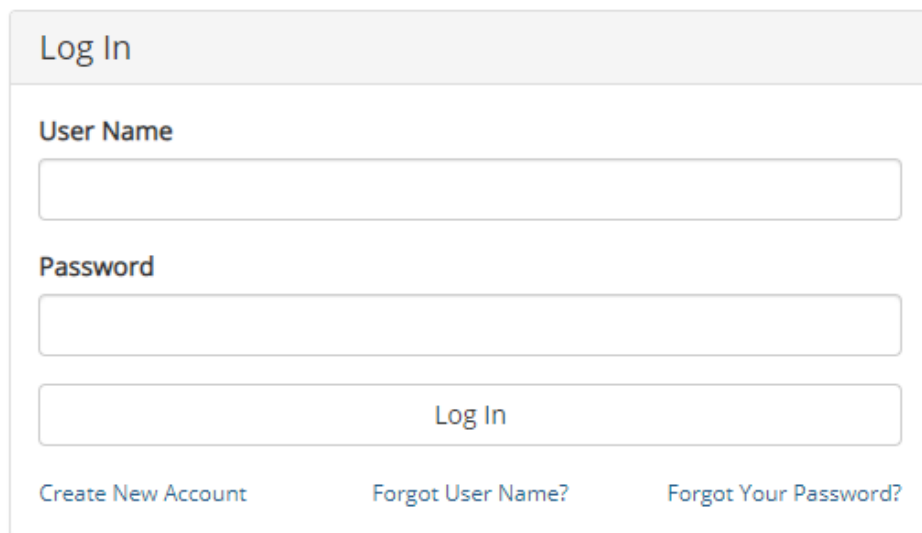<u>CREATING A NEXT GEN ACCOUNT</u>

Non-UNH users need to create an account with NextGen to access forms. This includes parents and off campus work study employers.

This is a two-step process; first to create the account and second to activate the account.

First completing the Account Creation page pictured below, and then activating your account by clicking a link in e-mail sent to the e-mail provided on the Account Creation page.   With this process, Dynamic Forms is authenticating that the person creating the account is the owner of that e-mail address.

Step One:

Visit https://dynamicforms.ngwebsolutions.com and click the "Create a New Account" link.

Then complete this "Create a new account" page and click the "Create Account" button.

Step Two:

An activation e-mail will be sent to the e-mail you provided on this page.

Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient on review your completed forms history.

Please complete all of the information below.

Username	[ ]
	Username restrictions:
	• Must be at least 8 characters long
	• Must contain at least one letter.
Password	[ ]
Confirm 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	[ ]
Last name	[ ]
E-mail address	[ ]
Confirm e-mail address	[ ]
Secret question	-- Please select -- ▼
Secret question answer	[ ]
Answer Hint	[ ]
	Create Account

Lastly, open your e-mail to find the Activation e-mail sent and click the link provided.

Activate your account

notify@ngwebsolutions.com
To gra

Hello Jim, 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

After clicking the account, you will automatically be logged in and after clicking on the "Continue" button below, you will directed to the form you requested or the basic user home page if you were not moving to a form.

Account Activated

Congratulations, you have successfully activated your account.

Continue

You can visit https://dynamicforms.ngwebsolutions.com to retrieve your username, password, or view your completed forms.