CREATING A NEXT GEN ACCOUNT

Non-UNH users need to create an account with NextGen to access forms. This includes parents and off campus work study employers.

This is a two-step process; first to create the account and second to activate the account.

First completing the Account Creation page pictured below, and then activating your account by clicking a link in e-mail sent to the e-mail provided on the Account Creation page. With this process, Dynamic Forms is authenticating that the person creating the account is the owner of that e-mail address.

**Step One:**

Visit https://dynamicforms.ngwebsolutions.com and click the "Create a New Account" link.

```
Log In

User Name

Password

Log In

Create New Account  Forgot User Name?  Forgot Your Password?
```

Then complete this "Create a new account" page and click the "Create Account" button.

**Step Two:**

An activation e-mail will be sent to the e-mail you provided on this page.
Lastly, open your e-mail to find the Activation e-mail sent and click the link provided.
After clicking the account, you will automatically be logged in and after clicking on the "Continue" button below, you will directed to the form you requested or the basic user home page if you were not moving to a form.

You can visit https://dynamicforms.ngwebsolutions.com to retrieve your username, password, or view your completed forms.