



Dynamic Forms Accounts

Monroe Community College uses Dynamic Forms, a document submission portal, to securely sign and submit documents electronically.

If you have an MCC account, you do not need to create a Dynamic Forms account. To log in, go to [MyForms \(https://www.monroecc.edu/go/MyForms\)](https://www.monroecc.edu/go/MyForms) and use your MCC network username and password.

Creating a Dynamic Forms Account

1. Go to the [Dynamic Forms "Create Account" page \(https://dynamicforms.ngwebsolutions.com/Account/CreateAccount\)](https://dynamicforms.ngwebsolutions.com/Account/CreateAccount) and enter all of information requested. Then click the "Create Account" button.
 - a. You will be asked for your email address, and to create a username and password. (See Figure 1.)

Figure 1

2. Dynamic Forms will send an email to the address you provided. Click on the "Activate Your Account" link in the email. (See Figure 2.)

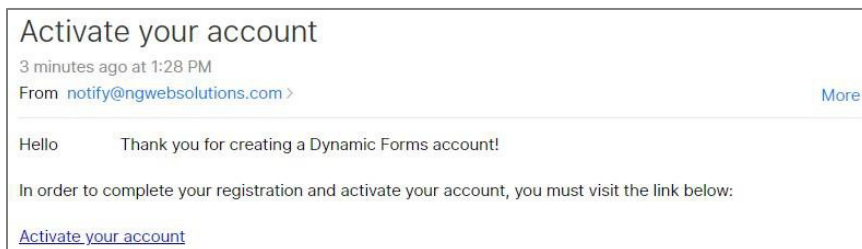


Figure 2

3. After clicking the "Activate Your Account" link, you will automatically be logged in to your Dynamic Forms account. Click on the "Continue" button to complete the account activation.

Accessing Dynamic Forms

To get back to your Dynamic Forms account, go to the [Dynamic Forms login \(https://dynamicforms.ngwebsolutions.com/Login.aspx\)](https://dynamicforms.ngwebsolutions.com/Login.aspx). From here, you can access any pending or draft forms and view completed forms.