Dual Credit Approval Form

Dynamic Form
Parent Steps

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Step 1

Check your email for a hyperlink to the student's form.

<u>Common Questions</u>
- Where can I find the email?
  - The email is sent to the address put on the form by the student. Check spam, as the email sometimes gets sent there.
  - If not in spam, confirm the email address was put on the student form correctly.
- Where is the hyperlink?
  - Add dualcredit@blinn.edu to address book/contacts.
  - Mark email as "not spam" if its in spam/junk folder (Gmail/Yahoo).
  - If the link still does not appear, drag the email from spam to your inbox.

If you still have questions contact the Dual Credit Office.

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Step 2

Log in or create and activate your account.

Common Questions
- Does it matter what email address do I use?
  - Yes, you must use the parent email address listed by the student. The link will be broken if you do not.
- How do I create an account?
  - Click "Create New Account" below the login and follow the steps.
- How do I get to the login page if the student is still logged in?
  - Log out of the student's account. If this does not take you to the login page you may need to use another device.
- How do I activate my account?
  - Locate the activation email, and follow the link to activate your account.

  If you still have questions, contact the Dual Credit Office.

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Step 3

Electronically sign and submit the form.

Common Questions
- Why am I not able to click the parent section?
  - Check to see if the student is still logged in. If you are unable to log them out, you may need to use a different device.
- How do I submit the form?
  - Scroll to the bottom of the form and click "submit".
- What do I do after the form is submitted?
  - The counselor will receive, review, and approve/decline the form. Once approved by the high school counselor, the Dual Credit Office will receive the form.

If you still have questions, contact the Dual Credit Office.

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Additional Helps

- If the parent is not able to find the email, they can create a Dynamic Forms account at https://dynamicforms.ngwebsolutions.com/Account/Login?ReturnUrl=%2F. The pending document can be accessed there.

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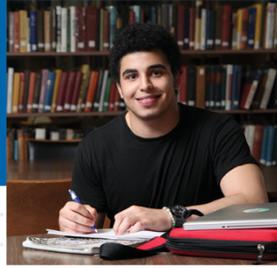
Contact Us

dualcredit@blinn.edu

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