# Guide for <mark>Parent/Legal Guardian</mark> to Approve Dual Enrollment Recommendation Form

Form Approval

Step 1: Access the student DE form. There are **two** ways for a parent/legal guardian to access the DE forms to sign.

➤ The parent/legal guardian will receive an email from **forms@broward.edu**. Click on the link in the email you receive and log into your account. *If logging in for the first time, you will need to create an account.* See Creating an Account directions below.
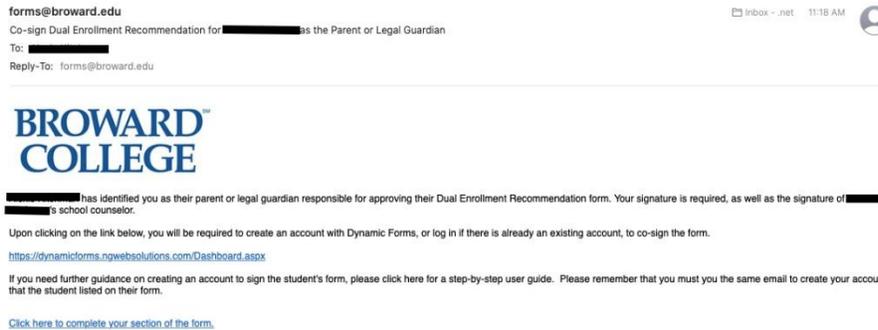

➤ OR click on this link https://dynamicforms.ngwebsolutions.com/Dashboard.aspx to log in. *If logging in for the first time, you will need to create an account.* See Creating an Account directions below.

Step 2: Once logged into your account, click on **Pending/Draft Forms.** You may also click on **My Forms** at the top right hand corner of the screen. A drop down menu will appear and you can click on **Pending/Draft Forms** there.
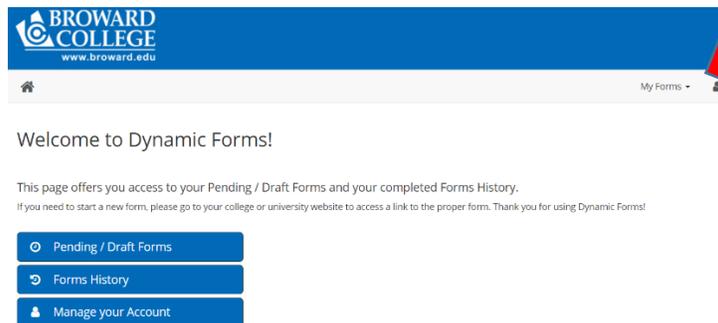
Step 3: Click on **Complete Form**.
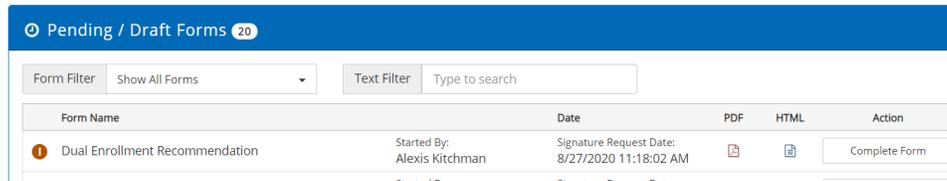
Step 4: Click on **Complete This Form**. <u>**Note: If you are already logged in and you click on the link from an email notification, you will be brought directly to this screen.**</u>
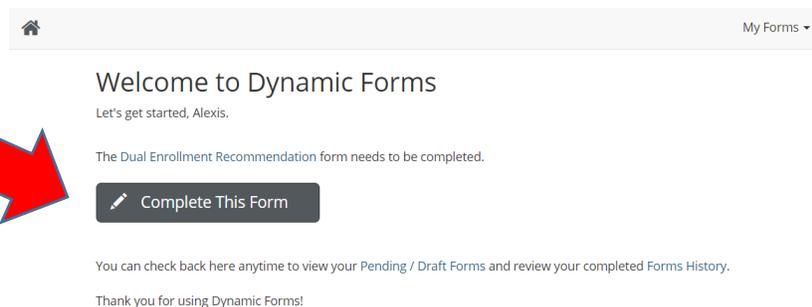
Step 5: Read the entire <mark style="background-color: yellow">student section</mark> of the form and then **Click to Sign** and **sign electronically** in the <mark style="background-color: green">parent section</mark> as indicated below. *By signing the form, you acknowledge that you understand and adhere to the information on this form.*

<mark style="background-color: green">**Parent or Legal Guardian: Please complete your section and sign electronically.**</mark>

By providing your signature, you acknowledge that you understand and adhere to the information on this form.

