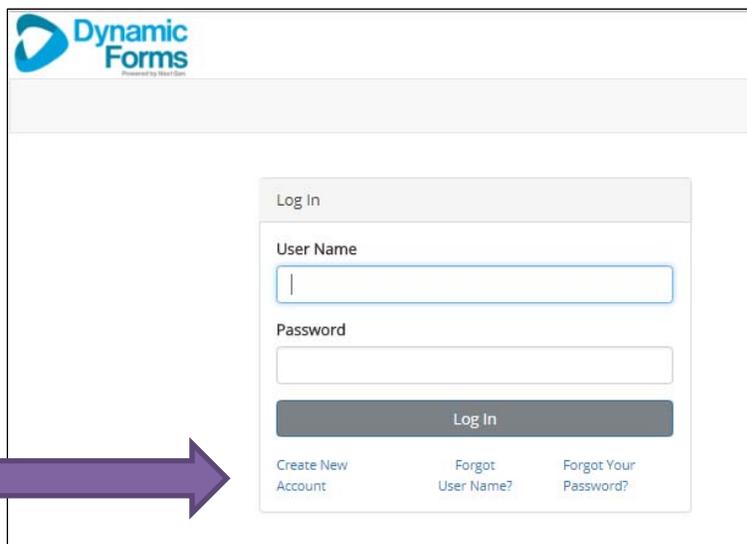


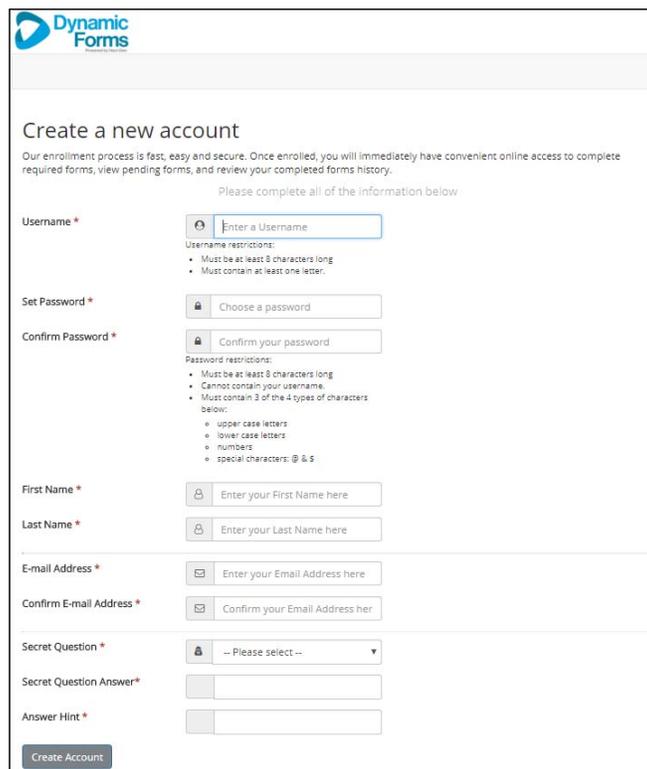
How to set up Parent Login for Dynamic Forms

1. Parents will be sent an email, from the University of Portland (finaid@up.edu), once their student has identified them as the co-signer for their Dependent Student Forms. Parents will need to follow the link in the email to set up a Dynamic Form account before completing the form. Parents will only need to establish their account the first time they login to Dynamic Forms.

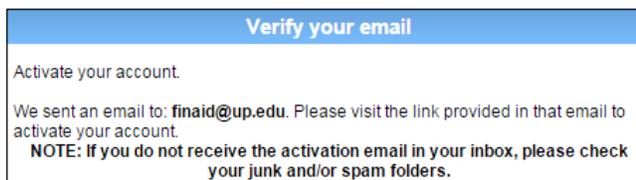


2. Parents who have never logged in to Dynamic Forms before will need to select the **Create a New Account** button to create their account.

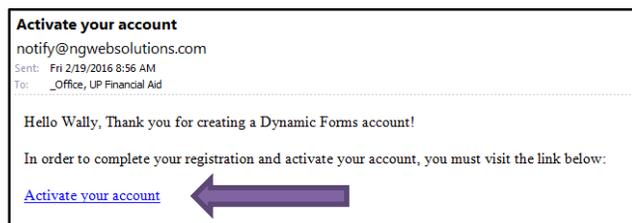
3. On the Create Account page, follow the instructions to enroll. Parents can select their own username, password and a security question. Once all of the fields are completed hit the Create Account button.



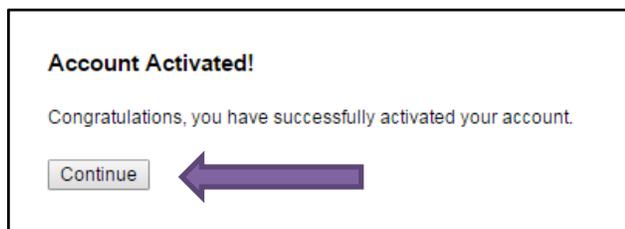
4. Parents will receive notice that their account creation has been successful and be asked to verify their email.



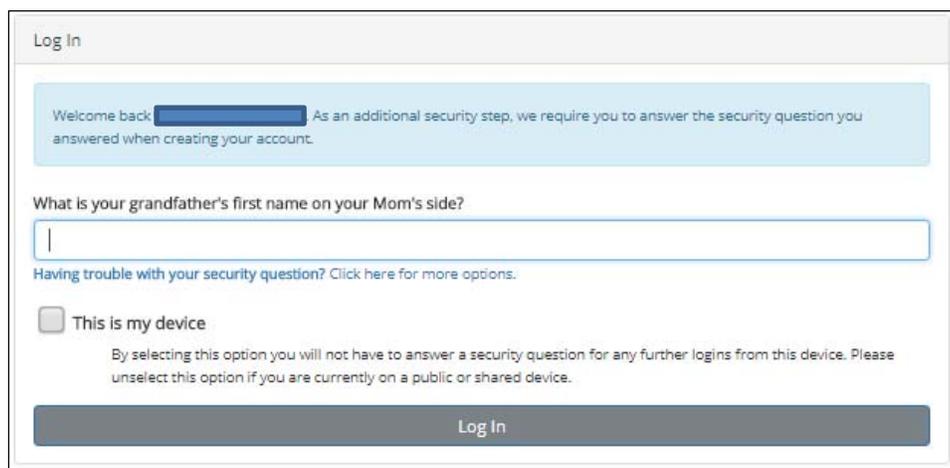
5. A confirmation email is sent to the Parent's email address. Parents will need to follow the link in this email to successfully activate their account.



6. Once the link in the email is clicked, parents will be taken back to Dynamic Forms and told that their account is activated.



7. The first time a parent logs in to their Dynamic Form account on a new computer they will be required to complete an additional security step and answer one of their security questions. After answering the question, parents can indicate whether they are using a safe device, then Dynamic Forms will not ask them the additional security question again on that device.



The screenshot shows a "Log In" screen. A message says, "Welcome back [redacted]. As an additional security step, we require you to answer the security question you answered when creating your account." Below this is a text input field with the question, "What is your grandfather's first name on your Mom's side?". A link below the field reads, "Having trouble with your security question? Click here for more options." There is a checkbox labeled "This is my device" with the text, "By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device." At the bottom is a "Log In" button.

8. Click the Continue button. It will take you to your student’s specific form that needs to be complete OR your Dynamic Forms Home page. From the Home page, parents can access Pending/ Draft Forms (where forms that they need to co-sign for their students live), Forms History, and Manage Account information.

