

Student Dynamic Forms How-To Guide

Note: This guide is only for ETSU Students, Faculty and Staff will log into Dynamic Forms with their GoldLink username and password.

Parents creating a Dynamic Forms account and returning parent users.

****Dependent Students ONLY PLEASE NOTE****

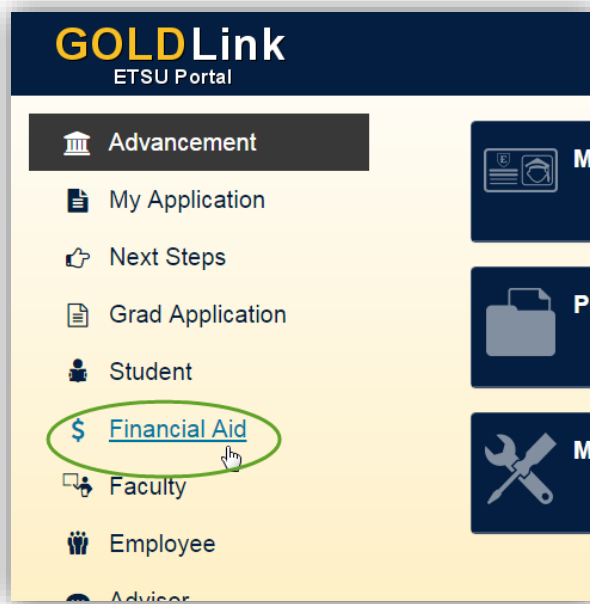
The Office of Financial Aid will NOT be able to receive or view your form until the parent sections have been completed and submitted by the parent you have designated.

1. [Login to GoldLink](#)
2. [Login to Dynamic Form](#)
3. [Complete Your Form](#)
4. [Save Your Progress](#)
5. [Fix Rejected Form](#)
6. [Duplicate Submission](#)

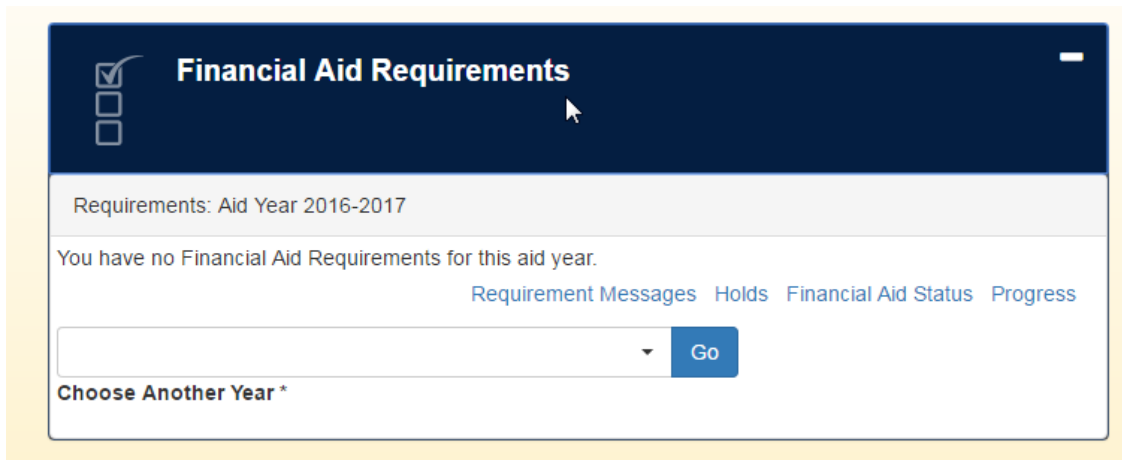
1. Login to GoldLink

If you do not yet have a GoldLink account, you will need to activate your student account before being able to access and complete the verification form.

- A. Once logged into GoldLink Select the “Financial Aid” Page.



- B. Click to open the “Financial Aid Requirements” pane.



2. Click on a Form Link to Login to Dynamic Forms

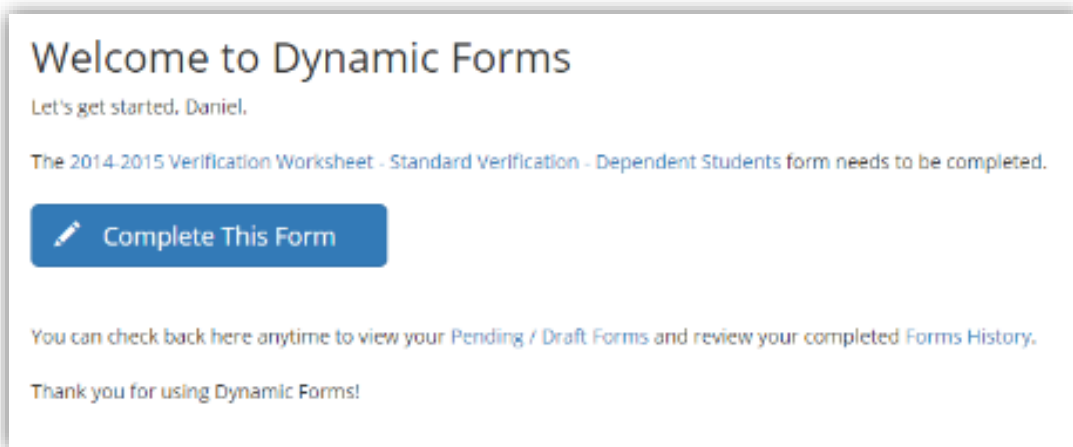
You will login to your dynamic form using your ETSU username and password.

