



DYNAMIC FORMS

ACCOUNT CREATION GUIDE – FOR PARENTS AND COUNSELORS

IMPORTANT FOR STUDENTS



- ▶ Students will access forms through Single Sign On (Raidernet); You do not need to create a Dynamic forms Account.

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:

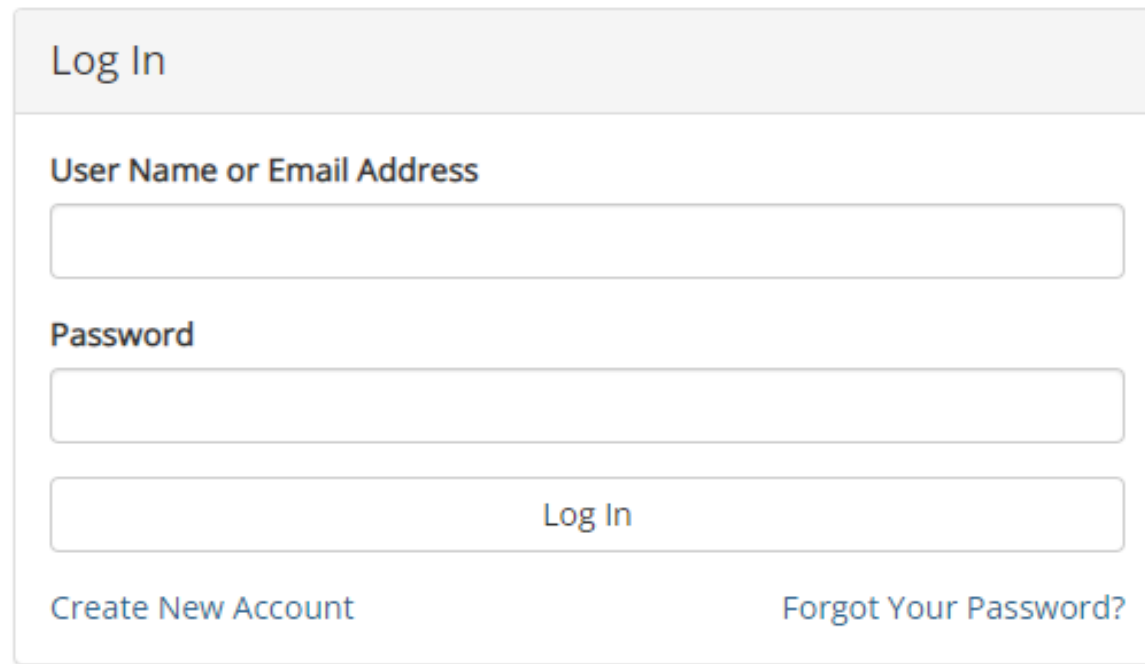
1. Easy Account Creation
2. Multi-factor Authentication to protect student information
3. Auto population of Class information from Class Schedule
4. Ability to track forms created through the DF Dashboard

Ready to begin account creation?

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

Dynamicforms.ngwebsolutions.com

At the Log In Window, click Create New Account



The image shows a login form with the following elements:

- Log In** (header)
- User Name or Email Address** (label above a text input field)
- Password** (label above a text input field)
- Log In** (button)
- [Create New Account](#) (link)
- [Forgot Your Password?](#) (link)

A red arrow points to the [Create New Account](#) link.

