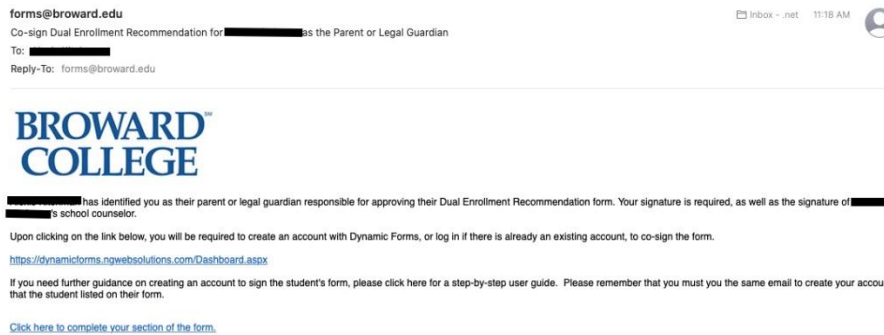


Guide for **Parent/Legal Guardian** to Approve Dual Enrollment Recommendation Form

Form Approval

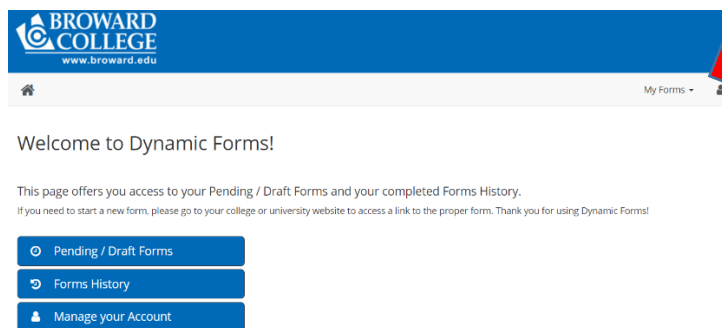
Step 1: Access the student DE form. There are **two** ways for a parent/legal guardian to access the DE forms to sign.

- The parent/legal guardian will receive an email from **forms@broward.edu**. Click on the link in the email you receive and log into your account. *If logging in for the first time, you will need to create an account.* See **Creating an Account** directions below.

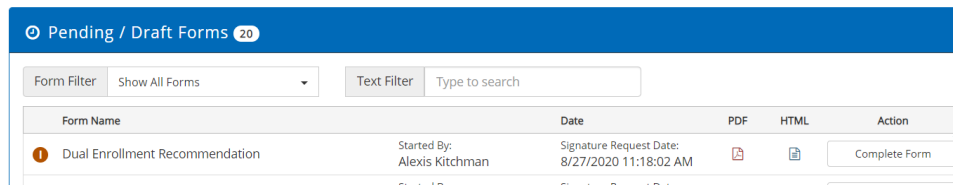


- OR click on this link <https://dynamicforms.ngwebsolutions.com/Dashboard.aspx> to log in. *If logging in for the first time, you will need to create an account.* See **Creating an Account** directions below.

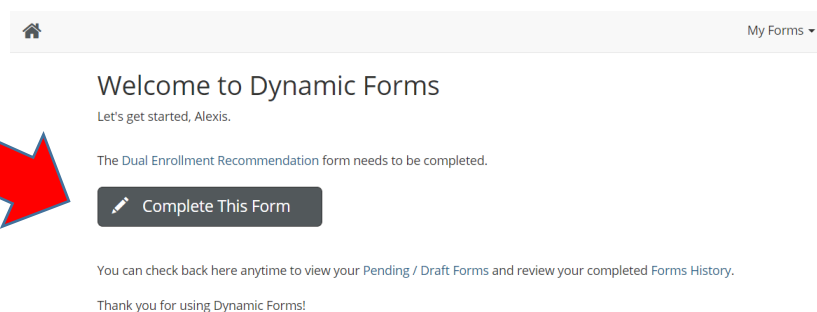
Step 2: Once logged into your account, click on **Pending/Draft Forms**. You may also click on **My Forms** at the top right hand corner of the screen. A drop down menu will appear and you can click on **Pending/Draft Forms** there.



Step 3: Click on **Complete Form**.




Step 4: Click on **Complete This Form**. **Note:** If you are already logged in and you click on the link from an email notification, you will be brought directly to this screen.



