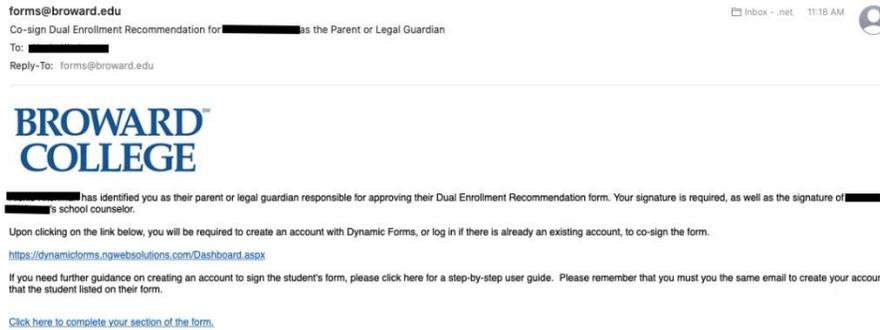
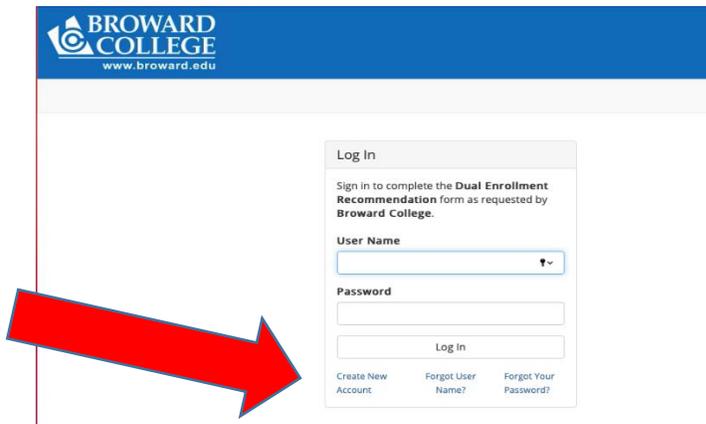


Guide for Parent/Legal Guardian to Approve Dual Enrollment Recommendation Form

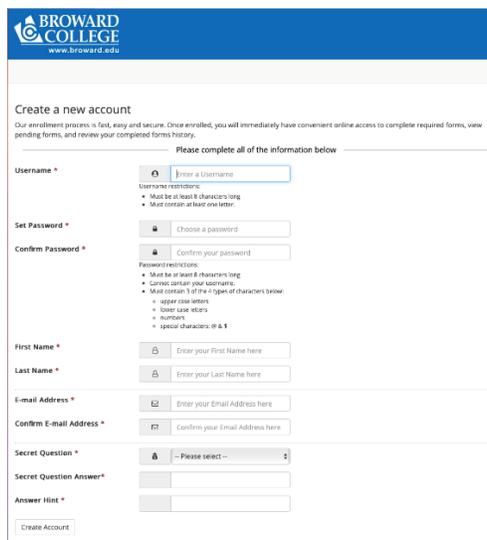
Step 1: The parent/legal guardian will receive an email from **forms@broward.edu**. Click the link in the email to complete your section of the dual enrollment form.



Step 2: Log in to sign the Dual Enrollment Recommendation Form for the student. If you are a **NEW** user, click **create account** and follow the remaining steps in this guide. *If you already have an existing account, skip to Step 7.*



