

CREATING A NEXT GEN ACCOUNT

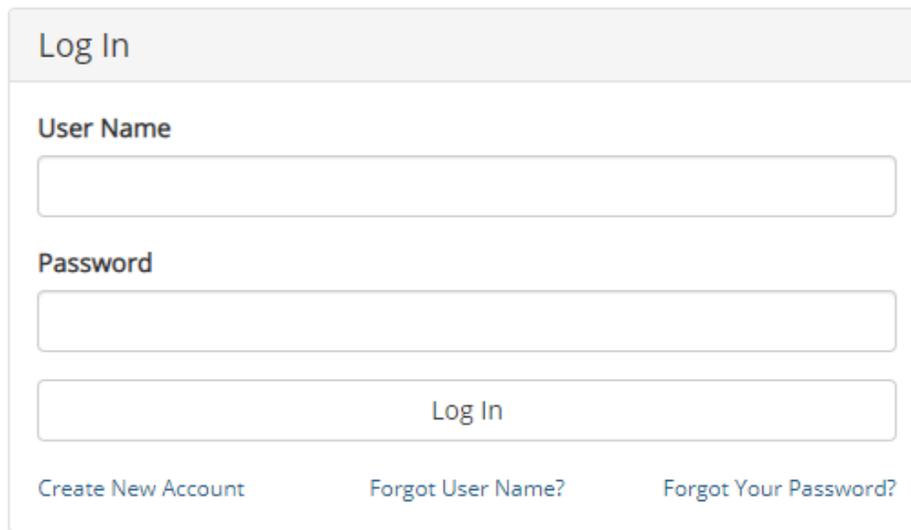
Non-student users need to create an account with NextGen to access forms. This includes parents, academic partners, and others.

This is a two-step process; first to create the account and second to activate the account.

First completing the Account Creation page pictured below, and then activating your account by clicking a link in e-mail sent to the e-mail provided on the Account Creation page. With this process, Dynamic Forms is authenticating that the person creating the account is the owner of that e-mail address.

Step One:

Visit <https://dynamicforms.ngwebsolutions.com> and click the "Create a New Account" link.



The image shows a login form with a light gray header containing the text "Log In". Below the header are three input fields: "User Name", "Password", and a "Log In" button. At the bottom of the form are three links: "Create New Account", "Forgot User Name?", and "Forgot Your Password?".

Then complete this "Create a new account" page and click the "Create Account" button.

Step Two:

An activation e-mail will be sent to the e-mail you provided on this page.

Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient on review your completed forms history.

Please complete all of the information below.

Username	<input type="text"/>
	Username restrictions: <ul style="list-style-type: none">• Must be at least 8 characters long• Must contain at least one letter.
Password	<input type="password"/>
Confirm password	<input type="password"/>
	Password restrictions: <ul style="list-style-type: none">• Must be at least 8 characters long• Cannot contain your username.• Must contain 3 of the 4 types of characters below:<ul style="list-style-type: none">◦ upper case letters◦ lower case letters◦ numbers◦ special characters: @ & \$
First name	<input type="text"/>
Last name	<input type="text"/>
E-mail address	<input type="text"/>
Confirm e-mail address	<input type="text"/>
Secret question	<input type="text" value="-- Please select --"/>
Secret question answer	<input type="text"/>
Answer Hint	<input type="text"/>
	<input type="button" value="Create Account"/>

Lastly, open your e-mail to find the Activation e-mail sent and click the link provided.

• Activate your account

• **notify@ngwebsolutions.com**

To gra

Hello Jim, Thank you for creating a Dynamic Forms account!

In order to complete your registration and activate your account, you must visit the link below:

[Activate your account](#)



After clicking the account, you will automatically be logged in and after clicking on the "Continue" button below, you will directed to the form you requested or the basic user home page if you were not moving to a form.

Account Activated

Congratulations, you have successfully activated your account.

Continue

You can visit <https://dynamicforms.ngwebsolutions.com> to retrieve your username, password, or view your completed forms.