



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Dynamic Forms Guide for Students

Table of Contents

What is Dynamic Forms?	3
Dynamic Forms Log in Information	3
Prospective & New Students	3
Current Students	3
Former Students / Alumni	3
Parents and Guardians	3
Faculty/Staff	3
Dynamic Forms FAQ	4
1. How do I Access Office 365 Student email?	4
2. How do I access the Dynamic Forms App on Office 365?	5
3. Why are you moving towards using electronic forms?	5
4. How do I access a new form on Dynamic Form?	5
5. How do I access the Admissions and Records forms?	5
6. What happens after I complete a form and click submit?	6
7. How do I verify I submitted my form?	6
8. Are paper forms still available?	6
9. Can a staff member fill out the form for the student?	6

What is Dynamic Forms?

Dynamic Forms provides a simple way for non-technical users to take any paper-based form and quickly build a sophisticated interactive, electronic form. The forms can be published anywhere or included in an email. This secure, state-of-the-art workflow solution allows you to focus your energies on other tasks instead of manually processing, tracking, and storing documents.

GCCCD has partnered with NextGen Web Solutions to help faculty, staff, and students submit forms online via Dynamic Forms.

Dynamic Forms Log in Information

Prospective & New Students

Prospective and new students who **do not yet have** a GCCCD email and password must create a Dynamic Forms account to submit forms electronically.

Current Students

Current students must log into their Microsoft 365 student account to submit forms electronically.

Username: firstname.lastname#####@students.gcccd.edu

Password: 6-digit College PIN (or customized password)

Former Students / Alumni

Former students and Alumni who **do not have** a GCCCD Email and password must create a Dynamic Forms account to submit forms electronically.

Parents and Guardians

All forms must be initiated by the student. The student will enter their parent's or guardian's email address into the form. The parent/guardian will receive an email containing a link to the form. Before submitting information or electronically signing a form, the parent/guardian must create a Dynamic Forms account.

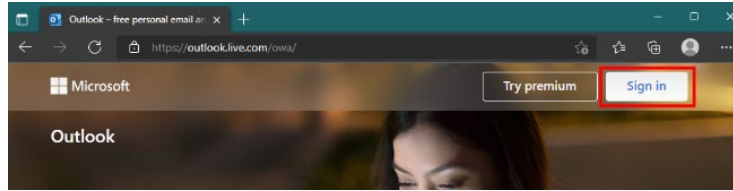
Faculty/Staff

Faculty and staff must log into their Microsoft 365 student account to submit forms electronically. If you are assisting a student with completing the form, the student must log into their student account.

Dynamic Forms FAQ

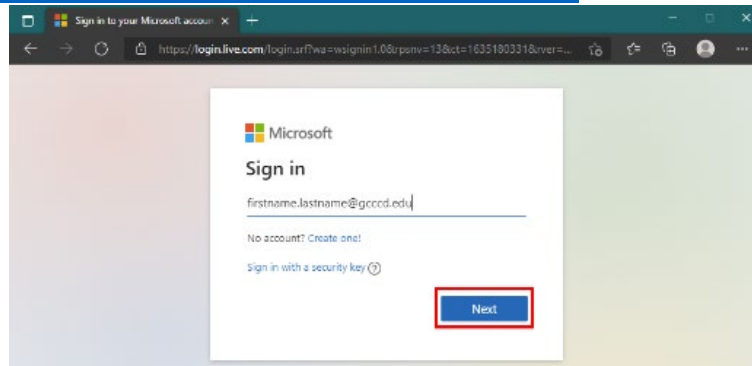
1. How do I Access Office 365 Student email?

Navigate to <https://www.office.com> and click on "Sign in"



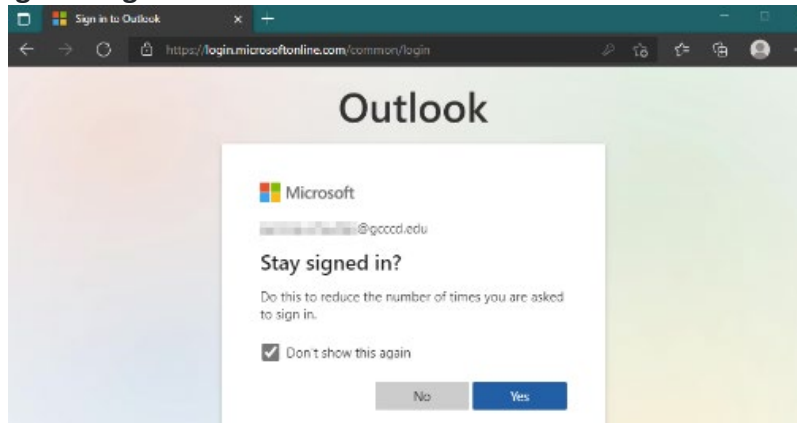
Enter your username and click "Next"

