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:
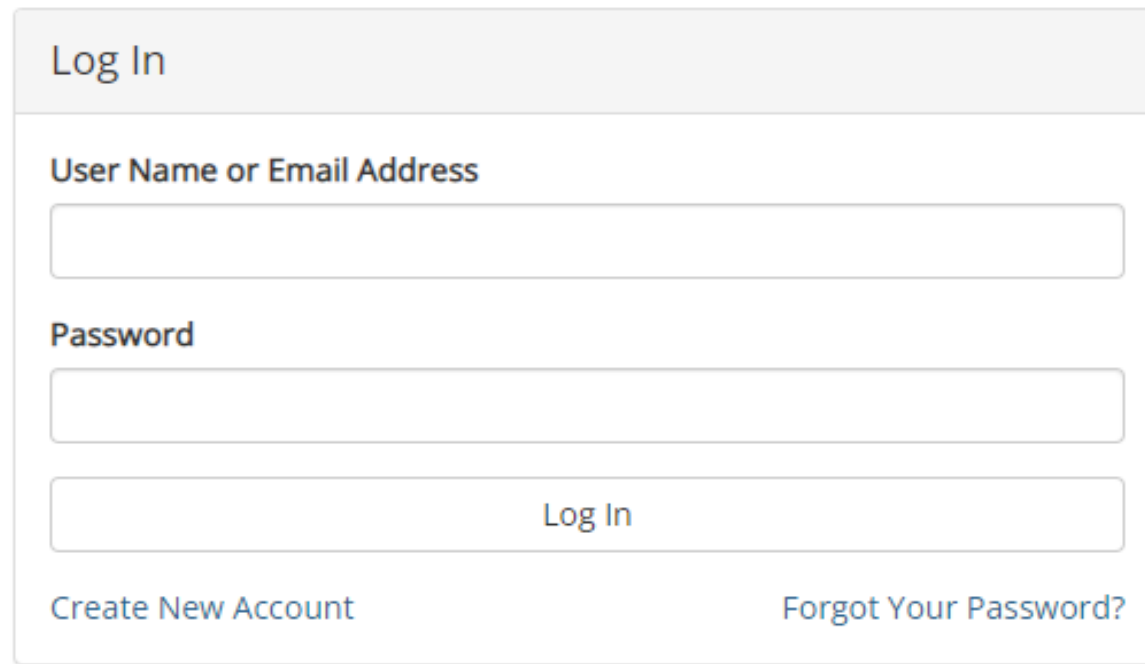
1. Easy Account Creation

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

Log In

User Name or Email Address

Password

Log In

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

6

Write down your username and password in a safe place

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 *

emilyjay

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

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: @ & $

Confirm Password *

Confirm your password

First Name *

Enter your First Name here

Last Name *

Enter your Last Name here

Email Address *

Enter your Email Address here

Confirm Email Address *

Confirm your Email Address here

Secret Question *

-- Please select --

Secret Question Answer *

Enter your 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.**
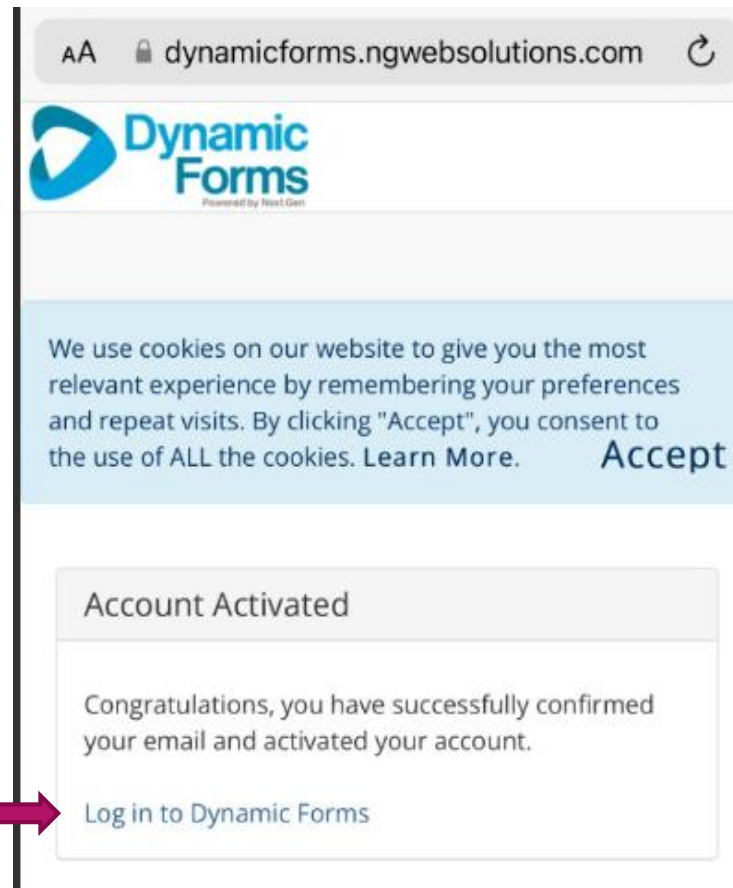
Verify your email

