AHC Dynamic Forms Overview

USER GUIDE ADMISSIONS AND RECORDS

Dynamic Forms

Dynamic Forms is an online form management system powered by NextGen that allows the online submission of information cutting out the need for paper submissions. All Admissions and Records forms will become available for students, faculty, and staff to complete and sign electronically soon. Whether it's converting a paper-based form into a paperless form to avoid handling paper, creating a multi-participant form that allows participants to give their approval from anywhere in the world, or simply building a form that is accessible online so that participants don't need to go to a physical location to pick up/submit a paper-based form, Dynamic Forms is intended to benefit all users.

Benefits of Using Dynamic Forms

- **myHancock Sign-On** Participants do not have to remember a separate username and password
- Available 24 x 7 Dynamic Forms are accessible online at any time
- **Transparency** Submitters can log in to view the status of their submitted document
- Electronic Signatures Multiple participants can sign forms electronically
- Secure Workflow Tracking a document through the business process is more transparent
- **Autofill** Forms can automatically prefill certain data fields such as name, student ID, and email speeding up the completion process

Accessing and Submitting Forms

AHC students, staff, and faculty can access Dynamic Forms using their myHancock credentials. Whether you click on the link from your phone or computer you must log in to your myHancock account first. You can then access the forms by clicking on the Dynamic Forms icon under Faculty Resources.

Student and Faculty forms will automatically be submitted to the Admissions and Records office 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 (see "Form Submissions: Rejected Forms/Returned for Revision" section below). All supporting documentation uploaded must be in PDF format.

■Menu							
MyHancock Portal + Faculty Resources Home							
Faculty Resources							
Velcome to the faculty resource page. More res	sources to come.						
					Q		
	Curriculum Development	Academic Affairs	Eval of Reassigned Time	Canwas Course Merge e	Lumen C	anvas Add Instructor	Reassigned Time Request
nstructor Forms	Curriculum Development	Academic Affairs	Eval of Reassigned Time	Canvas Course Merge e	Lumen C	anvas Add Instructor	Reassigned Time Request Dynamic Forms
nstructor Forms	Curriculum Development	Academic Affairs	Eval of Reassigned Time Forms and Requ Solution NAME	Canvas Course Merge e	Lumen C	anvas Add Instructor	Reassigned Time Request Upynamic Forms Instructor Tutorials Guide to Census and Drop Roster
nstructor Forms Drop Form ncomplete Grade Contract	Curriculum Development	Academic Affairs	Eval of Reassigned Time Forms and Requ Comparison Action Attendance Acco	Canvas Course Merge e	Lumen C	anvas Add Instructor	Reassigned Time Request
nstructor Forms Drop Form Incomplete Grade Contract Independent Projects/Studies Contract Instructor Grade Channe	Curriculum Development	Academic Affairs	Eval of Reassigned Time Forms and Requ C Attendance Acco E C Extra Assignmer	Canvas Course Merge uests ounting Method Codes nt Payrol Authorization, Rev 7-1-2021 outcome 24 active		anvas Add Instructor	Reassigned Time Request Dynamic Forms Dynamic For
nstructor Forms Drop Form ncomplete Grade Contract naturator Projectu/Studies Contract naturator Grade Change worscell Drup Form	Curriculum Development	Academic Affairs	Eval of Reassigned Time Forms and Requ C Attendance Acco Extra Assignmen FACULTY ACTIN	Canvas Course Merge e UCSTS ounting Method Codes nt Payroll Authorization, Rev 7-1-2021 ON FORM, 7-1-21		anvas Add Instructor	Reassigned Time Request Dysamic Forms Dysamic Forms Dysamic Forms Dysamic Forms Suide to Submitting Oracles with Suide to Venue on Tables Suide Venue Stratut Markate Venue Tutarial Bames 9 - Facult Consumed Forms Dysamic F
Instructor Forms Drop Form Incomptile Grade Contract Instructor Grade Change Noncredit Drop Form Request to Reinstata a Student	Curriculum Development	Academic Affairs	Eval of Reassigned Time Forms and Requ Ante Atta Assignme FACULTY ACTIN FACULTY ACTIN FACULTY ACTIN FACULTY ACTIN	Canvas Course Merge e UESTS Until Method Codes e th Payrol Authorization, Rev 7-1-2021 ON FORU, 7-1-21 ement on Stary temes Tex Obta Data Data Data		anvas Add Instructor	Cassigned Time Registre Dynamic Forms Carlos to Schwarz Andrew Carlos to Schwarz Andrew Carlos to Schwarz Andrew Carlos Carlos Carlos Andrew Carlos Carlos Carlos Carlos Carlos Develoy Roster and Vallist Velos Totarial Bames 9 - Facily Carnas and Orp Rost Velos Totarial Bames 9 - Facily Carlos Carlos
nstructor Forms Drop Form Independent Contract Independent Contract Independent Contract Entercistor Grade Change Noncredit Dep Form Request to Foliantiate a Student Turbial Center Referral	Curriculum Development	Academic Affairs	Eval of Reassigned Time Forms and Requ C NAME Attendance Acc Extra Assignme FACULY ACTI Faculty Advance Faculty Advance Faculty Advance	Carross Course Mergo UESTS USES Int Psyroll Authorization, Rev 7.1-2021 ON FORM, 7.4-21 ment on Salary four Time Sheet, Rev 9-15-21 too be for Circle		anvas Add Instructor	Creases igned Time Request Dynamic Forms Dynamic
nstructor Forms Drop Fam Incomplete Grade Contract Instructor Grade Change Noncredit Dop Fam Noncredit Dop Fam Tachala Cester Referral	Curriculum Development	Academic Attains	Eval of Reassigned Time Forms and Requ C. NAME Attendance Acc Extra Assignme FACULTY ACTIN Faculty Advance Faculty Service Faculty Fac	Carves Cours Mergo UESTS OUT For MANNESS AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND AND		anvas Add Instructor	Crease light of time Request Determine Control of the Control of
Instructor Forms Drap Form Independent Poject/Studies Contract Independent Poject/Studies Contract Interactor Grade Company Noncredit Orgo Form Request to Reintract Studient Tutorial Center Referral Open Educational Resources	Curriculum Development	Academic Affairs	Evel of Reassigned Time Forms and Requ NAME Attendance Acco Extra Assignme FACULTY ACTIN Faculty Advance Faculty Advance Materials Fees Materials Fees Materials Fees Materials Fees	Cenvers Course Margo		anvas Add Instructor	Crease and the Regions Description Descri
Instructor Forms Drop Form Independent Orgents Undependent Projects Studies Contract Independent Projects Studies Nancredit Drop Form Request to Reinstalta a Student Totalaid Center Reinral Popen Educational Resources Nance	Curriculum Development	Academic Affairs	Eval of Resessioned Time Forms and Recq Anterdance Acc Extra Assignmed Faculty Active Faculty Active Faculty Active Faculty Active Materials Forsi Proceedings	Cenves Course Mergo UESTS USA In Payrol Authorization, Rev 7-1-2021 ON FORM 7-2-1 ment on Salary four Time Sheet, Rev 9-15-21 a Area Application Form Reveal Form Reveal Form Reveal Formation Form Reveal Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation Formation For		anvas Add Instructor	Creasesigned Tum Request Dynamic Fourse Dynamic Fourse Context Context and Days Rester Condere Schemitty Grades with Options Condered Schemitty Grades with Options Context Context Earners 9 - Faculty Grade Entry Context Earners 9 - Faculty Context Earners 9 -

