

How To Access & Complete the Conflict of Interest Dynamic Form

1. On the <https://langston.edu> website click on **Faculty/Staff Portals** in top menu.
2. Click to open **Dynamic Forms**.

The screenshot shows the Langston University website interface. At the top, the Langston University logo is on the left, and a navigation menu includes links for 'Donate', 'Newsroom', 'Events', 'Student Portals', 'Faculty/Staff Portals', 'Parents', 'Directory', and 'View/Pay Tuition'. A search bar is on the right. Below the navigation is a banner for 'CELEBRATE BLACK HISTORY MONTH WITH DEAR LANGSTON'. The main content area is a grid of six tiles:

- Microsoft WEBMAIL**: USE YOUR LIONKEY CREDENTIALS TO ACCESS EMAIL. NEED HELP?
- ACTIVATE YOUR LIONKEY**: THE LION KEY ACCOUNT IS NECESSARY TO ESTABLISH YOUR CANVAS ONLINE COURSE MANAGEMENT SYSTEM. CHANGE PASSWORD RESET PASSWORD
- Canvas**: A LION KEY ACCOUNT IS NECESSARY TO ESTABLISH YOUR CANVAS ONLINE COURSE MANAGEMENT SYSTEM. (THIS ONLY HAS TO BE COMPLETED ONCE DURING YOUR TIME AT LU).
- FORMS.LANGSTON.EDU**: ACCESS LU DYNAMIC FORMS
- DYNAMIC FORMS**: ACCESS THE LIBRARY OF LANGSTON UNIVERSITY DYNAMIC FORMS
- FACULTY & ADVISOR SERVICES LOGIN**: FACULTY AND ADVISOR SERVICES INCLUDING CLASS ROLES, SCHEDULES AND GRADES.

A large blue arrow points from the 'FORMS.LANGSTON.EDU' tile to the 'DYNAMIC FORMS' tile.

3. When the Dynamic Forms web page opens, scroll to the **Conflict of Interest** form and click the + sign.

The screenshot shows the top navigation bar of the Langston University website. On the left is the Langston University logo with the text 'LANGSTON UNIVERSITY' and 'LANGSTON | TULSA | OKC' below it. To the right of the logo are links for 'Donate', 'Newsroom', 'Events', 'Student Portals', 'Faculty/Staff Portals', 'Parents', 'Directory', and 'View/Pay Tuition'. A search bar with the text 'Search...' and a magnifying glass icon is on the far right. Below the navigation bar is an orange banner with the text 'CELEBRATE BLACK HISTORY MONTH WITH DEAR LANGSTON' and two icons: 'REQUEST INFO' and 'SCHEDULE A TOUR'. The main content area has a light blue background and contains the following text:

Langston University Dynamic Forms

Conflict of Interest Form

[Access the Conflict of Interest form](#)

- Instructions to complete the Conflict of Interest form
- View how to complete the Conflict of Interest form

Once you click the + sign, a drop down menu appears.

From the drop down menu, you will be able to:

- Click to access and complete the Conflict of Interest Form.
- Review the Instructions document on how to complete the Conflict of Interest Form.
- Click to view a video that demonstrates how to access and complete the Conflict of Interest Form.

4. Once you click and access the form, the following web page appears:
The form will automatically populate your First Name, Last Name, and Your Email Address. You are required to type in your department.



Langston University General Conflict of Interest Reporting Form

Who Needs to Complete this Disclosure and When? Any individual employed by, or acting on behalf of, Langston University who has a potential or actual conflict of interest as described in OSU/A&M Board of Regents' Ethics Policy 3.05* must disclose the conflict promptly to their supervisor for assessment.

*<https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html>

Please answer all questions and electronically submit this form.

First Name: *Heleen Last Name: *Sheets
Your Email Address: *heleen.sheets@langston.edu Department: *

- 1) Do you or a family member* have an interest in an entity or activity that
- a) does business with the University in an area in which you make spending decisions? *
 - b) profits from the sale of course material (coursepacks, software, etc.) or other goods or services to students whom you teach or evaluate? *
 - c) employs University faculty, staff or students who you directly supervise or evaluate both in that employment and at the University? *
 - d) sponsors a project at the University over which you have any degree of control? *
 - e) profits from research you do at the University? *
 - f) competes with the University for project funding? *
 - g) uses University-owned intellectual property, or University equipment or facilities? *

- 2) Do you currently participate or plan to participate in an outside activity that will interfere with your primary commitment to Langston University?
If yes, please provide details in Question 4.

- 3) Other than those covered in Questions 1 and 2, do you or a family member* have an interest in any entity or activity that could reasonably appear to affect, or be affected by, the exercise of your University responsibilities?

If you had no interests to report, skip Questions 4 and 5, sign below, and submit this form. Otherwise, please complete Questions 4 and 5.