*
(click to sign) _____

Parent or Legal Guardian Signature   Date

<mark style="background-color: green">**Parent or Legal Guardian: After you have electronically signed the form, please scroll down to the bottom and click "Submit".**</mark>

Sign electronically   ✖

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.
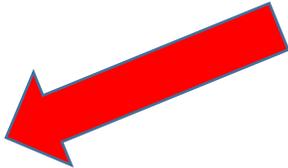
| Sammy |
Sammy

| Seahawk |
Seahawk

| Sign Electronically |

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

Opt out and print

Step 6: Scroll down to the bottom of the form and click **Submit Form**.

| Save Progress | Submit Form |

You will see a **confirmation** once your form is submitted and then you will also receive a **confirmation email** that the student form has been routed to the school for approval.

<mark style="background-color: yellow">**Confirmation**</mark>

🏠

The student form has been submitted to the school. Their signature is required for processing.

| 📄 View Form PDF |

<mark style="background-color: yellow">**Confirmation Email**</mark>

☆ **forms@broward.edu**
Parent Confirmation - Dual Enrollment Recommendation form for ▓▓▓▓▓▓
To: ▓▓▓▓▓▓
Reply-To: forms@broward.edu

**BROWARD℠
COLLEGE**

▓▓▓▓'s form has been submitted to the school the student designated. Their signature is required for processing.
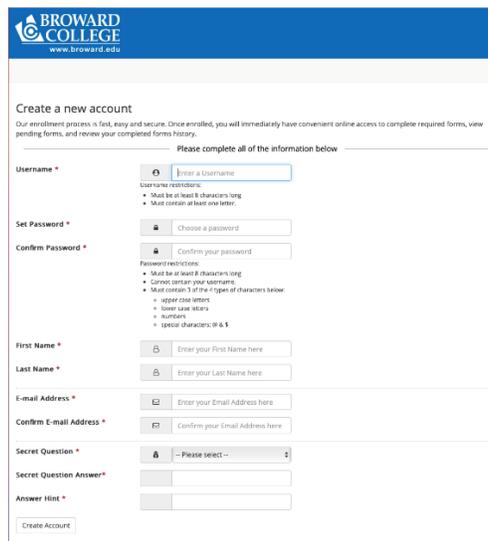
Congratulations! You have successfully submitted the student Dual Enrollment Recommendation Form!
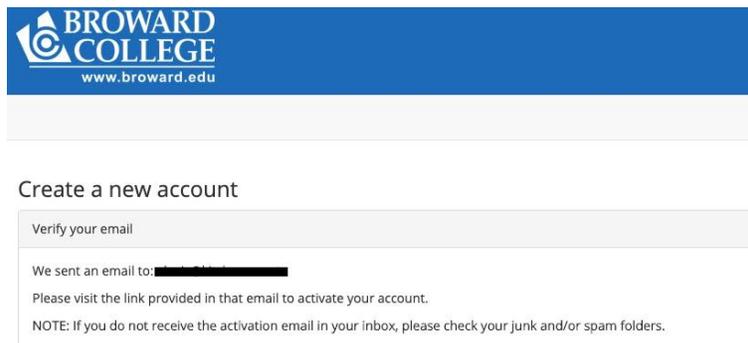
Creating an Account

