



DYNAMIC FORMS

ACCOUNT CREATION GUIDE – FOR STUDENTS, PARENTS AND COUNSELORS

WELCOME TO DYNAMIC FORMS

For the Spring 2022 registration period, all Dual Enrollment Forms will be a product of Dynamic Forms. Our forms have been created specifically for each school district and private, Christian, or charter school. Some of the exciting features include:

1. Easy Account Creation
2. Multi-factor Authentication to protect student information
3. Auto population of Class information from Class Schedule
4. Ability to track forms created through the DF Dashboard

Ready to begin account creation?

- ▶ You will need:
 - ▶ A device (phone or computer)
 - ▶ Internet access
 - ▶ Mobile Phone for Multi-factor Authentication
 - ▶ Students will need their NWFSC email address (accounts must be made with this email)
- ▶ Start by typing or pasting the email address below into your browser or click on the link.

[Dynamicforms.ngwebsolutions.com](https://dynamicforms.ngwebsolutions.com)

At the Log In Window, click Create New Account



Log In

User Name or Email Address

Password

[Create New Account](#)

[Forgot Your Password?](#)

Create Account: The User must create a Username and Password and then enter personal information. Click Create Account upon completion

Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

———— Please complete all of the information below ————

Username *

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Password *

Confirm Password *

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

First Name *

Last Name *

Email Address *

Confirm Email Address *

Secret Question *

Secret Question Answer *

Create Account

Write down
your
username
and
password
in a safe
place

NOTE:
COUNSELORS MUST
USE THEIR SCHOOL
EMAIL AS LISTED ON
SLIDES 11-15.
STUDENTS MUST USE
THEIR NWFSC EMAIL.

Upon Creation of the New Account, you will be asked to go into your email to confirm the email address. **This step must be completed.**

