

DYNAMIC FORMS

ACCOUNT CREATION GUIDE FOR ELECTRONIC FORMS

WELCOME TO DYNAMIC FORMS

MPTC uses a product called Dynamic Forms for electronic forms. Forms that need a signature, require a Dynamic Forms account in order to complete the form.

- With this process, Dynamic Forms is authenticating that the person creating the account is the owner of that e-mail address).

READY TO BEGIN ACCOUNT CREATION?

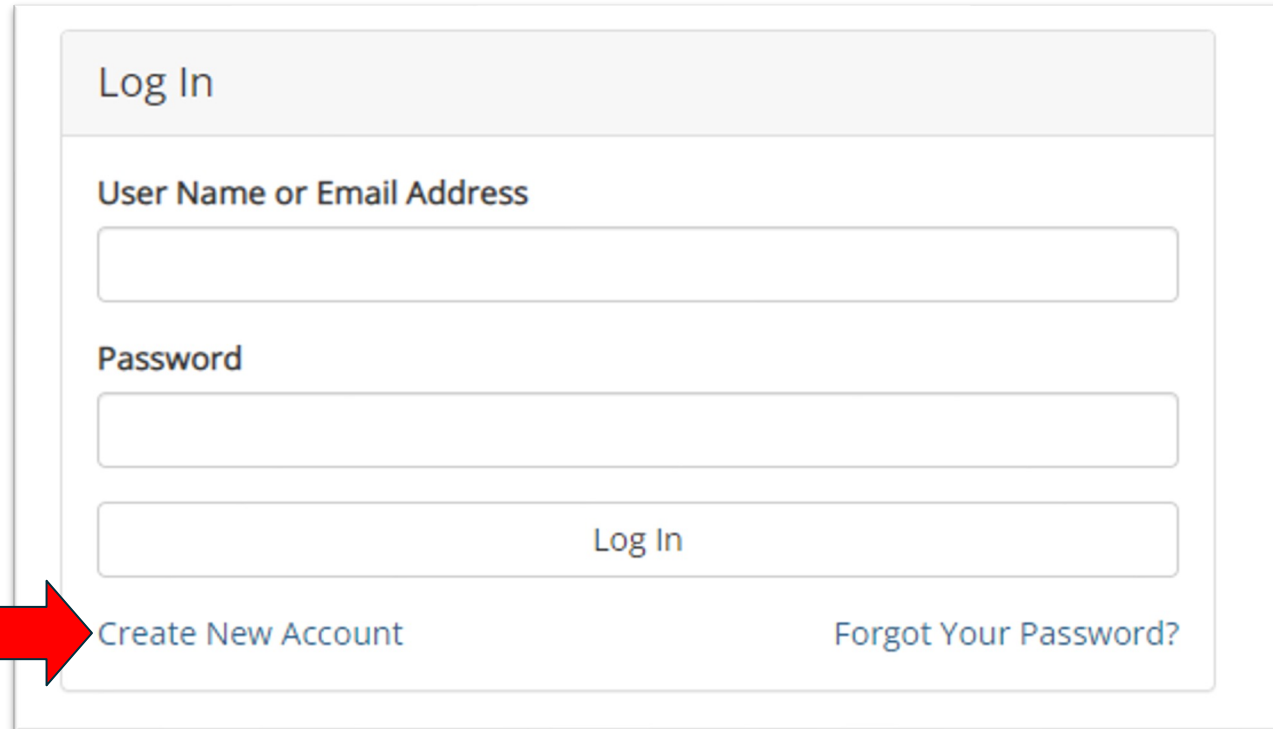
You will need:

- A device (phone or computer)
- Internet access
- Mobile Phone for Multi-factor Authentication

Start by typing or pasting the web address below into your browser or click on the link:

[Dynamicforms.ngwebsolutions.com](https://dynamicforms.ngwebsolutions.com)

At the Log In Window, click **Create New Account**



The image shows a login window with a light gray header containing the text "Log In". Below the header are two input fields: "User Name or Email Address" and "Password". A "Log In" button is positioned below the password field. At the bottom of the window, there are two links: "Create New Account" on the left and "Forgot Your Password?" on the right. A large red arrow points from the left side of the image towards the "Create New Account" link.