Step 5: Read the entire **student section** of the form and then **Click to Sign** and **sign electronically** in the **parent section** as indicated below. *By signing the form, you acknowledge that you understand and adhere to the information on this form.*

Parent or Legal Guardian: Please complete your section and sign electronically.

By providing your signature, you acknowledge that you understand and adhere to the information on this form.

 * (click to sign)

Parent or Legal Guardian Signature _____ Date _____

Parent or Legal Guardian: After you have electronically signed the form, please scroll down to the bottom and click "Submit!"

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Sammy

Sammy

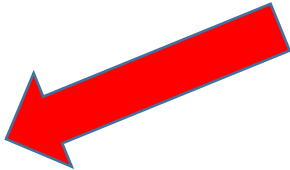
Seahawk

Seahawk

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.


[Opt out and print](#)

Step 6: Scroll down to the bottom of the form and click **Submit Form**.



You will see a **confirmation** once your form is submitted and then you will also receive a **confirmation email** that the student form has been routed to the school for approval.

Confirmation



The student form has been submitted to the school. Their signature is required for processing.

Confirmation Email

☆ forms@broward.edu
Parent Confirmation - Dual Enrollment Recommendation form for [REDACTED]
To: [REDACTED]
Reply-To: forms@broward.edu

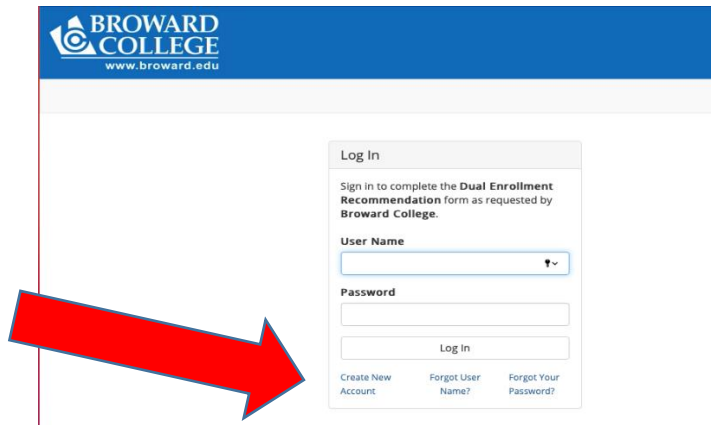


[REDACTED]'s form has been submitted to the school the student designated. Their signature is required for processing.

Congratulations! You have successfully submitted the student Dual Enrollment Recommendation Form!

Creating an Account

Step 1: After you have clicked on the link in the email or the link provided above, you will come to the **Log In** Screen. Click **Create New Account**.

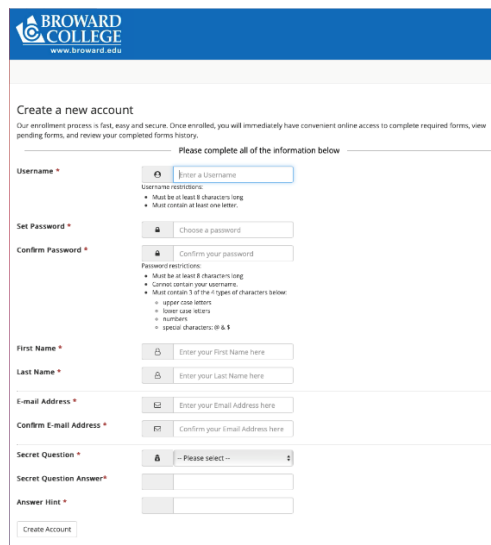


The screenshot shows the Broward College website header with the logo and URL. Below the header is a 'Log In' form. The form contains the following elements:

- Log In** (Section Header)
- Sign in to complete the **Dual Enrollment Recommendation** form as requested by **Broward College**.
- User Name** (Text input field)
- Password** (Text input field)
- Log In** (Submit button)
- [Create New Account](#) (Link)
- [Forgot User Name?](#) (Link)
- [Forgot Your Password?](#) (Link)

A large red arrow points from the left towards the 'Create New Account' link.

