitled Form This is your form description. Click here to edit.	Add a Field Field Properties Form Properties Form Title © Untitled Form Description @ This is your form description. Click here to edit.	
Your form has no fields yet! Click the buttons on the right sidebar or Drag it here to add new field.	Hide Title and Description from Public View  Submission Confirmation  Show Text  Redirect to Web Site  Success! Your submission has been saved!  show more options	
Save Form O Add Field		

4. Drag and drop **Fields** into your form, and rearrange them on the page. When you have your form the way you like, click **Save Form**.

Sama la Farma		Add a Field Field Prop	perties Form Properties
This is your form description. Click here to edit.		$_{ m T}$ Single Line Text	8 Number
Name		📰 Paragraph Text	Checkboxes
First Last		: Multiple Choice	≣: Drop Down
Address		🚊 Name	🛗 Date
		🕅 Time	📞 Phone
Street Address		Address	🔗 Web Site
Address Line 2		🛐 Price	🚖 Email
City St	ate / Province / Region	Matrix Choice	File Upload
	~	🖉 Section Break	Page Break
Postal / Zip Code Co	buntry	Signature	Media

## More information

## Information Technology Services

www.odu.edu/its 2 (757) 683-3192 itshelp@odu.edu 1100 Monarch Hall oduits V odu\_its