

# How to set up a New Concurrent Enrolled Student for Dynamic Forms

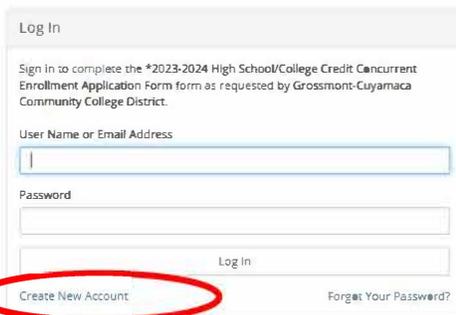
## STEP 1: Access Concurrent Form Link

Access the appropriate Concurrent Enrollment on teaching institution.

## STEP 2: Create an Account

Students who are new to GCCCD and do not have a student email with GCCCD will need to create a new account with Dynamic Forms.

Please select the **Create a New Account** button to create their account.



The screenshot shows a 'Log In' form with the following elements: a title 'Log In', a sign-in instruction, two input fields for 'User Name or Email Address' and 'Password', a 'Log In' button, a 'Create New Account' button (circled in red), and a 'Forgot Your Password?' link.

### 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.



The screenshot shows the 'Create Account' form with the following fields: 'Username \*' (with a note 'This field is required.' and a list of requirements: 'Must be at least 8 characters long'), 'Password \*' (with a note 'This field is required.'), 'Confirm Password \*' (with a note 'This field is required.' and a list of requirements: '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 \*', and 'Secret Question \*' (with a dropdown menu).

On the Create Account page, follow the instructions to enroll.

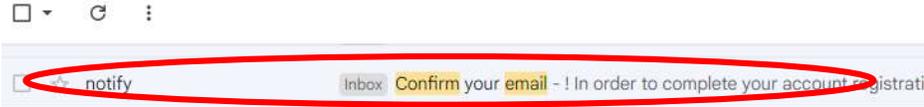
Students can select their own username, password and a security question.

Once all of the fields are completed, hit the Create Account button.

**Please make sure to NOT use a parent or guardians email, as parents and guardians will need their own account.**

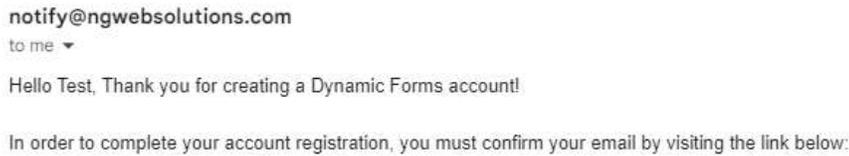
### STEP 3: Check Email

A confirmation email is sent to the email address.

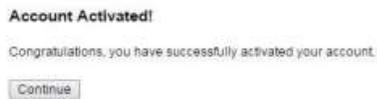


### STEP 4: Confirm Email

Students will need to follow the link in this email to successfully activate their account.



Once the link in the email is clicked, the student will be taken back to Dynamic Forms and told that their account is activated.



### STEP 5: Click Continue

Click the Continue button. It will take you to your specific form that needs to be completed OR your Dynamic Forms Home page.



## STEP 5: Review, Complete and sign the Form

Please complete all the required fields and sign the form.

### Part A: Student Information - all information in this section is required.

Which college will you be attending?

Semester  Spring  Summer / Fall Year

Student Last Name:  Student First Name:  Middle Name:

Student ID:  DOB:

Student Email:  Phone Number:

Student Address:

City:  State:  Zip:

### Parent or Guardian Information:

Parent's or Guardian's email address CANNOT be the same as the students.

Parent or Guardian Last Name:  Parent or Guardian First Name:  Parent or Guardian Email:

### Part B: Student School Information

I am currently enrolled at the following High School:  Select Grade Level:

Are you participating in a Home School Program?

\*\*Note: If homeschooled, please provide a copy of the Affidavit for Homeschooling, filed with the CA Department of Education, at the time of submitting this form. Please submit a new Affidavit for Homeschooling each academic year of attendance.\*\*

### High School Counselor Information:

Approver First Name:

Approver Last Name:

Approver Email Address:

### Part C: GCCCD Registration Form

GCCCD Course Title	Section Number	Course Units:	Semester
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: Dual Enrollment students are only eligible to register for 11 GCCCD units per semester.

### Part D: Student School Information

The college has the right to restrict enrollment for any reason of health and safety, the preparedness of the student, availability and college board policy. Please review the program policies below to ensure you have a successful experience at GCCCD.

1. Maximum Units: GCCCD allows eligible 9th-12th grade students to register in a maximum of 11 units for Fall and Spring, and 8 units for summer within the Concurrent Enrollment Program.
2. Fees: Enrollment fees will be waived; however, students are still responsible for all miscellaneous fees charged.
3. Pre-requisite Requirement: Students must satisfy course prerequisites, placement, and eligibility requirements, if applicable. Proof may be required. Please contact the Counseling Office (Grossmont or Cuyamaca) for more information.
4. Grades: Students will receive college credit for courses, establishing a permanent academic college record of grades earned.
5. Rules and Regulations: All GCCCD College Dual Enrollment students are responsible for complying with the rules and regulations of the college as published in the GCCCD catalog and schedule of classes.

I have read, understand, and agree to the above policies and requirements. I agree to enroll in courses recommended by my high school official. I understand that these courses are subject to all terms and conditions associated with college enrollment. I have read the Admissions Regulations (above) and the "High School Concurrent Enrollment Information Sheet" and agree to abide by them.

(click to sign)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## How to reset Password:

If you forget your password, use [this link](#).

1. Enter the registered email for the account
2. Enter the answer to your secret question to send a reset password link to your email.
3. Check your email. You should have received an email from [notify@ngwebsolutions.com](mailto:notify@ngwebsolutions.com) to reset your password. If you don't see it, check in your spam folder. The link will expire once it is used.
4. Click on the link and create a new password so you can log in to Dynamic Forms.