DEPAUL UNIVERSITY | OFFICE OF FINANCIAL AID AT DEPAUL CENTRAL

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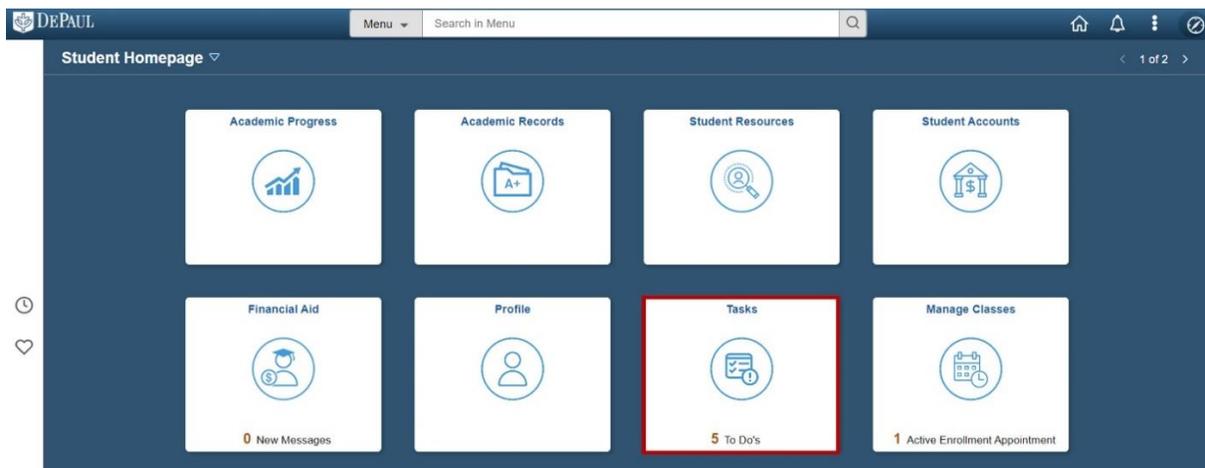
DYNAMIC FORMS

USER GUIDE

What are Dynamic Forms?

The Office of Financial Aid uses Dynamic Forms from Nextgen Web Solutions to complete and submit forms and documentation electronically. You (and your parent/spouse) can electronically complete and sign most financial aid forms using Dynamic Forms. Each user will have a unique My Forms dashboard that displays all in-progress and submitted form history.

Campus Connect

Campus Connect allows students to view financial aid requirements in your To Do List. After you login using your BlueKey credentials, you can select the Tasks tile and review any outstanding To Do Items.

To Do Items will provide specific information and instructions about what type of action(s) you need to take to complete the financial aid requirements. Within most to do items, you will see an explanation of what is needed, a link to a Dynamic Form, and a link to our contact information.
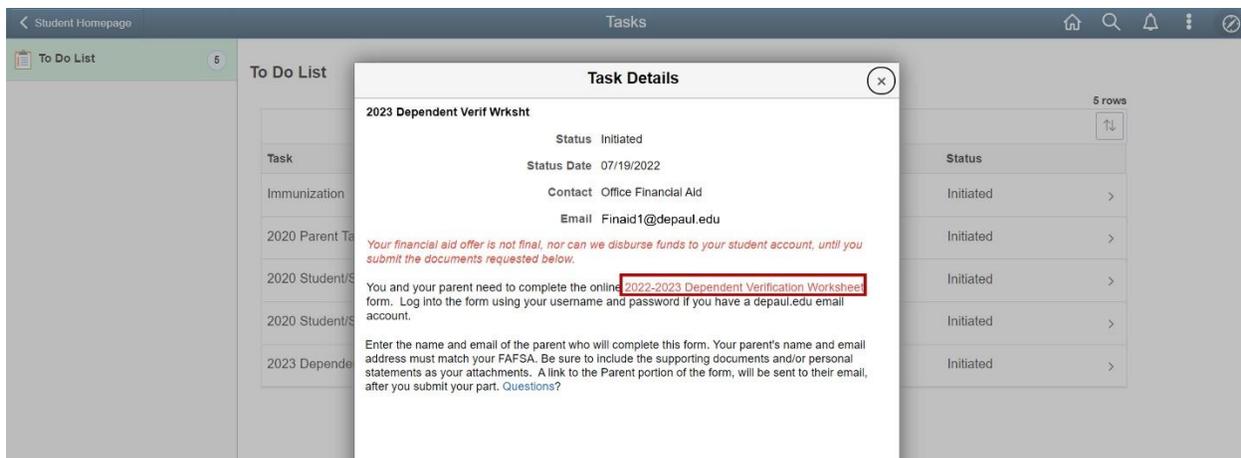
FILLING OUT FORMS