- 4) Do you have any interests reported above that are not already subject to a conflict management plan?
- All interests are subject to an existing conflict of interest management plan.
 - At least one interest is not subject to an existing conflict of interest management plan.

5) Please describe:

a) The nature of the entity or activity (type and name of businesses, etc.):

b) Your or your family member's* relationship to the entity or activity (including your position or title, if any):

c) The nature of your or your family member's* interest (ownership, salary, equity interest, etc.) and its extent (full ownership, salary in excess of \$10,000, etc.):

d) The nature of the potential conflict:

* Pursuant to the OSU/A&M Board of Regents' Ethics Policy 3.05, "family member" means all family members to the third degree of consanguinity, including, e.g., children, parents, siblings, grandparents, aunts/uncles, great grandparents, great aunts/uncles, and second cousins.

I have read and understand and will comply with the OSU/A&M Board of Regents' Ethics Policy 3.05 found at <https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html> and the Oklahoma Ethics Rules found at www.ok.gov/ethics/Ethics_Laws_Guides_Forms/index.html. The information reported in this disclosure is complete and accurate to the best of my knowledge. I will update the above information throughout the coming year if my circumstances change.

Signature: (click to sign) Date:

Save Progress Submit Form

NOTE: At the bottom of the form is a "Save Progress" box. You may click on "Save Progress" at any time before submitting the document.

- Complete Questions 1-3, answering Yes or No.
- If you answer No in all sections of Questions 1-3, you will skip Questions 4 & 5, and go to the electronic signature portion of the form.



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*<https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html>

Please answer all questions and electronically submit this form.

First Name: *Heleen
 Last Name: *Sheets
 Your Email Address: *heleen.sheets@langston.edu
 Department: *Public Relations

1) Do you or a family member* have an interest in an entity or activity that

- a) does business with the University in an area in which you make spending decisions? *No
- b) profits from the sale of course material (coursepacks, software, etc.) or other goods or services to students whom you teach or evaluate? *No
- c) employs University faculty, staff or students who you directly supervise or evaluate both in that employment and at the University? *No
- d) sponsors a project at the University over which you have any degree of control? *No
- e) profits from research you do at the University? *No
- f) competes with the University for project funding? *No
- g) uses University-owned intellectual property, or University equipment or facilities? *Yes

2) Do you currently participate or plan to participate in an outside activity that will interfere with your primary commitment to Langston University? If yes, please provide details in Question 4.

*No

3) Other than those covered in Questions 1 and 2, do you or a family member* have an interest in any entity or activity that could reasonably appear to affect, or be affected by, the exercise of your University responsibilities?

*No

If you had no interests to report, skip Questions 4 and 5, sign below, and submit this form. Otherwise, please complete Questions 4 and 5.

REMEMBER: At the bottom of the form is a “Save Progress” box. You may click on “Save” to save your progress at any time before submitting the document.

5. If you answered Yes in any section of Questions 1-3, you will need to complete Questions 4 & 5.

If you had no interests to report, skip Questions 4 and 5, sign below, and submit this form. Otherwise, please complete Questions 4 and 5.

4) Do you have any interests reported above that are not already subject to a conflict management plan?

- All interests are subject to an existing conflict of interest management plan.
- At least one interest is not subject to an existing conflict of interest management plan.

5) Please describe:

a) The nature of the entity or activity (type and name of businesses, etc.):

*Type in the details regarding your or your family member(s) who have an interest or activity that may be a potential conflict.

b) Your or your family member's* relationship to the entity or activity (including your position or title, if any):

*Type in the relationship to the entity or activity. Please include your position or title.

c) The nature of your or your family member's* interest (ownership, salary, equity interest, etc.) and its extent (full ownership, salary in excess of \$10,000, etc.):

*Type in the nature of you or your family member's interest and describe the scope and extent.

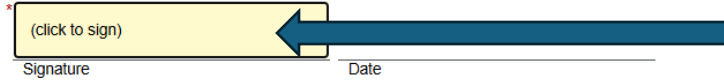
d) The nature of the potential conflict:

*Type in the nature of the potential conflict.

6. After all required questions are completed, you can now digitally sign the form. Click on **“Click To Sign”** inside the Yellow signature box.

