

Henry Ford College Parent/Spouse Instructions For Creating Dynamic Forms Account

These instructions are for parents or spouses of an Henry Ford College student that are being asked to electronically sign a form. These instructions are ONLY for parents or spouses to use to create a Dynamic Forms account. Students will access forms via the HFC Portal and/or use their HFC login information.

1. Parent or spouse will receive email indicating student needs help in completing a form. The email will come from noreply@hfcc.edu

Begin by clicking "Click here to complete your section of the form"

2. Select "Create New Account"

	e the 2020-2021 Non-F I by Henry Ford College	-
User Name		
Password		
	Log In	

3. Enter all requested information on the Create Account page. Once information is entered, press "Create Account" at bottom of page

Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete

	Please complete
Username *	O Enter a Username
	Username restrictions:
	 Must be at least 8 characters long Must contain at least one letter.
Set Password *	Choose a password
Confirm Password *	Confirm your password
	Password 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 *	8 Enter your First Name here
Last Name *	8 Enter your Last Name here
E-mail Address *	Enter your Email Address here
Confirm E-mail Address *	Confirm your Email Address here
Secret Question *	a Please select
Secret Question Answer*	
Answer Hint *	

Create Account

4. New Account Email

After a new account is created, an email will be sent to the email account specified during the creation of the account. The email will be sent by notify@ngwebsolutions.com.

Create a new account

Verify your email

We sent an email to:

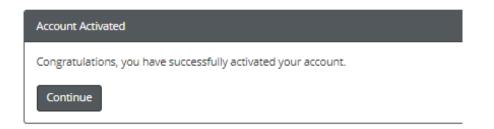
Please visit the link provided in that email to activate your account.

NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.

5. Activate Your Account

Click on the "Activate Your Account" link provided in the email.

Activate your account		
N	N notify@ngwebsolutions.com Tue 7/21/2020 2:15 PM To: You	
	Hello Thank you for creating a Dynamic Forms account!	
	In order to complete your registration and activate your account, you must visit the link below:	
	Activate your account	



**Pressing continue will bring you to your account to fill out any required forms.

General Information about Dynamic Forms

- Once an account is created, the parent/spouse will use the same username/password for all documents they need to sign.
- Students do not need to create an account as they will use their HFC username and password.
- > A student or parent may access their account directly by going to the following link:

Students:

https://nextgensso2.com/sp/startSSO.ping?PartnerldpId=https://idp.hfcc.edu/nidp/saml2/metadata&T argetResource=https://dynamicforms.ngwebsolutions.com/MyForms/StudentHome.aspx

Parents/Spouses:

https://dynamicforms.ngwebsolutions.com/MyForms/StudentHome.aspx