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: @ & \$

Write down your username and password in a safe place

First Name *

Last Name *

Email Address *

Confirm Email Address *

Secret Question *

Secret Question Answer *

Create Account

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

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.**

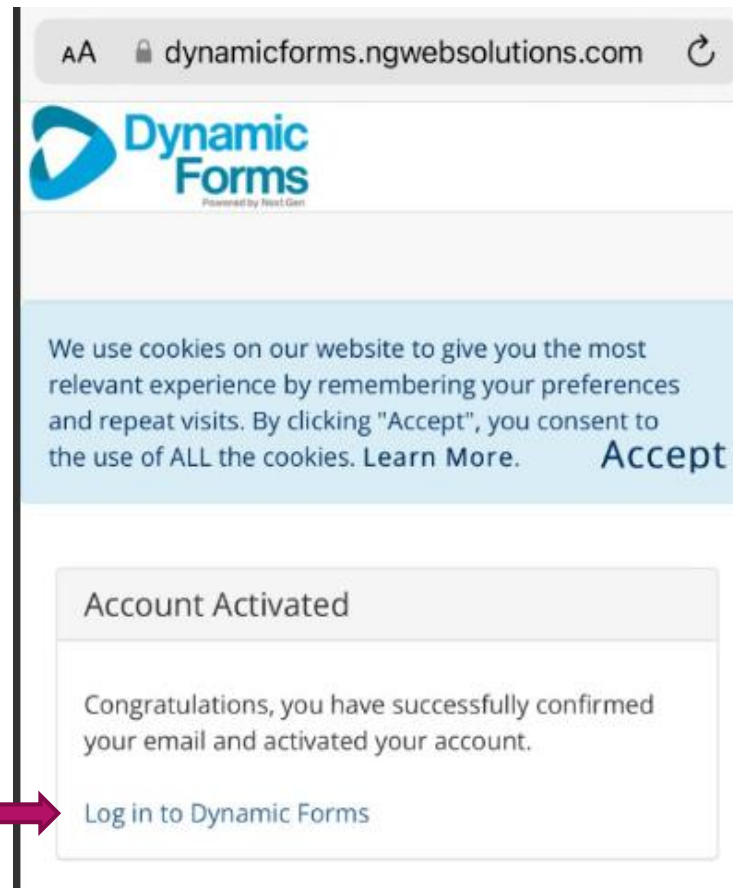
Verify your email

We sent an email to your inbox

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

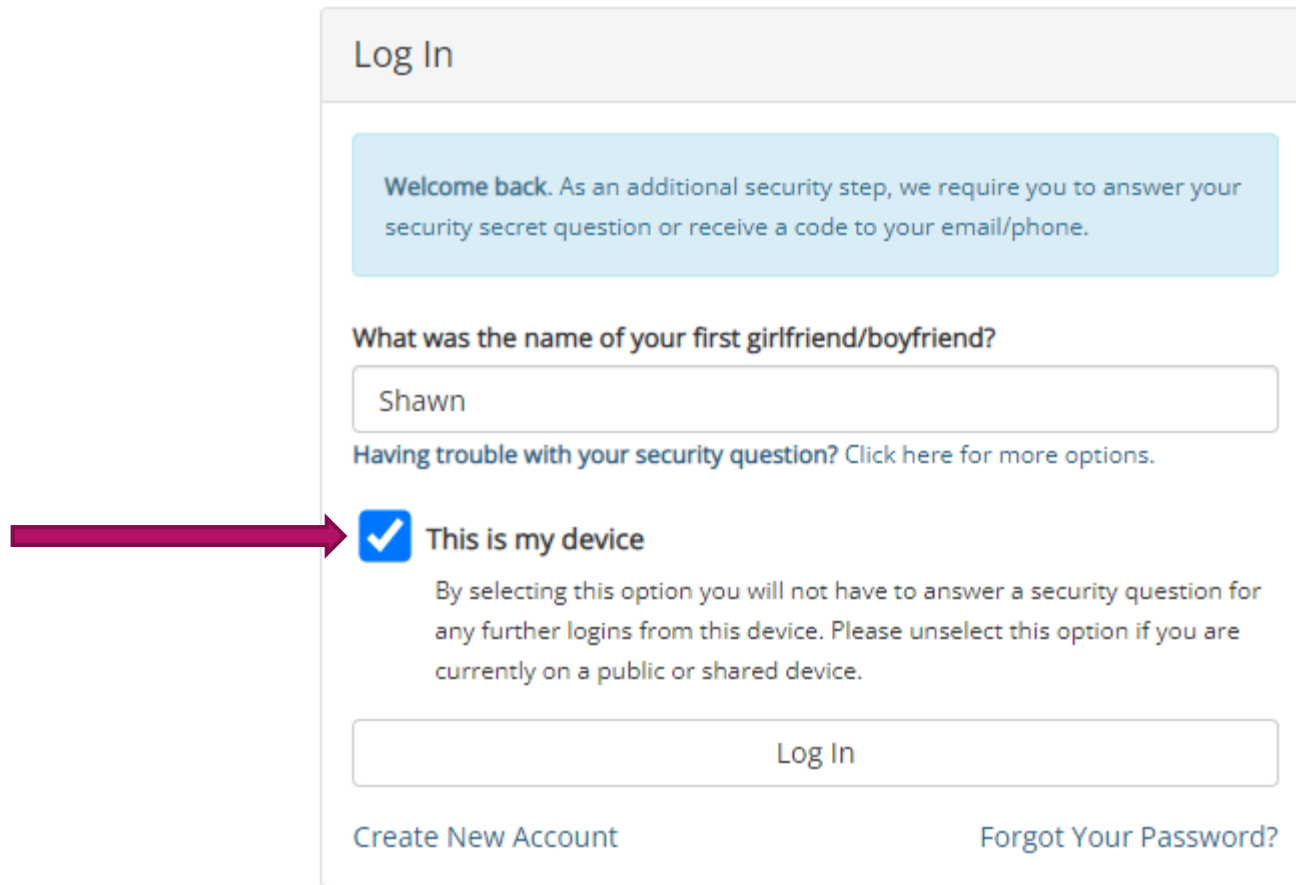
NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

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 screenshot shows a web browser window with the address bar displaying "dynamicforms.ngwebsolutions.com". The page header features the "Dynamic Forms" logo, which includes a blue play button icon and the text "Dynamic Forms" with "Powered by Test Gen" in smaller text below it. A light blue cookie notice is present, stating: "We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking 'Accept', you consent to the use of ALL the cookies. Learn More. Accept". Below the cookie notice is a white box with a grey header "Account Activated". The main text in the box reads: "Congratulations, you have successfully confirmed your email and activated your account." At the bottom of the box, there is a blue link that says "Log in to Dynamic Forms". A red arrow points from the left side of the slide to this link.

