

STEP-BY-STEP: School Site Counselor

If a student wishes to enroll in a class at Los Angeles Mission College, they are required to submit the online College Application to receive their College Student ID (SID). Using their SID, they must complete and submit the K-12 Dynamic Form electronically.

The first time the student and parent use the electronic Dynamic Form, they will be required to create an account (see handout *STEP -BY-STEP: Students* and *STEP -BY-STEP: Parents* for more detailed information). The parent does NOT use the same link as the student. Once the student submits the form, the parent/guardian will receive an email link to sign it.

1. The first time the Counselor uses the electronic Dynamic Form, they will be required to create an account. The Counselor will not receive notification until the student AND parent have both signed and submitted the electronic form. The Counselor should receive an email link.
2. Click the link (either from email or go to link in the blue box below) and it will direct you to the login page for the form. If this is your first time using this system, you will need to create an account (see "To Create An Account" box). LOG IN with your username and password to open the electronic K-12 Dynamic Form.

TO CREATE AN ACCOUNT: <https://dynamicforms.ngwebsolutions.com/Account/Login>

- Click on link (either from email received, or via link above).
- Click on "Create New Account" at the bottom of the *Log In* box.
- Create your username and password
- Enter your personal information (name, address, email)
- Select and answer your Secret Questions
- Click the "I'm not a robot" box and click the "Create Account" box at the bottom.
- You will need to go to your email to activate your account by clicking on the "Activate your Account" link provided in the email.
- You will see a screen notifying you that you have successfully activated your account – click the "Continue" button and you will be able to log in to the system.

3. Review the form and information for accuracy. Please check the following is correct:
 - Student name and DOB
 - COLLEGE (not HS) Student ID (starts with "88" or "900") or confirmation number (starts with a number, not a letter).
 - Verify the term and year are correct (i.e. "Fall 2021").
 - Verify the class name, number and units are correct (i.e. ADM JUS 001 – 3 units).
Please remember that a student CAN ONLY enroll in 11 units maximum.
 - TEXT BOX: add the type of student to the text box "Cohort Student" or "Singleton"
(Cohort student is a student that is taking a College class designated for students at your site to take. A Singleton is a student that is taking a College class on their own.)
4. If you approve, click for signature and a pop-up box will appear. Type in your name and click the "Sign Electronically" button to sign the document. Scroll to the bottom and click the "Submit Form" button. This will route the form to LAMC.
5. Go to the Tracker and update the K12/Dynamic Form column to "DF – Signed by Counselor."