

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”

The image shows a web form titled "Log In". The form contains the following elements: a heading "Log In", a message "Sign in to complete the 2020-2021 Non-Filing Form(v05) form as requested by Henry Ford College.", a "User Name" label above a text input field, a "Password" label above another text input field, a "Log In" button, and three links at the bottom: "Create New Account" (circled in red), "Forgot User Name?", and "Forgot Your Password?".

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 *

Username restrictions:

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

Set Password *

Confirm 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 *

Last Name *

E-mail Address *

Confirm E-mail Address *

Secret Question *

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



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](#)

Account Activated

Congratulations, you have successfully activated your account.

Continue

**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?PartnerIdpid=https://idp.hfcc.edu/nidp/saml2/metadata&TargetResource=https://dynamicforms.ngwebsolutions.com/MyForms/StudentHome.aspx>

Parents/Spouses:

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