Create Account: The user must create a username and password and then enter personal information. Click Create Account upon completion of these steps.

IMPORTANT:
Write down your
username and
password in a safe
place.

NOTE: If you click
create account and
you receive a
message that the
user name has
already been taken
you will need to try a
new user name.

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 *

Username restrictions:

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

Password *

Confirm 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 *

Last Name *

Email Address *

Confirm Email Address *

Secret Question *

Secret Question Answer *

Create Account

Create Account: The user must create a username and password and then enter personal information. Click Create Account upon completion of these steps. IMPORTANT: Write down your username and password in a safe place.

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First Name *

Last Name *

Email Address *

Confirm Email Address *

Secret Question *

Secret Question Answer *

Create Account

TIP: Use a personal email account (Yahoo, Gmail, Outlook, etc.) We don't recommend using a high school email address because firewalls are very restrictive and will likely block the required activation email.

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.** *(Hint: Check your email on the same device you registered on. If you don't see the verification email, look in your junk folder.)*

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.



• **notify@ngwebsolutions.com**

To:

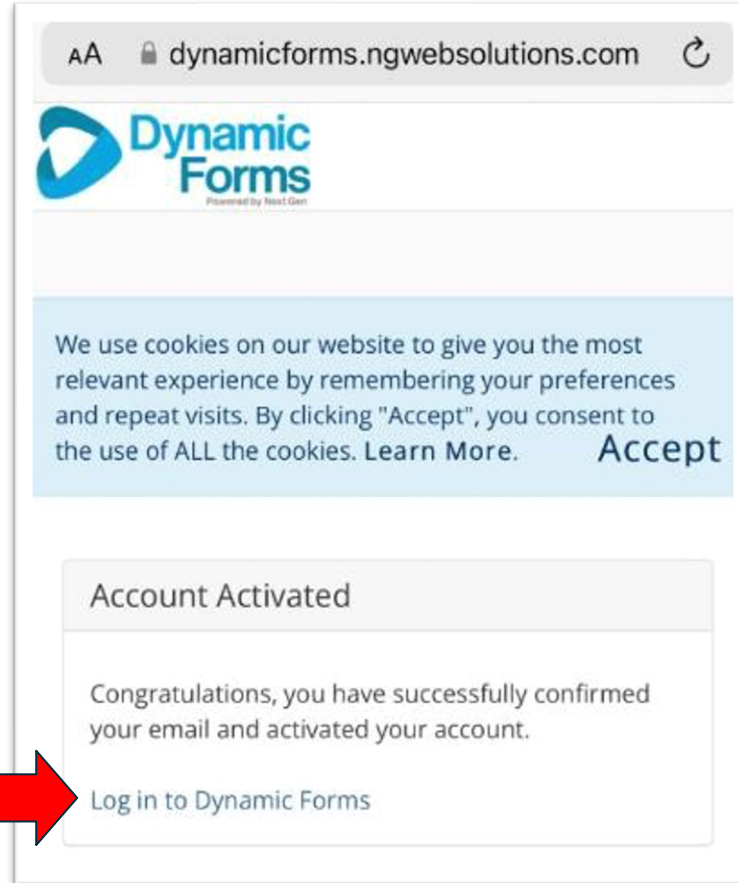
Hello Thank you for creating a Dynamic Forms account!

