

Dual Credit Application & Enrollment

Student Instructions

1. Click on hyperlink or QR code given to your school for the online Dual Credit Application & Enrollment form.
2. Create an account with Dynamic Forms. *Make sure it's an email you will be able to access.*
3. Once you have created an account, you will receive an email from notify@ngwebsolutions.com.
4. In that email, click the "confirm email" link and login to your new account. *You do NOT need to add a cell number.* If you don't see a form—go back to the original link and click on it again.
5. Complete the entire application. Any questions with a **red asterisk is REQUIRED**. Please also double check **all email addresses** for accuracy.
6. Digitally sign and submit the form.
7. The parent/guardian you included on the application will automatically receive an email from notify@ngwebsolutions.com to approve your application/enrollment.

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Parent Instructions

1. You will receive an email from notify@ngwebsolutions.com.
2. Please read this email and click the link at the bottom that says "click here to complete your section of the form." If you don't immediately receive the email, please check your spam and junk folders.
3. Create an account with Dynamic Forms. *Make sure it's an email you will be able to access.*
4. Once you have created an account, you will receive an email from notify@ngwebsolutions.com.
5. In that email, click the "confirm email" link and login to your new account. *You do NOT need to add a cell number.* If you don't see a form—go back to the original link and click on it again.
6. Complete your portion of the Dual Credit application and enrollment form. Any questions with a **red asterisk is REQUIRED**.
7. Digitally sign and submit the form.