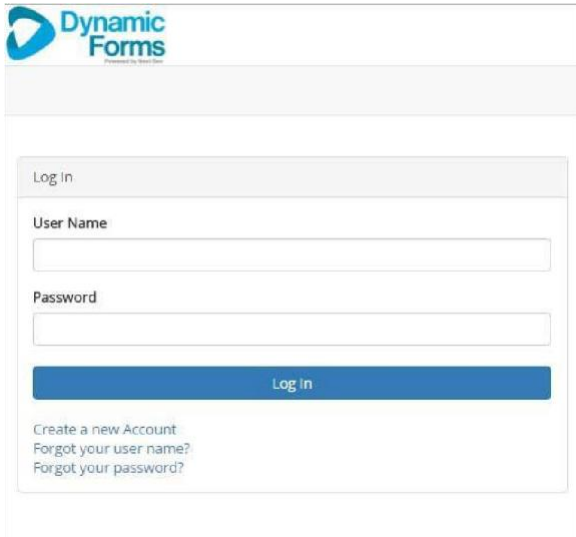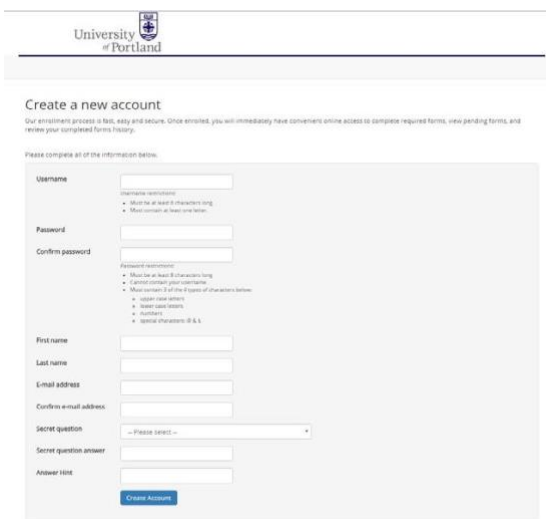# How to set up Parent Login for Dynamic Forms

1. Parents will be sent an email, from Motlow State Community College once their parent has identified them as the co- signer for their Dependent Parent Forms. Parents will need to follow the link in the email to set up a Dynamic Form account before completing the form. Parents will only need to establish their account the first time they login to Dynamic Forms.

2. Parents who have never logged in to Dynamic Forms before will need to select the **Create a New Account** button to create their account.

3. On the Create Account page, follow the instructions to enroll. Parents can select their own username, password and a security question. Once all of the fields are completed, hit the Create Account button.

4. Parents will receive notice that their account creation has been successful and be asked to verify their email.

Verify your email

Activate your account.

We sent an email to: **finaid@up.edu**. Please visit the link provided in that email to activate your account.

NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.

5. A confirmation email is sent to the Parent's email address. Parents will need to follow the link in this email to successfully activate their account.

Activate your account

notify@ngwebsolutions.com

Sent: Fri 2/19/2016 8:56 AM

To: _Office, UP Financial Aid

Hello Wally, Thank you for creating a Dynamic Forms account!

In order to complete your registration and activate your account, you must visit the link below:

Activate your account

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

Account Activated!

Congratulations, you have successfully activated your account.

Continue

7. Click the Continue button. It will take you to your specific form that needs to be completed OR your Dynamic Forms Home page. If taken to the Dynamic Forms Homepage (image below), parents will need to go back to their MyMotlow account and click the link to the form a second time to get to the specific form they need.

Dynamic Forms

My Forms ▾   Update Profile   Log Out

Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.

If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

⊙ Pending / Draft Forms

▪ Forms History

🔒 Manage your Account