

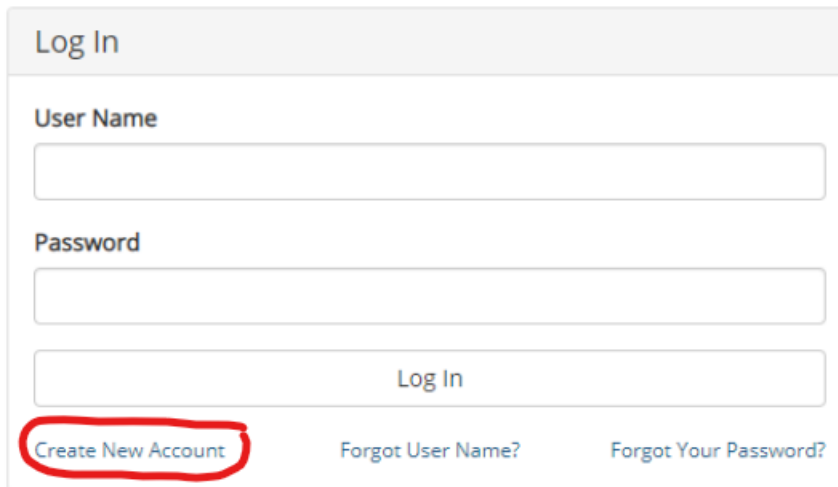
Creating a NextGen/Dynamic Forms Account

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>.
- B. Click the "Create a New Account" Link.



The screenshot shows a "Log In" form with the following elements:

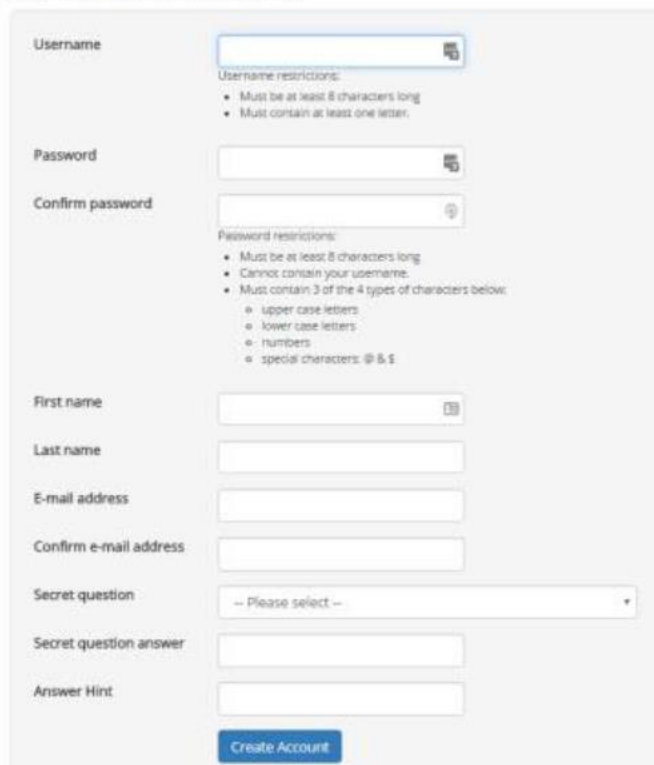
- User Name**: A text input field.
- Password**: A text input field.
- Log In**: A button.
- Create New Account**: A link circled in red.
- Forgot User Name?**: A link.
- Forgot Your Password?**: A link.

- C. Provide the information requested and click the "Create Account" button.

Create a new account

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

Please complete all of the information below.



The "Create a new account" form includes the following fields and options:

- Username**: Text input field with a help icon. Restrictions: Must be at least 8 characters long; Must contain at least one letter.
- Password**: Text input field with a help icon.
- Confirm password**: Text input field with a help icon. Restrictions: Must be at least 8 characters long; Cannot contain your username; Must contain 3 of the 4 types of characters below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$
- First name**: Text input field with a help icon.
- Last name**: Text input field.
- E-mail address**: Text input field.
- Confirm e-mail address**: Text input field.
- Secret question**: Dropdown menu with "-- Please select --".
- Secret question answer**: Text input field.
- Answer Hint**: Text input field.
- Create Account**: A blue 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.