Step 1: After you have clicked on the link in the email or the link provided above, you will come to the **Log In** Screen. Click **Create New Account**.
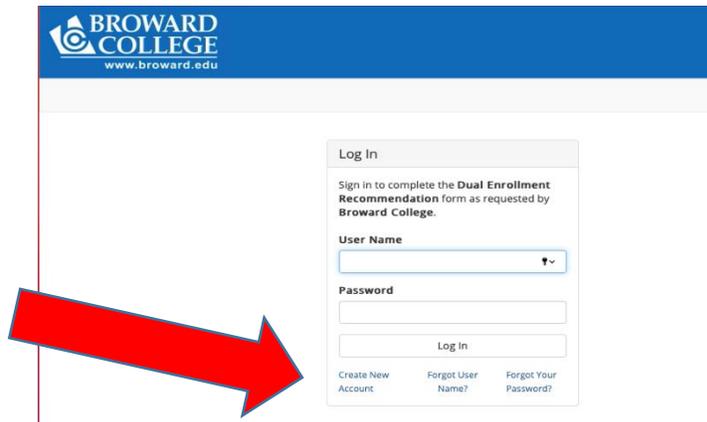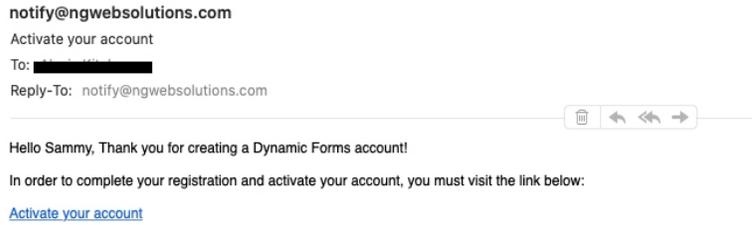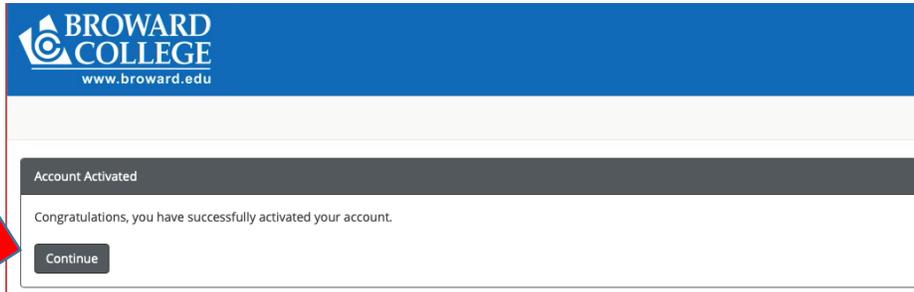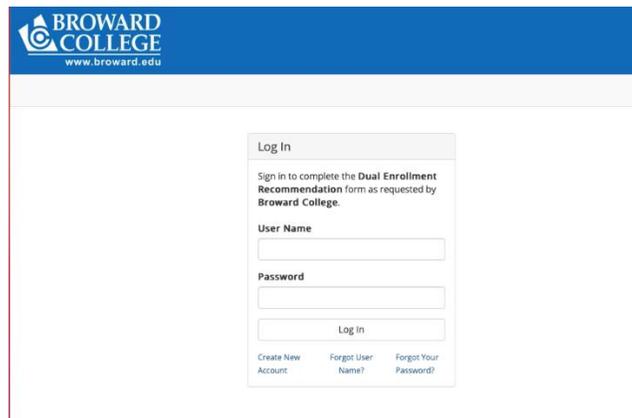

Step 3: Create New Account

Step 4: Verify Email

Step 5: You will receive an email that will ask you to activate your account. Click **Activate your account**.

notify@ngwebsolutions.com
Activate your account
To:
Reply-To: notify@ngwebsolutions.com

Hello Sammy, 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

Step 6: You will receive this **Confirmation** your account is activated. Click **Continue**.

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Account Activated

Congratulations, you have successfully activated your account.

Continue

Step 7: Log in with the **User Name** and **Password** you created.

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Log In

Sign in to complete the **Dual Enrollment Recommendation** form as requested by **Broward College**.

User Name

Password

Log In

Create New Account   Forgot User Name?   Forgot Your Password?

Step 8: You may be asked your log in security question. Once you have answered it, you may click **Log In** and follow the directions above.

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Log In - Security Question

Sign in to complete the **Dual Enrollment Recommendation** form as requested by **Broward College**.

Welcome back **bkitchman**. As an additional security step, we require you to answer the security question you answered when creating your account.

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