

Parent Dynamic Forms Guide

This guide is only for parents of dependent USC Palmetto College Regional Campuses students.

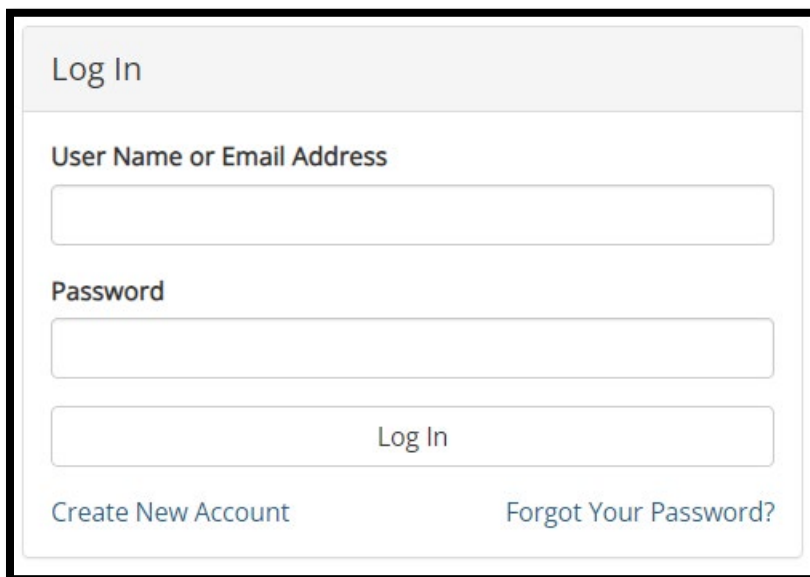
Dynamic Forms is an electronic form submission process that allows requested documentation to be submitted securely. The USC Palmetto College Regional Campuses Financial Aid Offices uses Dynamic Forms to collect data securely for processes such as verification. If you have questions or need help using Dynamic Forms, please contact the Financial Aid Office on your student's campus.

Create an Account

As your student completes their form for Financial Aid, they may need your help. If required, once they submit their portion of the form, you will receive an email from notify@ngwebsolutions.com. To complete and sign your portion of the form, you will need to create an account, if you don't have one already.

To create your free account, please do the following:

1. Click on the link provided in the email. It says, "Click here to complete your section of the form". If you no longer have that email, [you can click here](#). This will take you to the login page for Dynamic Forms.



The screenshot shows a login form with the following elements:

- A header section labeled "Log In".
- A label "User Name or Email Address" above a text input field.
- A label "Password" above a text input field.
- A "Log In" button below the password field.
- Two links at the bottom: "Create New Account" and "Forgot Your Password?".

2. If you already have a username and password, enter it on this page. If this is your first time using Dynamic Forms, click on "Create New Account" and follow the instructions.
3. To activate your new account, you must verify your email. Log into the email account you used to create your Dynamic Forms account. You should receive an email titled "Confirm your email" from notify@ngwebsolutions.com. If you do not receive this email, check your spam folder.

Complete Your Form

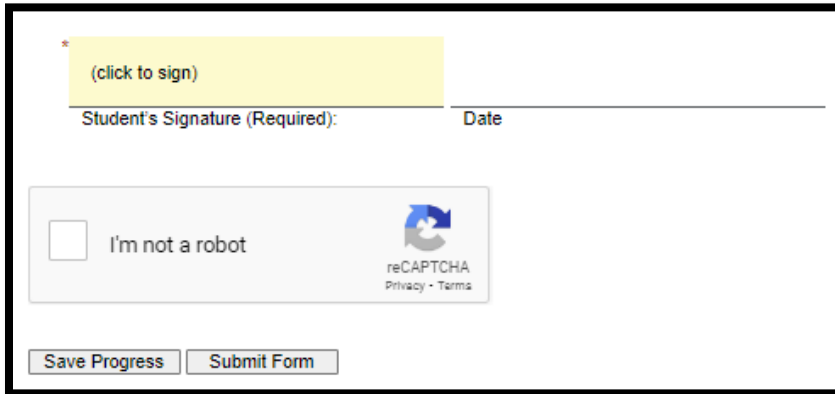
After you have created a Dynamic Forms account, take the following steps to complete your form.

