WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

ONLINE FORMS
Getting Started
ENROLLING AS A NEW USER

- Create an account at the online forms login page by clicking the Get Started button.
ENROLLING AS A NEW USER

On the Create Account page, complete all of the fields, and then click the Create Account button.

TIP: Step-by-step instructions to create your account are provided on the pages following.

Make note of your username and password for future reference!
USERNAME REQUIREMENTS – STEP 1

Username Format:

1. Minimum length – eight
2. Must contain at least one letter
3. Alphanumeric characters and symbols acceptable
4. Must not contain unicode characters (i.e. combinations using ALT + 000 – 1024)

TIP: Create your username for your account by following the Username Format requirements provided.
STEP 1 EXAMPLE

“Student1” was entered as my username name.
PASSWORD REQUIREMENTS – STEP 2

Password Format:
1. Minimum length – eight
2. Must contain characters from each of three groups
   • Lower case letters (i.e. a, b, c)
   • Upper case letters (i.e. A, B, C)
   • Numbers (i.e. 1, 2, 3)
   • Alphanumeric characters or symbols (i.e. @, $, &)
3. Must not contain the user ID
4. Must not contain unicode characters.

TIP:
Establish your password for your account by following the Password Format requirements provided.
My password was entered into the first box following the format requirements. The same password was entered again in the confirm password box.
CREATE ACCOUNT – STEP 3

Continue with creating your account by providing your name and e-mail address as requested.

Be sure to use your WCCCD issued e-mail address for prompt response.
**Step 3 Example**

My First name, Last name, and E-mail address have been entered into the required fields. The same E-mail address was entered again in the confirm e-mail box.
SECRET QUESTION – STEP 4

- Select one secret question from the three questions provided and type in the answer in the box provided.
I have selected one of the secret questions from the options given and entered the answer to the question in the box as requested.

Make note of your secret question response for future reference!
CREATE ACCOUNT – FINAL STEP

After completing all sections – click on the Create Account button. The account creation complete page will display.
USERNAME ALREADY IN USE!

If the Username you have entered is already in use by another individual, you will be prompted to enter a new Username and the screen will appear with the following error:
Please complete all of the information below.

*** Username has already been used. Please enter a different username. ***

Username: Student1

Password:

Confirm password:

Password requirements: 

Username requirements:
SUCCESSFUL ACCOUNT CREATION!

Once you have successfully created your account, you will see this window appear.
**Final Step – Log into Dynamic Forms!**

Once you have reached this screen, your final step is to click on the link and enter your Username and password to enter the site!
PLEASE KEEP IN MIND

- Keep a private record of your username, password and secret question response for future reference.
- In order to have an accurate history of forms you have completed, you must only establish one account.
- If you do not complete all sections of a form through the signature stage, your form will not be added into history.
- It is not secure to leave your form up and leave the computer station. Be sure to log out of the on-line forms.