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?](#)

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

Once you enter the Verification Code, it will take you to the Dynamic Forms Dashboard. If you arrive here, you have completed the account creation.



My Forms ▾



We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept", you consent to the use of ALL the cookies. [Learn More.](#)

Accept

Search

All Fields & Participants Search For...



Pending / Draft Forms

Form Name	Status	Description	Date	PDF	HTML	Action
No Results Found						
0 50 items per page						No items to display

OKALOOSA COUNTY COUNSELORS

BAKER HS

- ▶ Polly Brunson brunsonpo@okaloosaschools.com
- ▶ Angila Walker walkera@okaloosaschools.com

CHOCTAW HS

- ▶ Kay Brock brockk@okaloosaschools.com
- ▶ Katie White Katherine.white@okaloosaschools.com
- ▶ Lori Reeves lori.reeves@okaloosaschools.com
- ▶ Misti Markoch misti.markoch@okaloosaschools.com

CRESTVIEW HS

- ▶ Jamie Parker Jamie.parker@okaloosaschools.com
- ▶ Tanee Miles Lashaundra.miles@okaloosaschools.com
- ▶ Tammy Franks tammy.franks@okaloosaschools.com
- ▶ Alicia Humphrey humphreya@okaloosaschools.com

OKALOOSA COUNTY COUNSELORS

FORT WALTON BEACH

- ▶ Marysa Campbell marysa.campbell@okaloosaschools.com
- ▶ Dr. Linda Dugan linda.dugan@okaloosaschools.com
- ▶ Susan Ver Steeg versteegs@okaloosaschools.com
- ▶ Lori Lipnicky lipnickyl@okaloosaschools.com

LAUREL HILL HS

- ▶ Carla Strickland stricklandc@okaloosaschools.com
- ▶ Stephanie Sanders sanderss@okaloosaschools.com

NICEVILLE HS

- ▶ Elaine Crump crumpe@okaloosaschools.com
- ▶ Stephanie Frazier
Stephanie.frazier@okaloosaschools.com
- ▶ Jamie Perry _jamie.perry@okaloosaschools.com
- ▶ Amber Carnathan
amber.carnathan@okaloosaschools.com

OKALOOSA ONLINE

- ▶ Christy Corbin corbinch@okaloosaschools.com

WALTON COUNTY COUNSELORS

FREEPORT

- ▶ Jessica Obert obertj@walton.k12.fl.us

Paxton HS

- ▶ Laurie Jackson jacksonl@walton.k12.fl.us

South Walton HS

- ▶ Steven Noble steven.noble@walton.k12.fl.us

Walton Academy Charter School

- ▶ Caitlyn Adkins cadkins@waltonacademycharterschool.org

Walton HS

- ▶ Randi McKie mckier@walton.k12.fl.us

Walton Virtual School

- ▶ Jaime Mitchell mitchellj@walton.k12.fl.us

WISE

- ▶ Amanda Varnum Amanda.varnum@walton.k12.fl.us

SANTA ROSA AND HOLMES COUNTY

▶ SANTA ROSA

Navarre HS

▶ Carol Warner warnerc@santarosa.k12.fl.us

▶ Heather West westh@santarosa.k12.fl.us

(all other schools in SRC will need to have their counselor's name and email available to complete registration forms)

▶ Paula Drinkard drinkardp@santarosa.k12.fl.us

▶ HOLMES COUNTY

Ponce De Leon

▶ Jena Gilmore jena.gilmore@hdsb.org

(all other schools in HC will need to have their counselor's name and email available to complete registration forms)

SEACOAST COUNSELORS

- ▶ Lori Atlas atlasl@seasideschools.net
- ▶ Stacey Greenway
greenways@seasideschools.net

PRIVATE, CHARTER, CHRISTIAN SCHOOLS

Calvary Christian

- ▶ Michelle Cox coxmc@cbcfwb.org

Destin HS

- ▶ Christine Cruikshank principal@destinhighschool.org

Lakewood Christian School

- ▶ Dr. Ashleigh Moore 1.2.lakewoodchristian@gmail.com

Ohana Institute

- ▶ Tanika Spears tspears@ohanainstitute.org

Risen Star Academy

- ▶ Colleen Barbour risenstaracademy@live.com

Rocky Bayou Christian School

- ▶ Julia Mosley mosleyj@rbcs.org

HOME EDUCATION

- ▶ The Parent serves as Parent and Counselor; but will only need one account in Dynamic Forms.