2022

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.
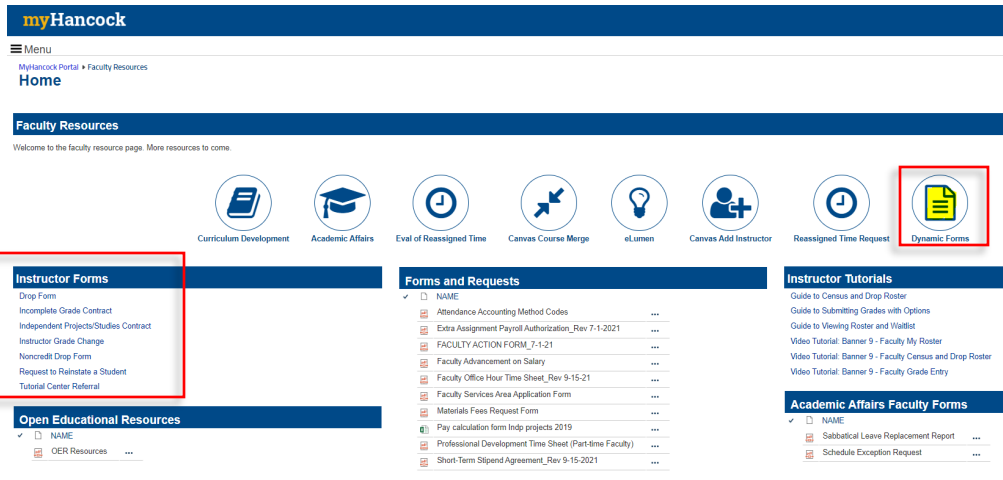
Email Notifications

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.

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

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.