DYNAMIC FORMS

USER GUIDE

What are Dynamic Forms?

The Office of Financial Aid uses Dynamic Forms to streamline the electronic completion and submission of forms and documentation. You, along with your parent or spouse (if applicable), can electronically complete and sign most financial aid forms through Dynamic Forms. Each user is provided with a personalized **My Forms** dashboard, which displays all in-progress forms as well as a history of submitted forms.

Campus Connect

Campus Connect enables students to track their financial aid requirements through the **To Do List**. After logging in with your BlueKey credentials, simply select the **Tasks** tile to view and address any outstanding To Do items.
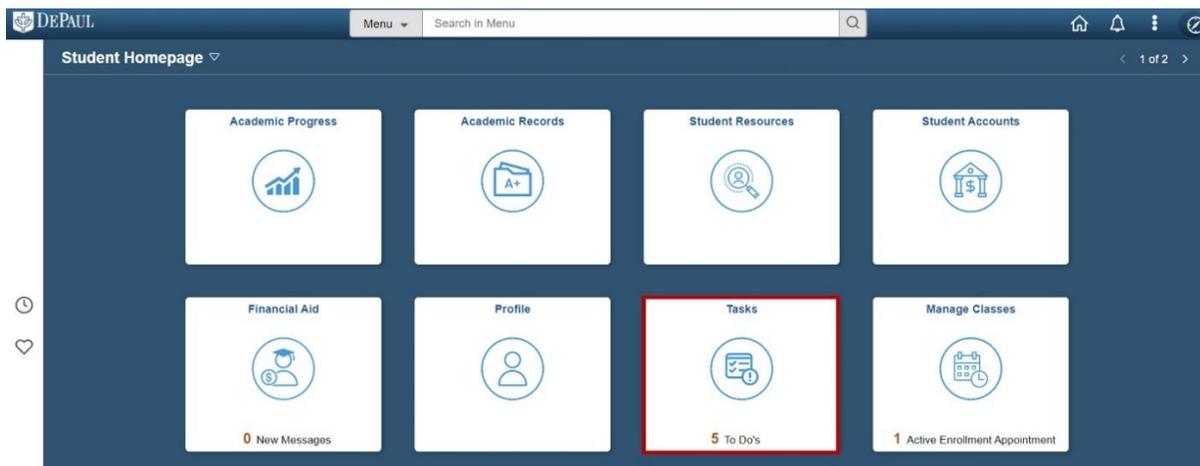
The Task Details section provides specific information and instructions on the actions required to complete your financial aid requirements. Most To Do items include a detailed explanation of what is needed, a link to the relevant Dynamic Form, and a link to our contact information for further assistance.
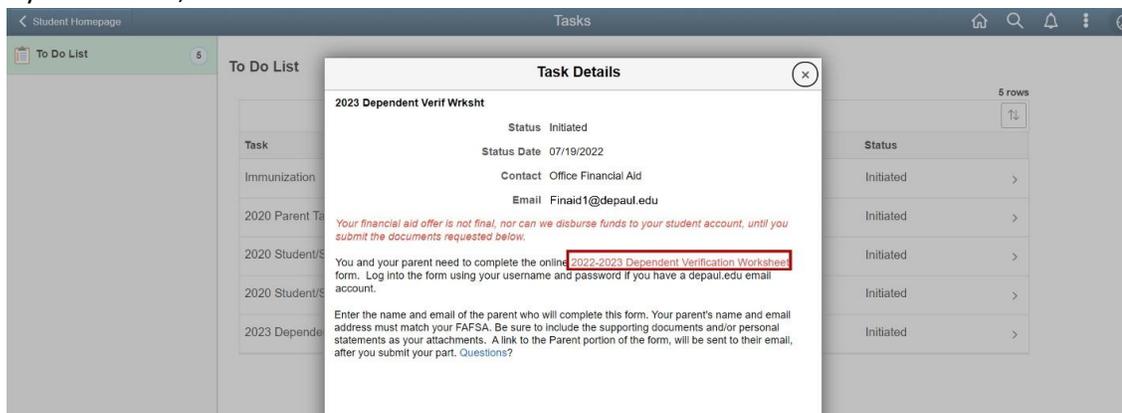
FILLING OUT FORMS

Student

In the To Do items listed within your Tasks tile, you can access the required form directly through the link provided in the description. Use your BlueKey credentials to log into the form. Be sure to carefully read any instructions at the beginning of the form before completing it.

On the lower left side of the form, you have the option to **"Save Progress"** and return to it later, or you can click **"Next"** to electronically sign and submit the form. If you save your progress, the draft form will appear in the Pending/Draft Forms section of your My Forms dashboard.

For dependent students, a parent signature is required. Most forms are designed so that the student completes their section first. You will need to provide your parent's contact information within the form, and this individual must be listed on your FAFSA.

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

Parent

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

For first-time parent users, click **"Create New Account"** to set up your login credentials. Be sure to use the same name and email address the student provided on the form. If you forget your password, click **"Forgot Your Password"** to reset it. If you registered with the wrong name or email, log in and select **"Update Profile"** from the User Profile icon menu to make corrections.

If the student entered incorrect parent information (name or email), the parent can return the form to the student for revision. To do this, click the **"Action"** button, select **"Complete Form"**, and then choose **"Return for Revision"** at the bottom left of the form.

Within the form, parents will need to confirm their identity by entering either 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 the form. Parent sections will remain greyed out for viewing purposes and/or confidentiality.

SIGNING FORMS

Once a student or parent finishes their designated section of the form and clicks **"Next"**, the signature page will be displayed. To complete the process, users must enter their names exactly as shown on the page and click the **"Sign Electronically"** button. The form will then be updated with a timestamp, including the person's name and the date/time of the signature. We strongly advise against selecting the "Opt Out and Print" option. Choosing this will prevent your form from being submitted to our office, and you risk losing all the information you entered.

Once the form is submitted, you will receive a confirmation email. If a parent signature is required, they will also receive a confirmation email after completing their portion of the form.

My Forms Dashboard

The My Forms dashboard provides a complete history of all your forms, enabling both students and parents to track the progress of each form. You can view the form in either PDF format or directly in a web browser by clicking the corresponding icons.

Pending/Draft Forms

Forms will stay in this section until all required electronic signatures are completed. If a parent signature is needed, the form will remain here until your parent or spouse has electronically signed it. 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 by clicking on their respective icons.

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 provides students with the ability to:

- **Manage Co-Signer Information:** Use the **"Manage Co-Signers"** button to update a co-signer's email address or change the name and email if the form was mistakenly sent to the wrong person.
- **Re-Send Notification Emails:** While automatic reminders are sent to co-signers every 7 to 14 days (depending on the form), students can manually send additional reminders if necessary.

Forms History

Forms History

All completed forms submitted to the Office of Financial Aid will appear in this section with a status of **"Pending"**. Please note that this status does not reflect the progress of the review. Our office keeps all submitted forms in this status within Dynamic Forms. Once your form has been reviewed, we will notify you via your preferred email address or, if you are a DePaul student, your DePaul email address.

You can view any submitted form in either PDF format or directly in a web browser (HTML) by clicking the corresponding icons.