1. You can either click on the form link in your original email or from your Dynamic Forms account, click on "My Forms" and then "Pending/Draft Forms".
2. Choose the form that needs to be completed and click "Complete Form".
3. Complete the parent information section(s) of your form. To e-sign your form, type your name into the Electronic Signature fields and click the "Sign Electronically" button to submit your form.

Once the form is submitted, your student will receive an email confirmation.

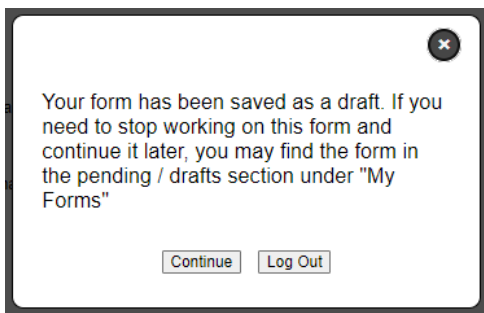
Save Your Progress

If you start the form but are unable to complete it, you may save your progress by clicking the "Save Progress" button. This will allow you to come back to the form at a more convenient time.



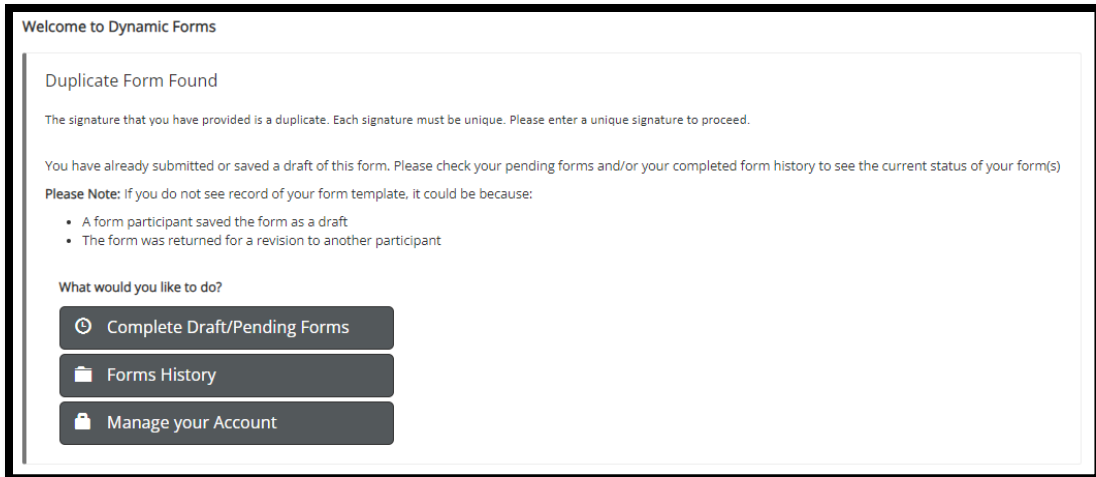
The screenshot shows a form completion interface. At the top, there is a yellow box with the text "(click to sign)". Below this, there are two fields: "Student's Signature (Required):" and "Date". Below the signature field, there is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA" logo. At the bottom, there are two buttons: "Save Progress" and "Submit Form".

Your form will then be saved as a draft.

