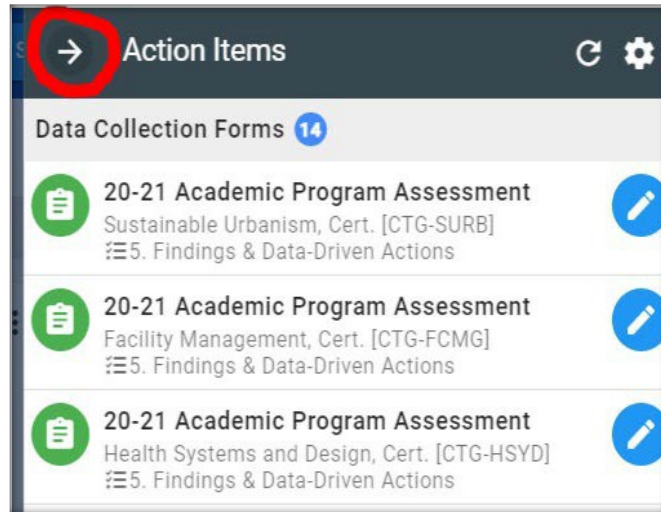
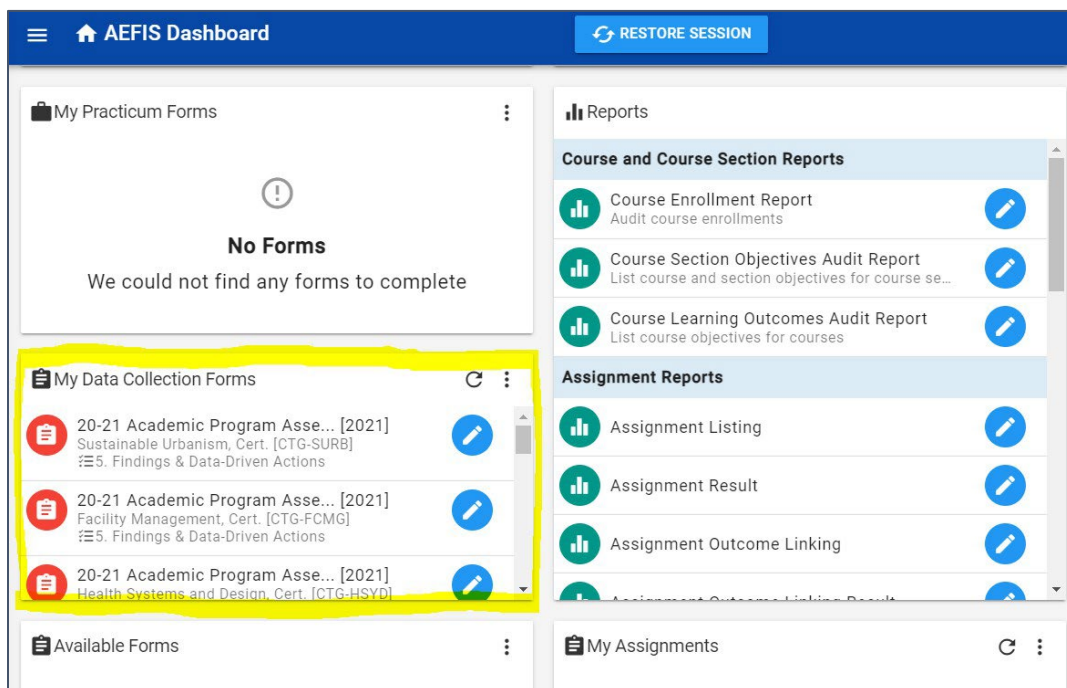


How to Access Past Assessment Forms

1. Log in to HelioCampus (formerly AEFIS) with your NetID and password (<https://tamiu.aefis.net>).
2. Close the Action Items list by clicking the right-pointing arrow OR click anywhere in the greyed-out area outside the Action Items list.



3. On the 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*.



5. The resulting list includes all previous assessment forms that were submitted through the end of their respective workflows.