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.

- **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".

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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

To: forms@broward.edu

Reply-To: forms@broward.edu

**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.

Step 3: Create New Account

Step 4: Verify Email
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.