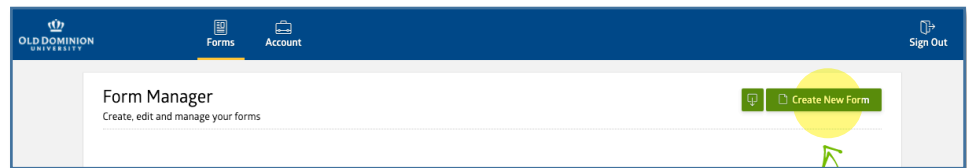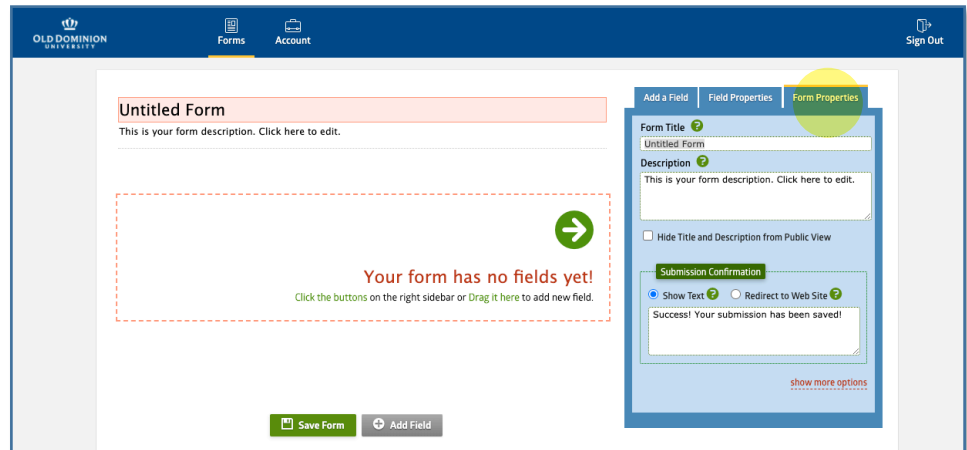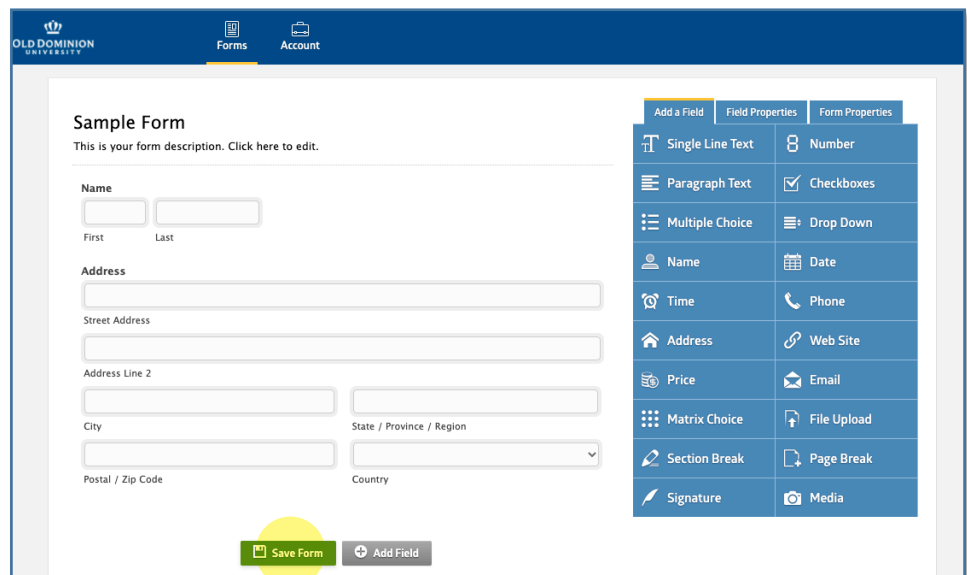# Forms:
Build A Form

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.

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**.

More information