- A. Click on the Link(s) under the Requirements section.
- B. Enter your username and password and click Submit

3. Complete Your Dynamic Form

You will login to your dynamic form using your ETSU username and password.

- A. Click the blue “Complete This Form” button on the following page.



Dependent Students ONLY (Independent Students skip to step 3.D)

- B. Enter your parent's information by clicking “Enter contact information” and click “Save” – The parent information entered here should be a parent listed on your FAFSA.

Form Participants

Parent

Enter contact information

Form Participants

Parent

First name

First Name

Last name

Last Name

Email

Email

Re-enter Email

Confirm Email

Save Cancel

- C. Select “Continue to form” to progress to your form.
- D. Complete the student information sections with accurate information and click “Next” to continue.

4. Sign Your Form

- A. On the following page type your name into the Electronic Signature fields and click the blue “Sign Electronically” button to submit your e-signed form. If successful, you will receive a Thank You! Message once your form has been submitted and options to view your submitted form as a PDF or to Logout.

Electronic signature

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.

First Name

Last Name

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](#)

Thank you for submitting your form.
You will receive an e-mail when your form has been processed.
If you have additional questions, please contact the Financial Aid Office.

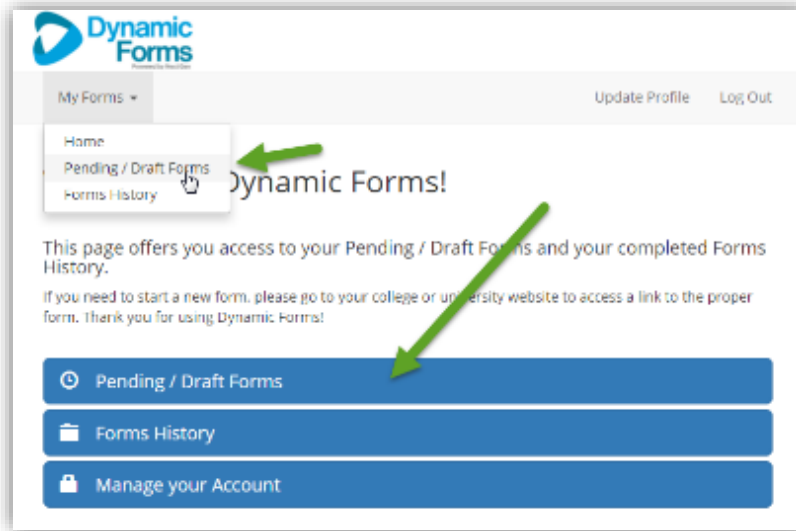


In order to access the form, you will need to install Adobe Acrobat Reader.

Save your Progress

If you are unable to complete the form in one sitting you may save your progress at any time and return to your form in progress at a later date. To do this:

- A. Click on the blue “Save Progress” button at the bottom of the form.
- B. When you are able to continue your form login to Dynamic Forms by following the link in the original email you received or
- C. You may also login to Dynamic Forms here <https://dynamicforms.ngwebsolutions.com> and clicking on the “Pending / Drafts Forms “button. From the list of Pending / Drafts forms click on the “Complete this form” next to the form you would like to complete.



Fix Rejected Form

If your parent observes that any of the information you have entered is incorrect or missing, they have an option to reject your form and send it back to you for corrections and resubmission. If this occurs, you will be sent an email regarding the error with a link to update your form.

- A. Read the rejection email thoroughly for information about what needs to be corrected on your form.
- B. Click the link provided in your email labeled “Click here to complete your section of the form”.
- C. Fix incorrect or missing information and resubmit your form.

Duplicate Submission Request

If you attempt to fill out a form more than once, you will receive a warning letting you know that you have already successfully submitted the form once.

Welcome to Dynamic Forms

Duplicate Form Found

Our records show that you have already submitted this form, if you attempt to resubmit this form, your Financial Aid may be delayed.

You will continue to see this message for 90 day(s).

What would you like to do?



Complete This Form



Pending / Draft Forms



Forms History



Manage your Account