We sent an email to your inbox

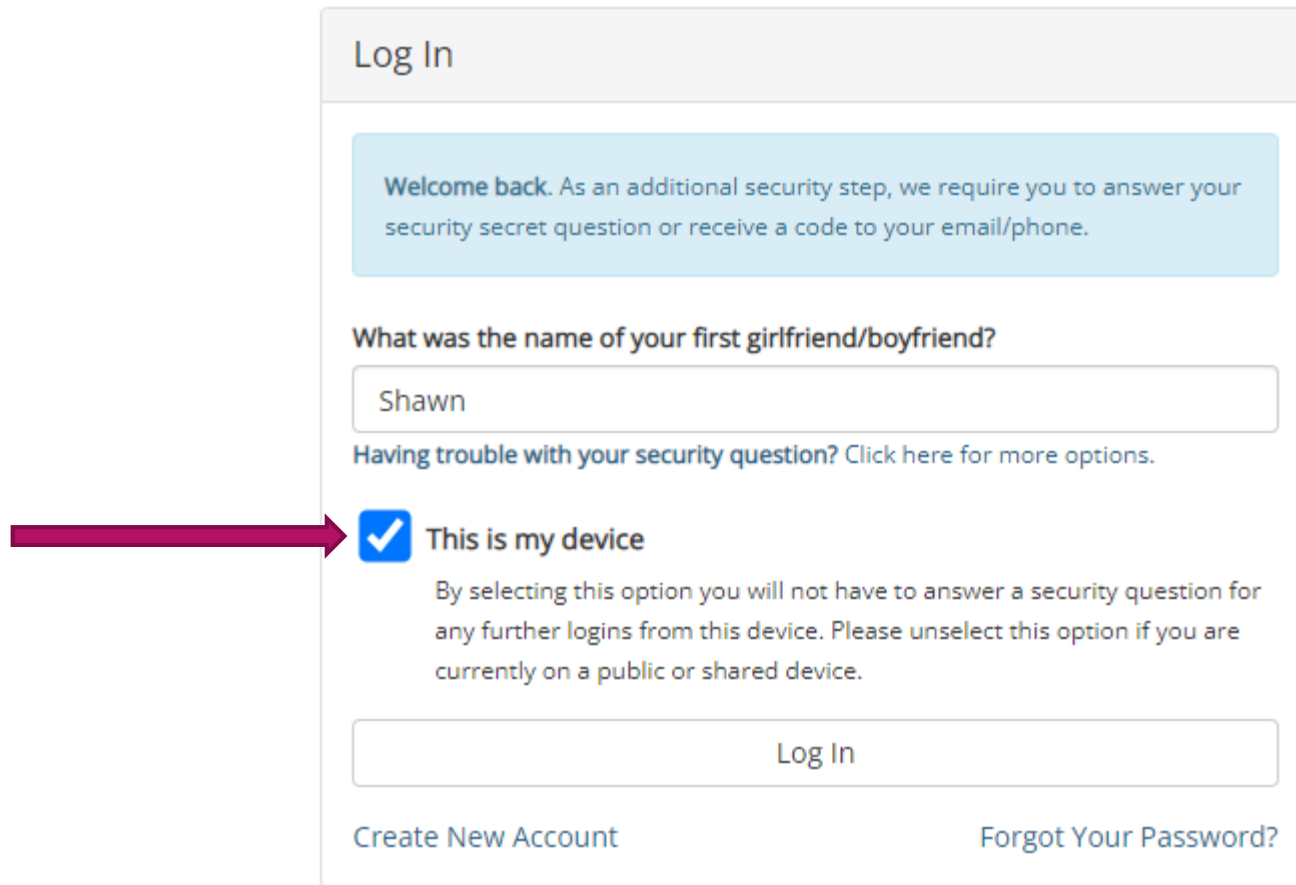Please visit the link provided in that email to confirm your email address and activate your account.

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 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.

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.

Dynamic Forms
Powered by Next Gen

My Forms ▾

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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 coxm@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.