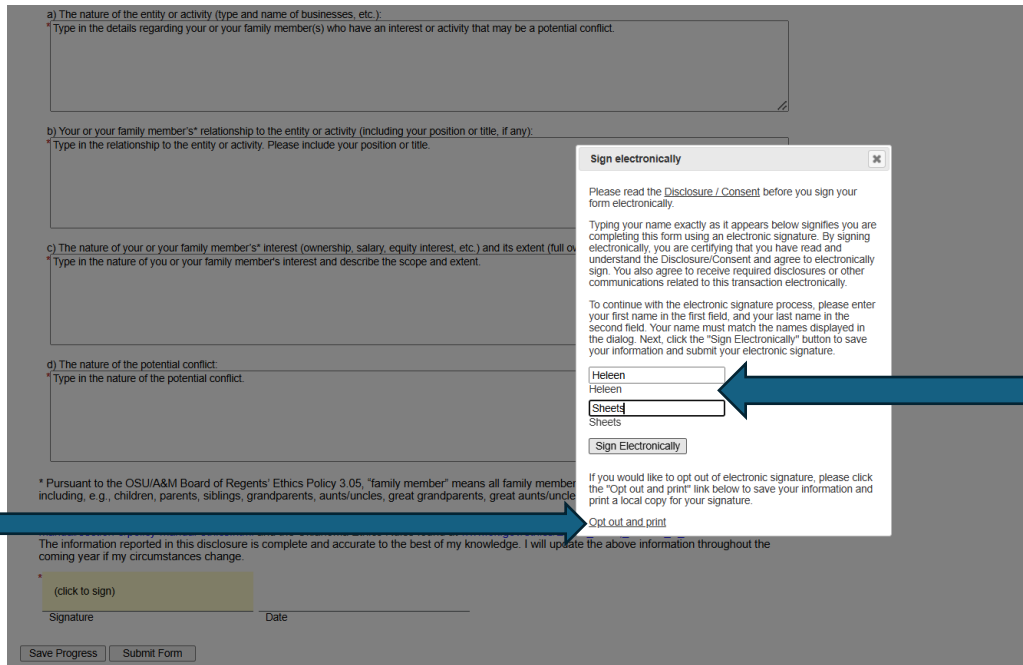
* Pursuant to the OSU/A&M Board of Regents' Ethics Policy 3.05, "family member" means all family members to the third degree of consanguinity, including, e.g., children, parents, siblings, grandparents, aunts/uncles, great grandparents, great aunts/uncles, and second cousins.

I have read and understand and will comply with the OSU/A&M Board of Regents' Ethics Policy 3.05 found at <https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html> and the Oklahoma Ethics Rules found at www.ok.gov/ethics/Ethics_Laws_Guides_Forms/index.html. The information reported in this disclosure is complete and accurate to the best of my knowledge. I will update the above information throughout the coming year if my circumstances change.



7. A signature box appears. Please type in your First Name and Last Name in the appropriate boxes and click **“Sign Electronically.”**

If you wish to opt out of the electronic signature, click **“Opt Out And Print.”**



8. Once you click **Sign Electronically**, the box disappears and the date is automatically populated.

3) Other than those covered in Questions 1 and 2, do you or a family member* have an interest in any entity or activity that could reasonably appear to affect, or be affected by, the exercise of your University responsibilities?

*No

If you had no interests to report, skip Questions 4 and 5, sign below, and submit this form. Otherwise, please complete Questions 4 and 5.

* Pursuant to the OSU/A&M Board of Regents' Ethics Policy 3.05, "family member" means all family members to the third degree of consanguinity, including, e.g., children, parents, siblings, grandparents, aunts/uncles, great grandparents, great aunts/uncles, and second cousins.

I have read and understand and will comply with the OSU/A&M Board of Regents' Ethics Policy 3.05 found at <https://regents.okstate.edu/policy-manual/section-3/policy-manual-ethics.html> and the Oklahoma Ethics Rules found at www.ok.gov/ethics/Ethics_Laws,_Guides,_&_Forms/index.html. The information reported in this disclosure is complete and accurate to the best of my knowledge. I will update the above information throughout the coming year if my circumstances change.

Signature: Heleen Sheets Date: 02/14/2025

Save Progress

Submit Form



9. To complete the form, click on **Submit Form**.

A Thank You screen appears with the option to view your form in PDF format.



Thank you for completing the Conflict of Interest Form.

[View Form PDF](#)

You have no forms that need action right now

Other Forms you might be interested in.

[Forms I am Copied on](#)

[Forms Awaiting Other Signatures](#)

[My Forms History](#)

NOTE: If you need to leave the form while completing it at any time, please remember to click **Save Progress**. If left unattended, Dynamic Forms will time out and you will need to re-enter the Dynamic Form platform.

How To Re-Access the Dynamic Form platform

1. To re-access the Dynamic Form platform, please return to the **Faculty/Staff Portals** screen, and click on **Forms.Langston.Edu**.