*Username: firstname.lastname#####@students.gcccd.edu



Enter your password and click "Sign in"

*Password: **6-digit College PIN**

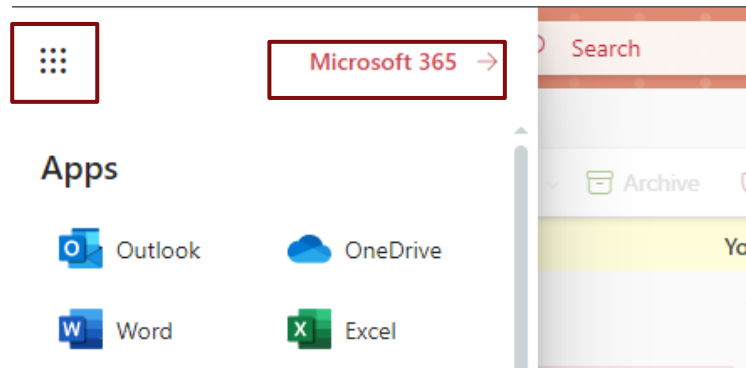


*If your Self-Service username contains 5 digits at the end of it, your email username will as well.

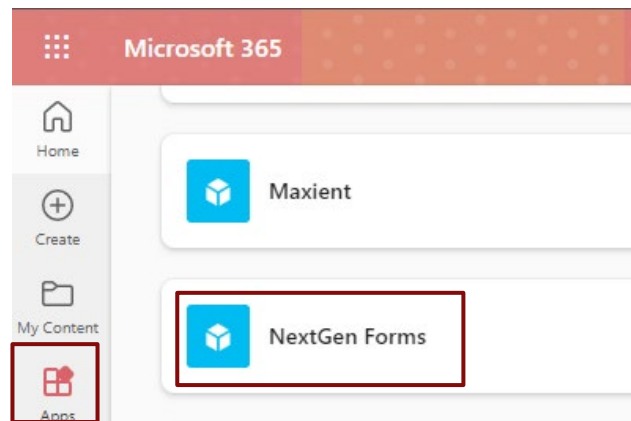
Need Help with Student email contact the Technology Help Desk!

Cuyamaca: **Phone:** (619) 660-4395 or **Email:** c-helpdesk@gcccd.edu
Grossmont: **Phone:** (619) 644-7742 or **Email:** g-helpdesk@gcccd.edu

2. How do I access the Dynamic Forms App on Office 365?
 - a. After logging into Office 365, please select the waffle on the top left hand corner of your email, then click on Microsoft 365.



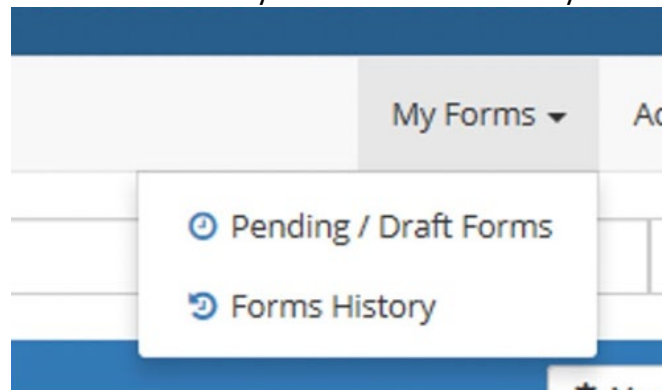
Select "Apps" and under other apps you will NextGen Forms



*Please note the NextGen App will allow you to see Pending Forms and Form History. To access / submit a new form you must access the appropriate link from the perspective department.

3. Why are you moving towards using electronic forms?
 - a. This allows us to ensure we have all pertinent information at the time of request so your records can be updated in a timely manner while also minimizing processing errors
4. How do I access a new form on Dynamic Form?
 - a. To access a new form on Dynamic Forms you will need to access the appropriate link on the department's website. Please note that the links for Grossmont and Cuyamaca College differ.
5. How do I access the Admissions and Records forms?
 - a. [Cuyamaca A&R Forms Webpage](#)
 - b. [Grossmont A&R Forms Webpage](#)

6. What happens after I complete a form and click submit?
 - a. If the form does not require additional signatures, it will go directly into the departments queue for processing.
 - b. If the form does require additional signatures, it will get directly routed to the next individual who will receive an email notification requiring them to click the link to review and sign the form. Once all signatures are received, the form will go into the departments queue for processing.
7. How do I verify I submitted my form?
 - a. You need to open the Dynamic Forms app under your Microsoft 365 student account using your GCCCD student email. Once on Dynamic Forms, click on My Forms and then Forms History to review what forms you have submitted.



8. Are paper forms still available?
 - a. Yes, but electronic forms should be used if at all possible.
9. Can a staff member fill out the form for the student?
 - a. No, the student must initiate the form.