• Log into Kuali Build: [https://uconn.kualibuild.com/app/builder/#/home](https://uconn.kualibuild.com/app/builder/#/home)

• **Home**: will show you the icons for all the forms you have access to.
  
  - **My Favorites**: each icon has a ❤️ in the top left, select this to add to your favorites
  - **Search** (top left): use “Stm St Act” to find the Stamford Student Activities forms more easily

• **Action List**: will show you items that need your attention/follow up.
  
  - Click on any of the items on the list to review and resolve the step.
  - Refresh the page to update the list.
• **Submissions**: here you will find the forms you submitted, and drafts.
  
  o **Submitted forms**: you can see their status, and review where they are in the process. If a form has not been completed, you may withdraw the form.
  o **Drafts**: are saved for you to complete at another time.
  o **Both Submissions/Drafts can be duplicated**. This may be a handy function if you have multiple similar forms to submit. Be careful when using this function to update all fields as needed.