In order to complete your account registration, you must confirm your email by visiting the link below:

[Confirm Email](#)

The email you receive will look like the one on the left and will be from:
notify@ngwebsolutions.com

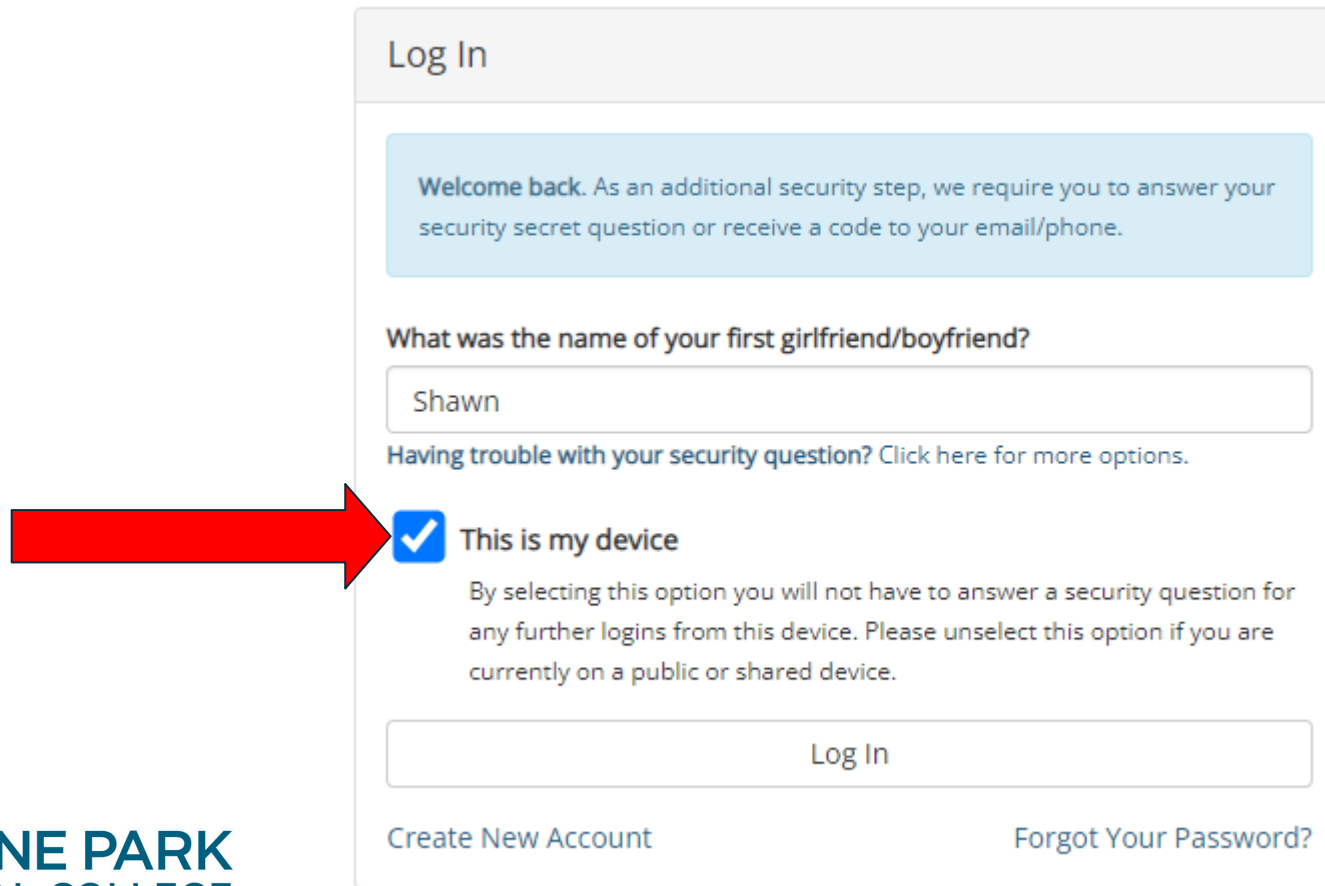
You will receive a message saying you successfully confirmed your email and activated your account. After the email has been verified, you will be able to click the blue text LOG IN TO DYNAMIC FORMS.