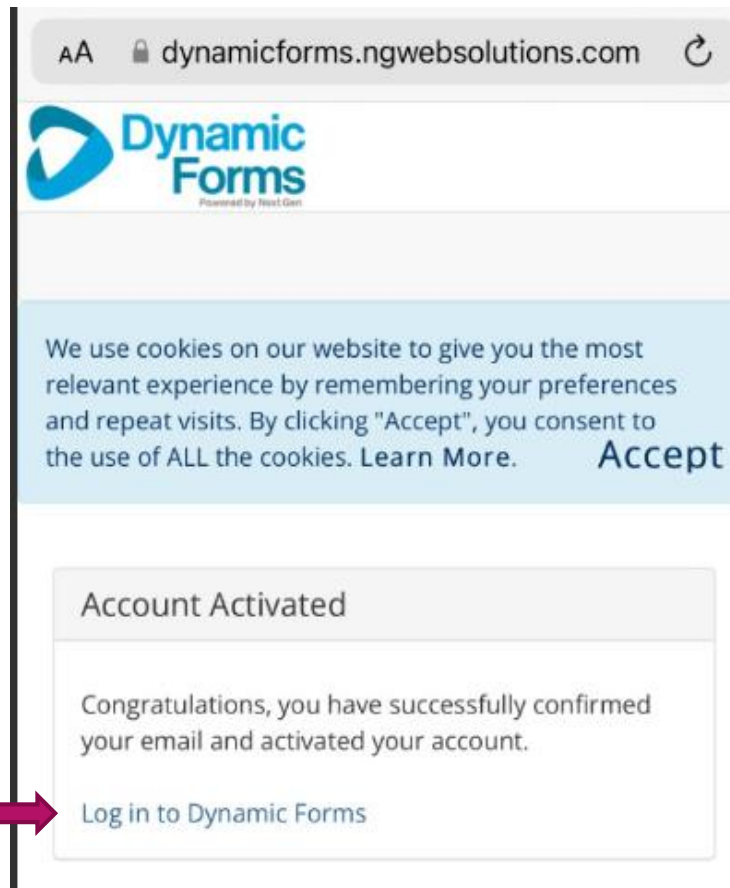
Verify your email

We sent an email to your inbox

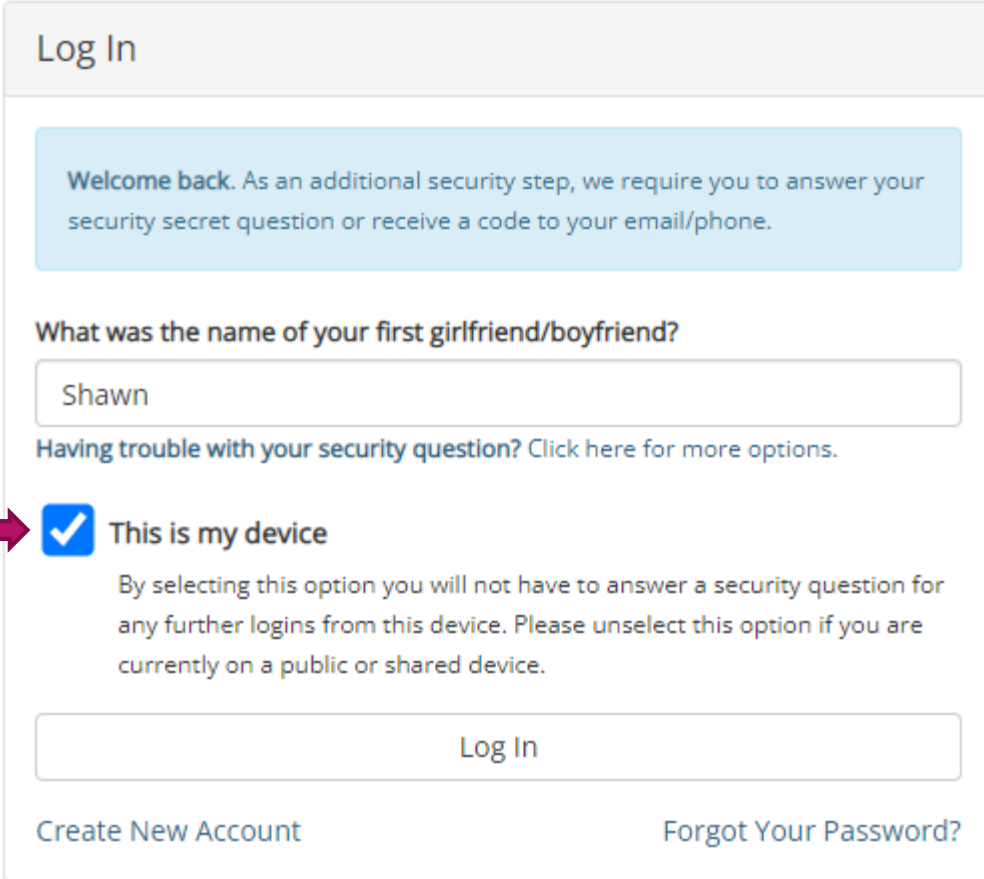
Please visit the link provided in that email to confirm your email address and activate your account.

NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

You will receive a message saying you successfully confirmed your email and activated your account. After the email has been verified, you will be able to click the blue text LOG IN TO DYNAMIC FORMS.



The user will be prompted to answer the security question. Users may check ✓ **This is my Device** to skip this step in the future.



Log In

Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.

What was the name of your first girlfriend/boyfriend?

Shawn

Having trouble with your security question? [Click here for more options.](#)

☒ **This is my device**

By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.


Log In

[Create New Account](#) [Forgot Your Password?](#)

A red arrow points to the 'This is my device' checkbox.

Users will be asked to use the multi-factor authentication process by entering their mobile phone number. Once the number is entered, click SEND CODE then enter and Save.

Protecting Your Data



Please take a moment...

We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time.

Mobile Number *

Verification Code

* message and data rates may apply