The screenshot shows the Langston University Faculty/Staff Portals page. At the top left is the Langston University logo with the text 'LANGSTON UNIVERSITY' and 'LANGSTON | TULSA | OKC'. To the right is a navigation menu with links: 'Donate', 'Newsroom', 'Events', 'Student Portals', 'Faculty/Staff Portals', 'Parents', 'Directory', and 'View/Pay Tuition'. A search bar is located on the far right. Below the navigation is a secondary menu with links: 'About', 'Admissions/Aid', 'Academics', 'Student Experience', and 'Athletics'. A banner across the top of the main content area reads 'CELEBRATE BLACK HISTORY MONTH WITH DEAR LANGSTON'. The main content area is a grid of six service tiles. The tiles are: 1. Microsoft Webmail: 'Microsoft WEBMAIL', 'USE YOUR LIONKEY CREDENTIALS TO ACCESS EMAIL.', 'NEED HELP?'. 2. Activate Your Lionkey: 'ACTIVATE YOUR LIONKEY', 'THE LION KEY ACCOUNT IS NECESSARY TO ESTABLISH YOUR CANVAS ONLINE COURSE MANAGEMENT SYSTEM.', 'CHANGE PASSWORD', 'RESET PASSWORD'. 3. Canvas: 'Canvas', 'A LION KEY ACCOUNT IS NECESSARY TO ESTABLISH YOUR CANVAS ONLINE COURSE MANAGEMENT SYSTEM. (THIS ONLY HAS TO BE COMPLETED ONCE DURING YOUR TIME AT LU)'. 4. Forms.Langston.Edu: 'FORMS.LANGSTON.EDU', 'ACCESS LU DYNAMIC FORMS'. 5. Dynamic Forms: 'Dynamic Forms', 'Powered by Next Gen', 'ACCESS THE LIBRARY OF LANGSTON UNIVERSITY DYNAMIC FORMS'. 6. Faculty & Advisor Services Login: 'FACULTY & ADVISOR SERVICES LOGIN', 'FACULTY AND ADVISOR SERVICES INCLUDING CLASS ROLES, SCHEDULES AND GRADES.'. A blue arrow points to the 'FORMS.LANGSTON.EDU' tile.

- When the Dynamic Forms platform appears, you will see a **Form Templates** Screen as below. From this screen, click on the diagonal arrow next to **Filters** towards the top right.

The screenshot shows the 'Form Templates' interface. At the top, there is a search bar and navigation links. Below this, a 'Form Templates' header indicates 17 selected organizations. A table lists the following form templates:

Active	Invites	Form Name	Returned	Multi	Pending	Processed	Archived	Action
Yes	0	2023 Form I-9 with SSN	0	0	0	0	0	Action
Yes	0	2024-2025 Professional Judgment Independent Student Application	0	1	0	0	0	Action
No	0	ChartField Request Form_V.1 Copy	0	0	0	0	0	Action
Yes	0	Choice of Major	0	0	0	0	0	Action
Yes	0	Demo Form	0	0	0	0	0	Action
Yes	0	Direct Deposit for Student Refunds SA	0	0	0	0	0	Action
Yes	0	Document Upload Cover Page - No Login	0	0	1	0	0	Action
Yes	3	Electronic Communication Consent	0	0	0	0	0	Action
Yes	0	Late Add	0	0	0	0	0	Action

- An Organizations box appears. Click to highlight **Langston University – Sandbox**. Then Click on the **Apply** button.

The screenshot shows the 'Organizations' selection dialog. The 'Organizations' list includes:

- Langston University
- Langston University - Academic Affairs
- Langston University - Accounting
- Langston University - Athletics
- Langston University - Fiscal & Administrative Affairs
- Langston University - Human Resources
- Langston University - Operations
- Langston University - Presidents Office
- Langston University - Purchasing and Travel
- Langston University - Registrar
- Langston University - Residential Life
- Langston University - Sandbox** (highlighted)
- Langston University - Strategic Enrollment and Advising
- Langston University - Student Affairs
- Langston University - Technology
- Langston University - Title III

The 'Apply' button is highlighted with a blue arrow at the bottom right of the dialog.

- Once the Sandbox org. is selected, the web page will list forms including the **Conflict of Interest** form. You can now re-access the form by clicking on the diagonal arrow as shown below.

LANGSTON UNIVERSITY

Search... My Forms / Portal Admin

Form Templates 6
Selected 1 orgs

Search in form template... Add New Form Filters Actions

<input type="checkbox"/>	Active	Invites	Form Name ↑	Returned	Multi	Pending	Processed	Archived	Action
<input type="checkbox"/>	Yes	0	Conflict of Interest	0	0	5	1	0	Action
<input type="checkbox"/>	Yes	0	International Travel Registration Form	0	0	0	0	0	Action
<input type="checkbox"/>	Yes	0	ITS Equipment Request Form	0	0	1	0	0	Action
<input type="checkbox"/>	Yes	0	Out of State Travel Request	0	0	0	0	0	Action
<input type="checkbox"/>	Yes	0	Travel Approval Form	0	0	0	0	0	Action
<input type="checkbox"/>	Yes	0	Travel Authorization Form	0	3	2	0	0	Action

1 - 6 of 6 items