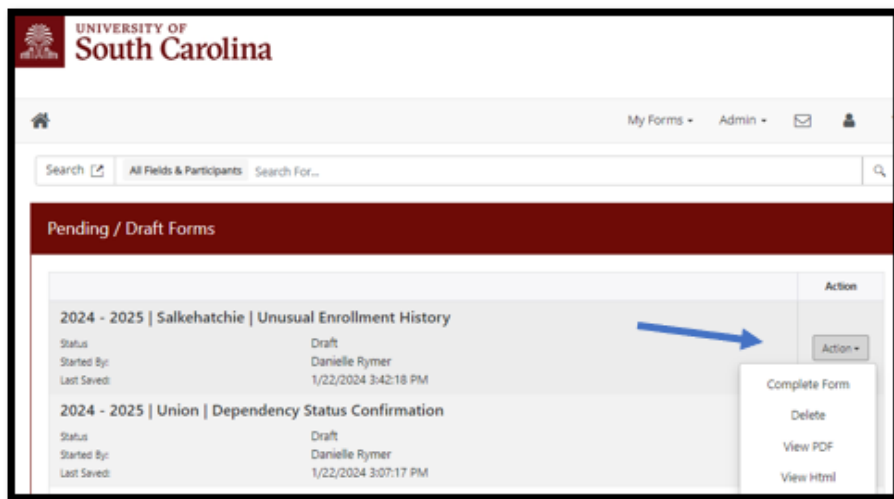


The screenshot shows a message box with a close button in the top right corner. The text inside the box reads: "Your form has been saved as a draft. If you need to stop working on this form and continue it later, you may find the form in the pending / drafts section under 'My Forms'". At the bottom of the box, there are two buttons: "Continue" and "Log Out".

If you saved a draft of the form, when you click on the original link, you will see the following message:



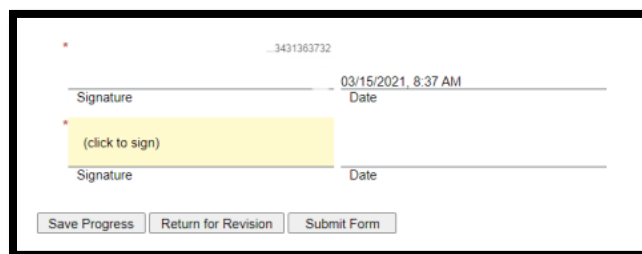
When you are able to continue your form, click the original link then “Complete Draft/Pending Forms”. From the list of Pending/Draft forms, click on “Action” for the correct pending form then select “Complete Form”.



Return a Form

If you find a mistake in the information provided by your student on the form, you can return the form to the student for corrections.

1. Before you sign and submit the form, click on “Return for Revision”.



2. On the next page, fill out the email subject and body with information about what incorrect information should be corrected by the student.

The screenshot shows a web form titled "Return For Revision". The form contains a message: "This form will be returned for revision. Please enter the content of the email that will be sent to the previous form participant(s) to prompt them to review and/or re-submit the form." Below this message are input fields for "To", "From", and "Subject". The "Body" section features a rich text editor with a toolbar containing icons for source, print, undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, styles, format, font, size, and background color. At the bottom right of the body area, it says "Characters (including HTML): 0". At the bottom of the form, there are two buttons: a red button labeled "Return this form for revision" and a white button labeled "Cancel and return to form".

3. Click the red "Return this form for revision" button at the bottom of this page to send your email along with a link to the form to your student.
4. Once your student has corrected the information and resubmitted the form, you will receive another email requesting your signature on the form with a link to the updated form. Use this link to complete and sign your form.

Please note that when you return a form, it no longer shows in your pending/draft. While in draft status, the financial aid office is unable take any action on the form.

Forgot Password

If you have forgotten your password, [you can click here](#) and take the following steps:

1. Enter the registered email for the account.
2. Enter the answer to your secret question to send a reset password link to your email.
3. Check your email. You should have received an email from notify@ngwebsolutions.com to reset your password. If you don't see it, check in your spam folder. The link will expire once it is used.
4. Click on the link and create a new password so you can log in to Dynamic Forms.

Forgot Username

If you forget your username, you can use the email address that you used to create an account for Dynamic Forms.

Change the Email Address Associated with Dynamic Forms

To change the email address associated with Dynamic Forms or to update your username, take the following steps:

1. After you have logged into Dynamic Forms, click on Manage Your Account.
2. Under Change Account Settings, you can update the email address associated with Dynamic Forms.
3. Click on your email address.
4. Enter the new email address twice and enter your current password and save your changes.