

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.

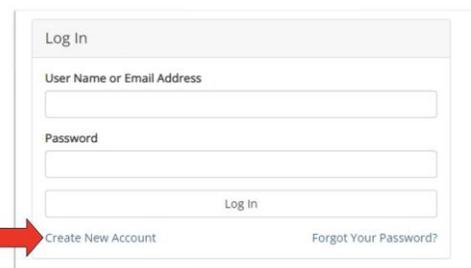
Creating a Dynamic Forms External User Account

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.

Create Account

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

Please complete all of the information below

Username *
emiljay

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Password *
.....

Confirm Password *
Confirm your password

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below
 - upper case letters
 - lower case letters
 - numbers
 - special characters @ & \$

First Name *
Enter your First Name here

Last Name *
Enter your Last Name here

Email Address *
Enter your Email Address here

Confirm Email Address *
Confirm your Email Address here

Secret Question *
-- Please select --

Secret Question Answer *
Enter your Secret Question Answer

Create Account

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.

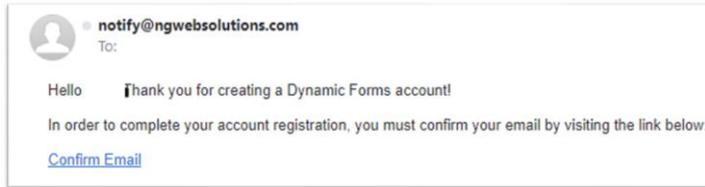
The emails you receive will look like these.

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.



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.

dynamicforms.ngwebsolutions.com

Dynamic Forms

We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept", you consent to the use of ALL the cookies. [Learn More.](#) **Accept**

Account Activated

Congratulations, you have successfully confirmed your email and activated your account.

[Log in to Dynamic Forms](#)

Enter your username and password and click Log In

Log In

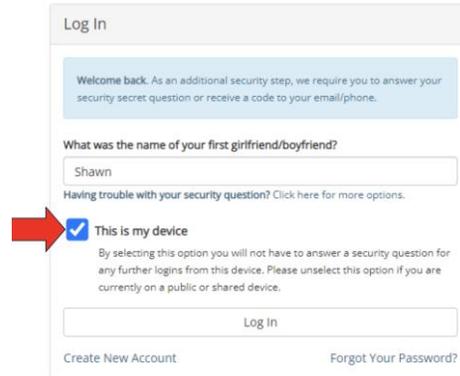
User Name or Email Address

Password

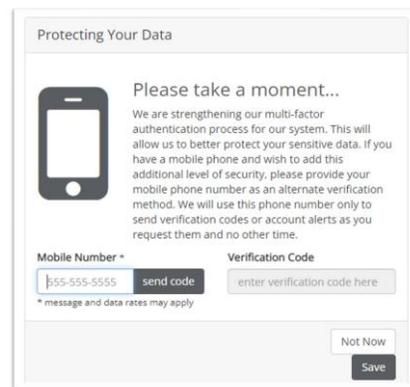
Log In

Create New Account [Forgot Your Password](#)

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.



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.



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.