Email Notifications

If you receive an email **ending in @ngwebsolutions.com (example: AHC_Admissions_Records@ngwebsolutions)**, this is a Dynamic Forms response and is not spam. Emails should have a short message confirming submission or notifying you that your signature is being requested.

Form Submissions

Once a form has been completed or signed, users can log into their account using myHancock credentials and view and/or print forms they have submitted or signed. Users will also be able to access any forms which need completion in their Pending area or view if a form submitted is still pending or has been processed.

Pending /Draft Forms: After logging into the Dynamic Forms Dashboard, click on "Pending / Draft Forms" button. Pending forms are incomplete or require a student action. Draft documents have been saved but not submitted.

Forms History: After logging into the Dynamic Forms Dashboard, click on the "Forms History" link. A new page will appear listing all completed documents for that account, sorted by date with the most recently completed at the top. Students will be able to also view the completed form by clicking on the link provided.

Click **My Forms** at the top right of the page, and a submenu will appear. Choose **Forms History** to see your signed / submitted forms.



You should see all submitted and signed forms. Choose which item you'd like to view, and click the PDF symbol beside it.

	My Forms 👻	Admin 🗸		.	?
0 9	 Pending / Draft Forms Forms History 			Q	
	E-Signed Date	PDF	HTML	Audits	
	E-Signed Date 10/18/2022 6:49:28 PM	PDF	HTML	Audits	
	E-Signed Date 10/18/2022 6:49:28 PM 10/6/2022 5:57:09 PM	PDF	HTML E	Audits	

Once submission opens, you will find a download and print option at the top right of the page.

x tools with your cicipition ads your file to g g pDF DF

Rejected Forms/ Returned for Revision: If a submitted form is determined unacceptable or incomplete, it will be returned for revision. A revision email will

be sent to the appropriate dynamic form participant. The student or respective participant must take action on a rejected form, based on the information provided in the revision email. The form must be electronically signed again by all form participants. Dynamic Forms and/or supporting documents cannot be submitted using the Document and File Uploader, mail, fax, or in person. Email attachments are not accepted nor opened.

Timer

To help protect user information, the Dynamic Forms system will time out after a period of inactivity. Users will notice a timer count in the upper right-hand corner of most Dynamic 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 the timer's expiration will be lost.

If your login to dynamic forms has timed out you will end up on the general Dynamic Forms login page and your AHC log-in credentials **will not** work. If you attempt to log in to this general website it will give you the Invalid ID or Password message below. *Please make sure to access Dynamic Forms through the myHancock portal.*

Sharing Form Links

Sharing links can be tricky since each time a form launches, users will receive their own unique link. Please do not copy and paste links from the address bar once a form has been launched. Dynamic Forms creates a shareable link for each form from the administrator area that is meant for sharing. Links will be placed on the website accordingly. If you need assistance with sharing links, please reach out for assistance.