Creating a NextGen/Dynamic Forms Account

Non-CCSNH users need to create an account with NextGen/Dynamic Forms. This includes prospective students, parents of students and spouses of students.

Account creation is a two-step process: account creation and account activation.

**Step 1: Creating Your Account**

A. Go [https://dynamicforms.ngwebsolutions.com](https://dynamicforms.ngwebsolutions.com).
B. Click the “Create a New Account” Link.

C. Provide the information requested and click the “Create Account” button.
Step 2: Activate Your Account

A. An activation email from notify@ngwebsolutions.com will be sent to the e-mail address you provide in step one. If the message does not show up in your inbox, check your spam folder.
B. Open the email and click the “Activate your account” link within the email.
C. Upon clicking the link you will be automatically logged into and your activated account.

To Complete A Form After Account Activation

You will be automatically logged into your account when you click the activation link as outlined in Step 2. To continue on and complete forms, click “continue” and then view your forms under the pending/draft forms section of the site.