Enter your username and password and click Log In

The screenshot shows a login form with a grey header 'Log In'. It contains two input fields: 'User Name or Email Address' and 'Password'. Below these fields is a 'Log In' button. At the bottom of the form, there are two links: 'Create New Account' on the left and 'Forgot Your Password?' on the right.

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




The screenshot shows a login interface with the following elements:

- Log In** header
- Light blue message box: "Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone."
- Security question: "What was the name of your first girlfriend/boyfriend?"
- Text input field containing "Shawn"
- Link: "Having trouble with your security question? Click here for more options."
- Checked checkbox: **This is my device**
- Text below checkbox: "By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device."
- Log In button
- Links: "Create New Account" and "Forgot Your Password?"

A large red arrow points from the left towards the checked checkbox.

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.

Protecting Your Data



Please take a moment...

We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time.

Mobile Number *

Verification Code

* message and data rates may apply

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

- When you arrive here, you have completed the account creation.



Home icon | My Forms ▾ | Mail icon | User icon

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**

Search All Fields & Participants Search For...

Pending / Draft Forms

Form Name	Status	Description	Date	PDF	HTML	Action
No Results Found						

Navigation: 0 50 items per page

No items to display



Close the Dynamic Forms Dashboard tab. Now you are ready to complete your form.

Access the link to the form you need to complete.

- NOTE: This could be an email you received from MPTC or a web page you were directed to.

TROUBLESHOOT PASSWORD ISSUES

Log In

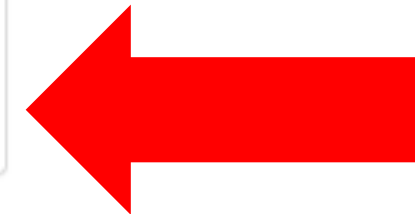
User Name or Email Address

Password

Log In

[Create New Account](#) [Forgot Your Password?](#)

Click Forgot Your Password



ENTER YOUR EMAIL ADDRESS AND CLICK RESET PASSWORD

Forgot your password?

If you've forgotten your password, please enter your email below and click "Reset Password". We will email you with a link to reset your password.

Email

[Reset Password](#)

Other options:

- [Try to sign in again](#)
- [Create a new account](#)

TROUBLESHOOT SECURITY QUESTION ISSUES

Log In

Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.

What is your grandmother's first name on your Mom's side?

Having trouble with your security question? [Click here for more options.](#)

This is my device

By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

Log In

[Create New Account](#) [Forgot Your Password?](#)



ENTER YOUR EMAIL ADDRESS, PRESS SEND CODE AND ENTER THE CODE YOU RECEIVE

Log In

Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.

How should we send your security code?

Email to e****t@yahoo.com

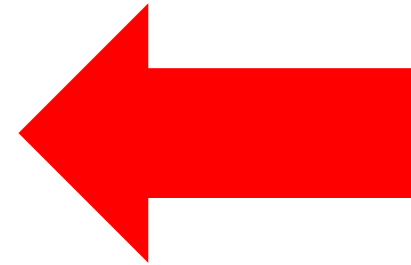
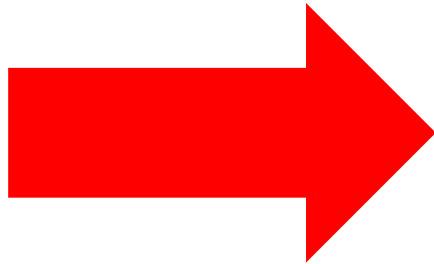
Please enter the code below:

[Having trouble receiving your code? Click here to answer your security secret question.](#)

This is my device

By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

[Create New Account](#) [Forgot Your Password?](#)



Having issues and need more help creating your DYNAMIC FORMS account?

Please email askIT@morainepark.edu

Include in your email:

- Your name
- Your phone number
- The form that you need to complete