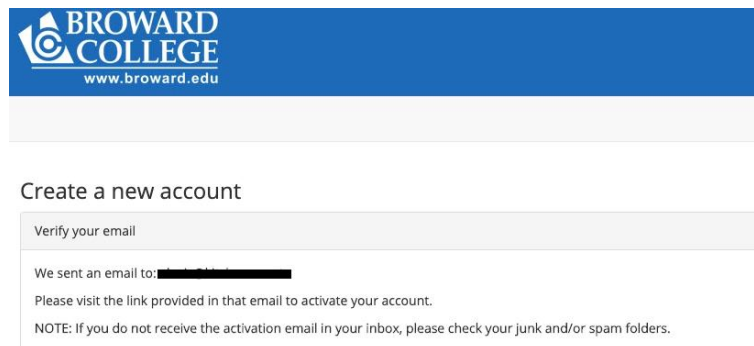
Step 3: Create New Account



The screenshot shows the 'Create a new account' form on the Broward College website. The form includes the following fields and instructions:

- Username ***: Enter a Username. Username restrictions: Must be at least 8 characters long; Must contain at least one letter.
- Set Password ***: Choose a password.
- Confirm Password ***: Confirms your password. Password restrictions: Must be at least 8 characters long; Cannot contain your username; Must contain 3 of the 4 types of characters below: upper case letters, lower case letters, numbers, special characters @ & !.
- First Name ***: Enter your First Name here.
- Last Name ***: Enter your Last Name here.
- E-mail Address ***: Enter your Email Address here.
- Confirm E-mail Address ***: Confirm your Email Address here.
- Secret Question ***: Please select --.
- Secret Question Answer ***: (Empty text input field)
- Answer Hint ***: (Empty text input field)
- Create Account** (Submit button)

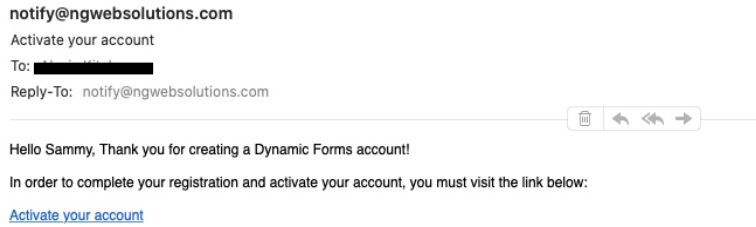
Step 4: Verify Email



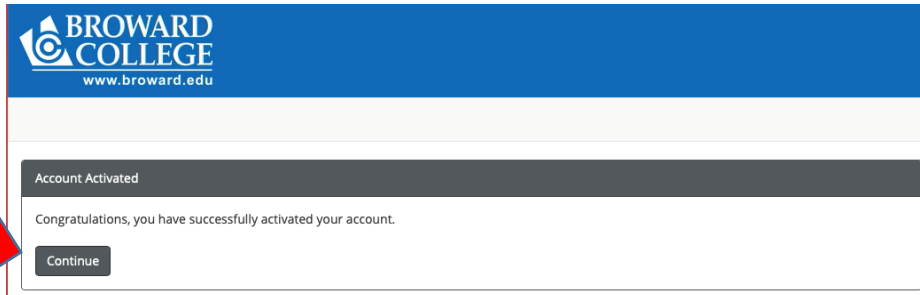
The screenshot shows the 'Verify your email' page on the Broward College website. The page includes the following content:

- Verify your email** (Section Header)
- We sent an email to: [Redacted]
- 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.

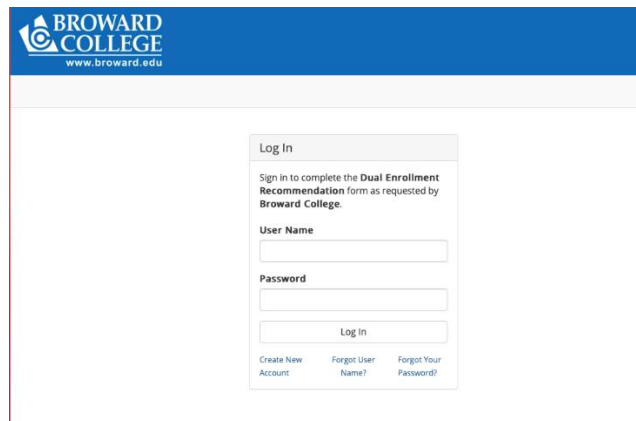
Step 5: You will receive an email that will ask you to activate your account. Click **Activate your account**.



Step 6: You will receive this **Confirmation** your account is activated. Click **Continue**.



Step 7: Log in with the **User Name** and **Password** you created.



Step 8: You may be asked your log in security question. Once you have answered it, you may click **Log In** and follow the directions above.

