

## NextGen Dynamic Forms Access Information

Dynamic Forms is a document submission portal that will be used to submit all documents to the Office of Scholarships and Student Aid at North Carolina Central University. By using the Dynamic Forms (NextGen) portal, the signing and submission of all documents must be done electronically to provide a more secure and concise way to navigate the financial aid process. Students must have an NCCU MyEOL username and password to access these forms.

### 1. Accessing Forms

NCCU students can access Dynamic Forms using their MyEOL credentials. Whether you click on the link from your phone or computer you must login to your MyEOL account first. You can then access the forms by clicking on the NEXT GEN icon or click on Banner SSB and look for Outstanding Requirements. Again when presented with the Dynamic Form login screen use your NCCU username and NCCU password.

### 2. Submitting Forms

Financial aid forms will automatically be submitted to NCCU Office of Scholarships and Student Aid once completed and all electronic signatures have been successfully provided. Submitted Forms cannot be accessed again for the purpose of making corrections and/or adjustments. **All supporting documentation uploaded must be in PDF format.**

### 3. Parent Information and Signatures

If a form requires parental information and/or signatures, the student will be asked to provide a parent email address. The parent will be sent a link to complete the parent section of the form and to sign the form electronically. The first time Dynamic Forms is accessed, the parent will need to create an account. The same email address cannot be used for both the student and the parent. Dynamic Forms require unique email accounts for each participant of a form.

Parents should keep log-in and password available for later use as this account will be used to access other electronic forms.

Steps to Create an Account (for parents only)

- Click on the “Create New Account” link
- Enter all of information requested on the “Create Account” page.
- An email will be sent to the email account you specified.
- Click on the “Activate Your Account” link in the email. Be sure to check spam folders for email.
- You can now click on the link to the form in the original email to complete and e-sign your forms.

### 4. Timer

To help protect user information, the forms will time out after a period of inactivity. Users will notice a timer count in the upper right-hand corner of most Forms. It shows the remaining time to complete a form. Users should save their progress if the remaining time is about to expire. Any unsaved information entered at timer’s expiration will be lost.

### 5. Rejected Forms

If an error has been made to a submitted form, it will be rejected by the Office of Scholarships and Student Aid and a form rejected email will be sent. The student and/or parent must take action on a rejected form, based on the information within the rejected form email. The form will need to be electronically signed again by the user.

The easiest to access a rejected form is to log into MyEOL, click on the “NextGen” icon and then click on “my forms” and then “pending documents”. You will then select complete document, make any necessary changes, electronically sign and submit.

### 6. Supporting Documentation

Please upload or attach supporting documentation in a PDF Format. Forms and/or supporting documents should not be submitted as email attachments. **Email attachments are not accepted or opened.**

### 7. Web Access

For best access, please use Google Chrome or FoxFire browsers