

Parent Dynamic Forms Guide

Dynamic Forms allows parents the ability to complete and sign forms electronically to submit them to the financial aid office.

Note: This guide is only for the parents of admitted students of Vanderbilt University, returning users and new users.

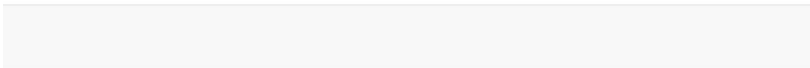
Creating an Account

To sign a form for your student, you must first have an account with Dynamic Forms. To create your free account, please do the following:

1. Click on the link provided in the email from VanderbiltFinaid@ngwebsolutions requesting your e-signature on a form.

If you no longer have the email, you can go directly to Dynamic Forms using this [link](#).

2. At the bottom of the email, there is a link that says “**Click here to complete your section of the form.**” It will take you to a login page for Dynamic Forms.
3. From the Log In page select “**Create a new Account**” located below the “Log In” button.



Log In

User Name or Email Address

Password

Log In

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

4. Fill in all required fields and click on **Create Account**.

5. 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 called **Confirm your email** from VanderbiltFinaid@nextgenwebsolutions.com

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.

6. Open the email from VanderbiltFinaid@ngwebsolutions.com, and then click on the **“Confirm Email”** link. You will receive an **Account Activated** message if successful.
7. Click the **“Continue”** button to login to Dynamic Forms and proceed to your form(s).

Complete Your Form

After you have created a Dynamic Forms account:

1. Return back to the email from VanderbiltFinaid@ngwebsolutions.com. Click on the link provided within the email requesting your e-signature on a form or click on **“My Forms”** and then **“Pending/Draft Forms”**.
2. Go to the form that needs to be completed and click **“Complete Form”**.
3. Complete the parent information section(s) of your form and click the blue **“Next”** button at the bottom of the form to continue with the form submission.
4. On the following page, type your name into the Electronic Signature fields and click the **“Sign Electronically”** button to submit your form.

Sign electronically ✕

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

If you choose to opt out, the form will not be submitted to us electronically nor will it be stored in your form history or pending/draft forms. You may print the form but you must do so before exiting your browser. Failure to do so will result in a loss of information and you will have to complete the form again.
[Opt out and print](#)

If successful, you will receive a confirmation message and email once your form has been submitted. The confirmation message provides the option to view your submitted form as a PDF or to Logout.

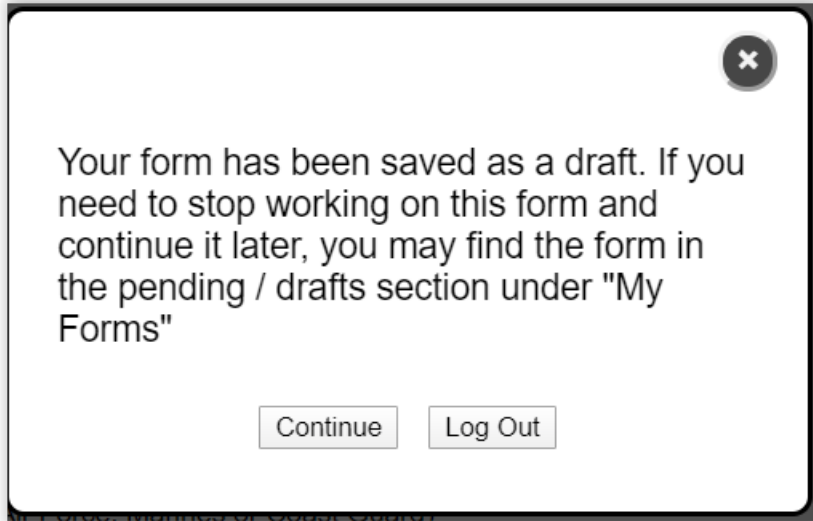
Save Your Progress

If you start the form and you are unable to finish completing it, you may save your progress. This will allow you to come back to the form at a more convenient time. To do this, at the bottom of the page simply click on Save Progress.

* ...3431363732

Signature	03/15/2021, 8:37 AM
Date	
(click to sign)	
Signature	Date

You will then receive a dialog box that prompts you to take action. If you choose to log out, the form will be saved in the pending/drafts section under **“My Forms”**.



When you are able to continue your form, login to Dynamic Forms by using this [link](#). Click on **“My Forms”** and then the **“Pending / Draft Forms”**. From the list of Pending / Draft forms click on the **“Complete this form”** next to the form you would like to complete.

Pending / Draft Forms						
Form Name	Status	Description	Date	PDF	HTML	Action
Outreach Compensatory Hours Request	Draft	Started By:	Last Saved: 3/12/2021 3:34:40 PM			Action ▾

Finish the form and electronically sign it so that it can be submitted electronically to our office. After submission of the form, you will receive a confirmation message and email.

Return the Form

If you find incorrect information your student has entered, you can “return” the form sending it back to your student for corrections. Follow the steps below to return the form:

1. Click on the **“Return for Revision”** button at the bottom of the form.

* ...3431363732

Signature _____ 03/15/2021, 8:37 AM
Date

* (click to sign)

Signature _____
Date

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

The screenshot shows an email composition window. At the top, the title is "Return For Revision". Below the title, there is 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 fields for "To", "From", and "Subject". The "Body" field is a large text area with a rich text editor toolbar above it. The toolbar includes icons for source, undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, styles, format, font, size, and background color. At the bottom of the body field, it says "Characters (including HTML): 0". Below the body field 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 forget your password, use this [link](#).

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 VanderbiltFinaid@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 use this [link](#).

1. Enter the registered email for the account.
2. Enter the answer to your secret question.
3. The user name will be sent to the email address used for the Dynamic Forms account. The sender will be VanderbiltFinaid@ngwebsolutions.com.
4. Check your email and then return to Dynamic Forms to log in.


How to Change Your Email Address Associated with Dynamic Forms


After you have logged into Dynamic Forms, click on Manage Your Account.


Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.

If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

 Pending / Draft Forms

 Forms History

 Manage your Account

Under Change Account Settings, you can update the email address associated with Dynamic Forms.

1. Click on your email address.
2. Enter the new email address twice and enter your current password and **save changes**. You can also update your user name as well.