Student

Within the To Do items listed in your Tasks tile, you can go directly to the form required using the link in the description. You will log into the form using your BlueKey credentials. Before completing the form it is important to read any instructions at the beginning of the form.

In the lower left side of the form, you can "Save Progress" and come back to the form later or you can click "Next" to electronically sign and submit the form. If you choose to save your form, the draft form will appear in the Pending/Draft Forms section of your My Forms dashboard.

If you are a dependent student, your form will require a parent signature. Most forms are setup so that the student will always complete their section of the form first. The student will enter their parent contact information into the form. This person must be included on your FAFSA.

When you submit the form, your parent will receive an email with a link to the form they need to complete. The form will also appear in your parent's My Forms dashboard as incomplete. For dependent students, The Office of Financial Aid will only review the form once both the student and parent have completed the form.

Parent

Parents of dependent students will receive an email at the address provided by the student with a link to the form.

First time parent users will need to click "Create New Account" to create their own login credentials using the same name and email address that the student provided on the form before they can access and complete their portion of the form. If you do not remember your password, click "Forgot Your Password" to create a new one. If you registered under the wrong name or email, you can login and then click "Update Profile" in the User Profile icon menu to make changes.

If your student added the wrong email address or name to the parent information on the form, the parent can send the form back to the student for revision by clicking on the "Action" button and selecting "Complete Form". Then click "Return for Revision" in the lower left side of the form.

Within the form parents will be asked to confirm their identity by entering their 6-digit Share My Information guest passcode or the last four digits of their Social Security Number.

IMPORTANT NOTE: Dependent students can only complete the student section of any form. Parent sections will appear greyed out for reading purposes and/or confidentiality.

SIGNING FORMS

After a student or parent completes their required section of the form and clicks "Next", the signature page will appear. Users must type their names exactly as they appear on the page and click the Sign Electronically button to complete the process. The form will now have a timestamp with the person's name and date/time of signature.

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

Previous   Sign Electronically

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

We strongly discourage you from selecting the opt out and print option. If you choose this option, your form will not be submitted to our office, and you could lose the information that was entered.

After submitting the form, a confirmation email will be sent to you. If your form requires a parent signature, they will receive a confirmation email upon completing the form.

My Forms Dashboard

Your My Forms dashboard will display a history of all your forms. This feature allows both students and parents to monitor the form's progress. You may view the form in PDF format or using the web browser (HTML) by clicking on their respective icons.

Pending / Draft Forms

Forms will remain in this section until all electronic signatures have been submitted. If your form requires a parent signature, your form will display in this section until your parent/spouse has electronically signed the form.

Pending / Draft Forms Statuses

Status	Action
Draft	You have saved your form and it has not been signed and submitted.
Incomplete	You need to complete and sign the form.
Pending	Your parent needs to complete the form (no action needed by you at this time).

This section also allows students to
- Manage co-signers information using the "Manage Co-Signers" button: Correct a co-signer's email address or change the name and email of the co-signer if the form was sent to the wrong person in error.
- Re-send notification email: Automatic reminders are sent to co-signers every 7 to 14 days depending on the form, but manual reminders can be sent by the student if needed.

Forms History

All forms that are complete and have been submitted to the Office of Financial Aid will appear in this section with a status of "Pending". This status does not indicate the status of the review. Our office leaves all submitted forms in this status in dynamic forms. We will contact you at your preferred email address (or, if you are already a DePaul student, your BlueM@il address) once we complete the review of your form. You may view any submitted form in PDF format or using the web browser (HTML) by clicking on their respective icons.