Río Hondo College

Dynamic Forms Account Creation Guide

External User Guide

Dear Parent/Guardian and School Designee,

Río Hondo College utilizes Dynamic Forms, an electronic form collection platform, to process forms for the Dual Enrollment or Concurrent Enrollment programs.

In order to complete our online forms, external users must create an account in Dynamic Forms. Follow the instructions below to create your account.

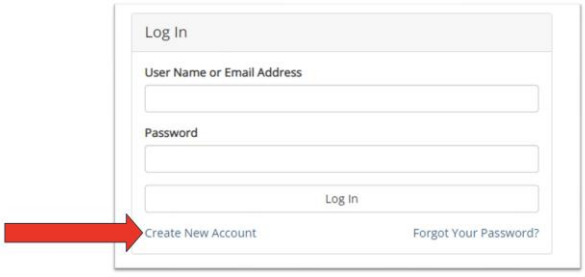
Creating a Dynamic Forms External User Account

All external users must first create a Dynamic Forms account to be able to complete any Dynamic Form. If you have already created your Dynamic Forms account, you may proceed to log in with your Dynamic Forms credentials.

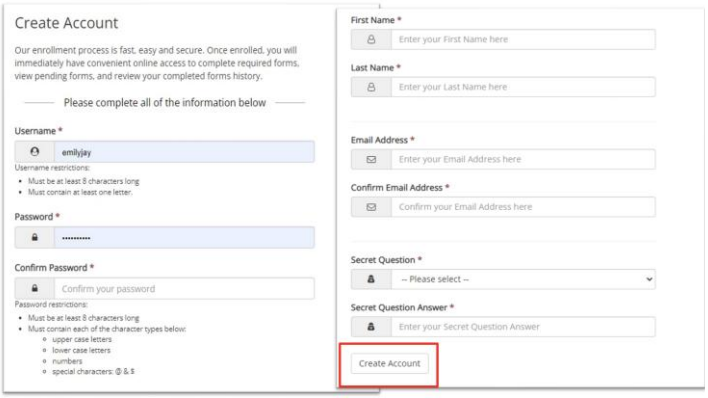
1. At the log in Screen,
Select Create New Account.

This screen will appear when accessing a form link or by going to

https://dynamicforms.ngwebsolutions.com/

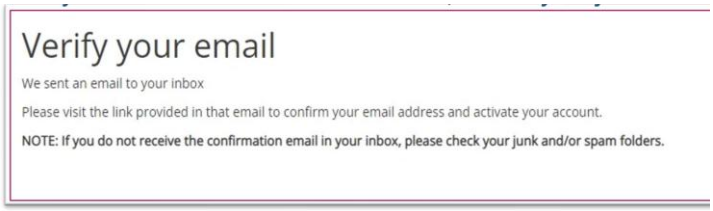


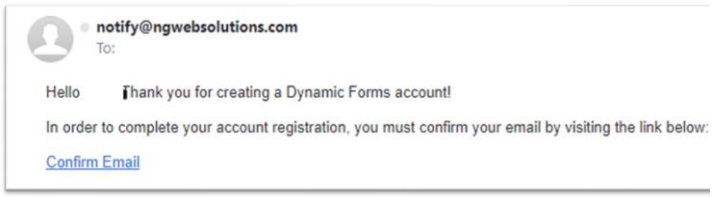
2. Create a username, password, and then enter personal information. Click Create Account upon completion of these steps.



3. Upon Creation of the New Account, you will be asked to go into your email to confirm the email address. This step must be completed.

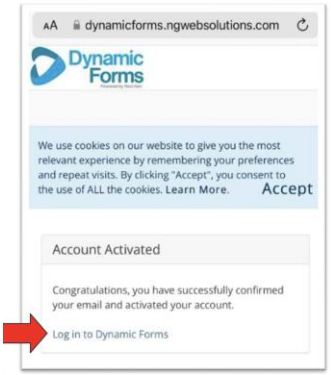
The emails you receive will look like these.

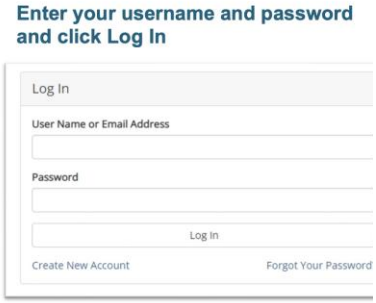




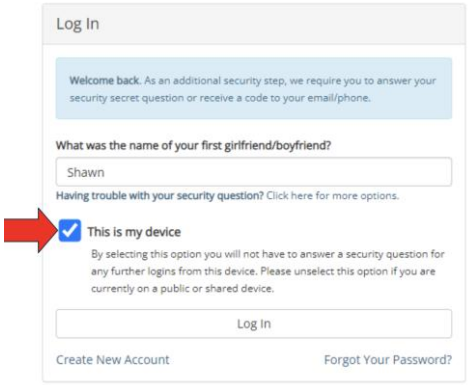
4. You will receive a message saying you successfully confirmed your email and activated your account.

After the email has been verified, you will be able to click the blue text LOG IN TO DYNAMIC FORMS.





5. The user will be prompted to answer the security question. Users may check "This is my Device" to skip this step in the future.



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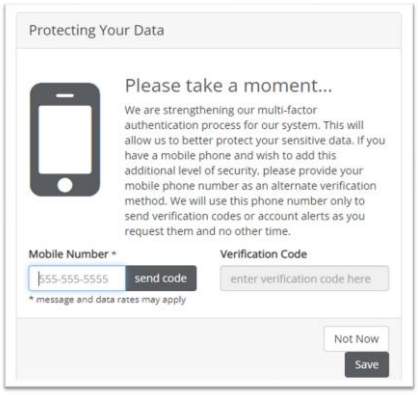
6. Users will be asked to use the multi-factor authentication process by entering their mobile phone number. Once the number is entered, click SEND CODE. Enter the code and click Save.



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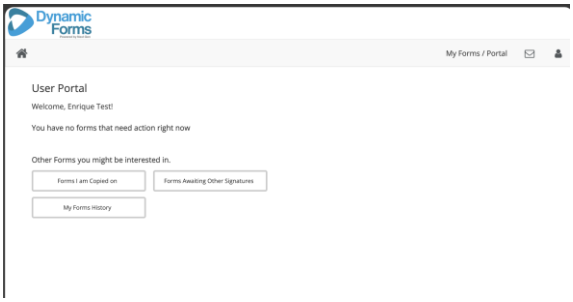
7. Once you enter the Verification Code, it will take you to the Dynamic Forms Dashboard.

Seeing the dashboard is confirmation you have completed the account creation. Return to the dashboard to check if you have any forms that need action.