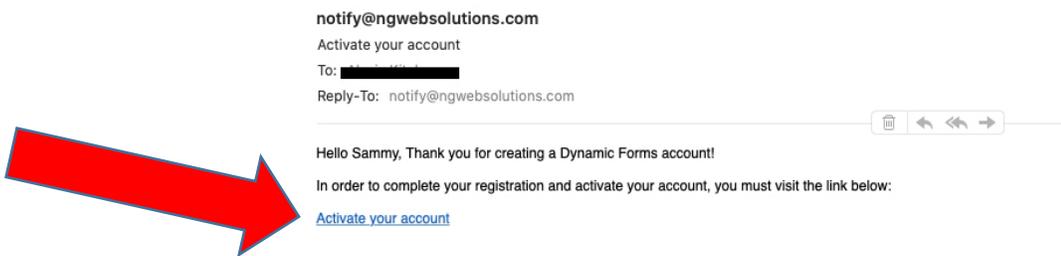
Step 3: Create New Account



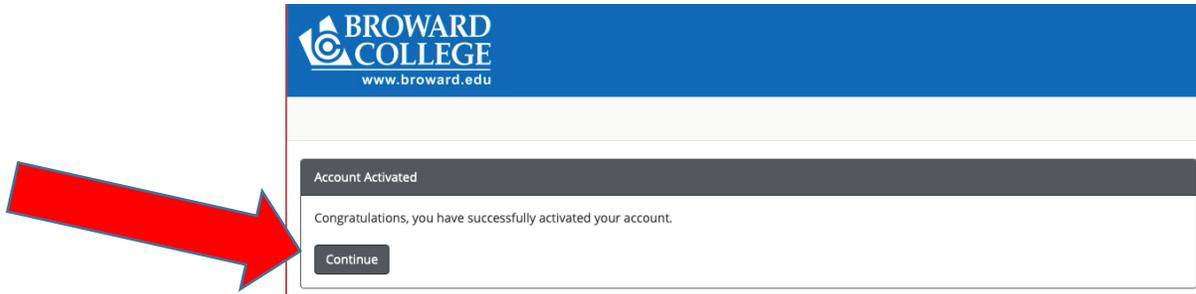
Step 4: Verify Email



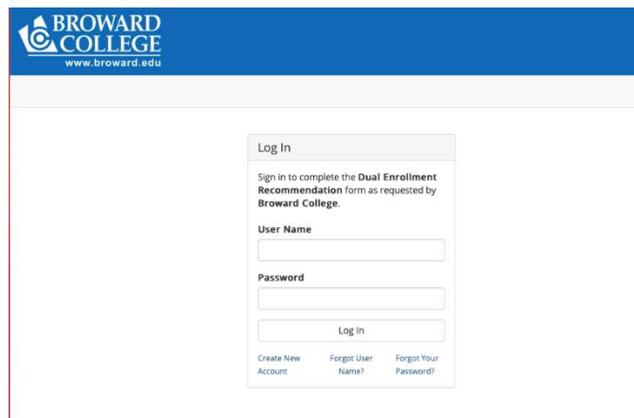
Step 5: You will receive an email that will ask you to activate your account. Click **Activate your account.**



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



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



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



Log In - Security Question

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

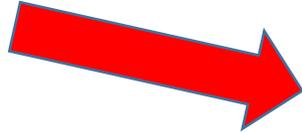
Welcome back **bkitchman**. As an additional security step, we require you to answer the security question you answered when creating your account.

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

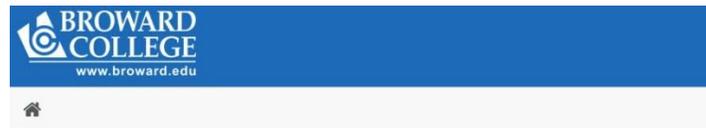
Having trouble with your security question?
Click here for more options.

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



Step 9: This is the screen that will appear once you have logged into your account. Click on **Complete This Form**.



Welcome to Dynamic Forms

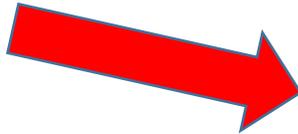
Let's get started, Sammy.

The Dual Enrollment Recommendation form needs to be completed.

Complete This Form

You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!



Step 10: Read the entire **student section** of the form and then **Click to Sign** and **sign electronically** in the **parent section** as indicated below. *By signing the form, you acknowledge that you understand and adhere to the information on this form.*

Parent or Legal Guardian: Please complete your section and sign electronically

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

Parent or Legal Guardian Signature Date



Parent or Legal Guardian: After you have electronically signed the form, please scroll down to the bottom and click "Submit!"

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.

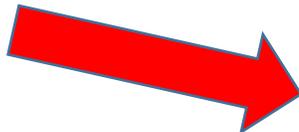
To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Sammy

Seahawk

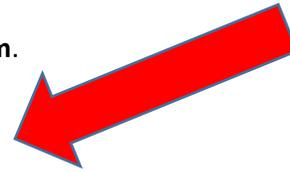
If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)



Step 11: 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.

Confirmation



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

[View Form PDF](#)

Confirmation Email

☆ forms@broward.edu

Parent Confirmation - Dual Enrollment Recommendation form for [REDACTED]

To: [REDACTED]

Reply-To: forms@broward.edu

BROWARD[™]
COLLEGE

[REDACTED]'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!