

# Student Dynamic Forms Guide

Dynamic Forms allows admitted students the ability to complete and sign forms electronically.

*Note: This guide is only for University of South Carolina students.*

## How to Access Required Forms

### Initial Request for Information

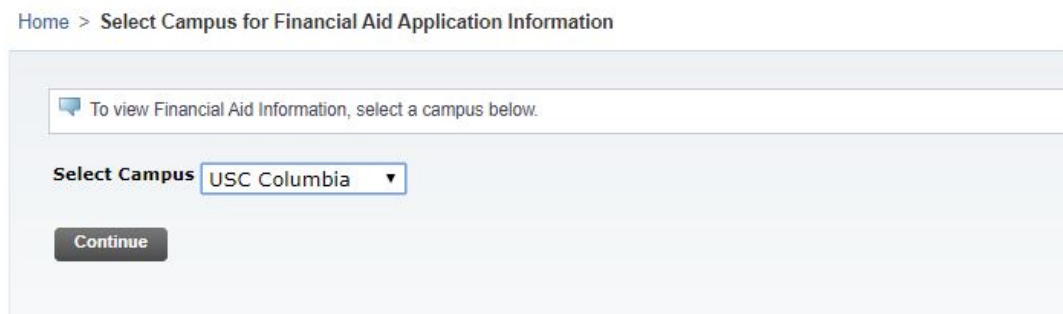
Login to [Self Service Carolina](#). If you do not have access to your SSC account, you may need to activate it via <https://myaccount.sc.edu> first. Students who transfer in from other USC campuses will need to sign in to SSC using their network username and password.

1. Once logged into SSC, Select the **“Financial Aid”** menu and then the **“Eligibility”** tab.



2. Select Campus as **“Columbia”** and then the **“aid year”** for which you are inquiring.

### Select Campus for Financial Aid Application Information



3. Review the unsatisfied requirements and take action. There may be a link to a form within the requirement or the link may have been sent to your UofSC email account. If there is a form link within the requirement, click on the link and complete the form. If your requirement tells you to check your UofSC email for a link, search for an email from Web Solutions (notify@ngwebsolutions). Read this email

and access the form link through the email. Follow the instructions on the form and submit it to our office. See the example below.

Dear Student,

You are receiving this email because the financial aid office needs additional documentation. Please complete the **\*TESTING\* 2 Incomplete Information Form** to continue processing your financial aid.

**\*\* If your FAFSA filing status is Dependent \*\***

After you have completed your section of the form, an email will be sent to the address you provided for your parent so they may submit this form. Submission of this form is not complete until your parent has also completed their section and/or electronically form.

Office of Student Financial Aid and Scholarships

[Click here to complete your section of the form.](#)

## Transferring from Another UofSC Campus

If you cannot access your UofSC email account and you are a transfer from another USC campus, your previous institution's email address should allow you to access the form. You may then sign in using your network username and password.

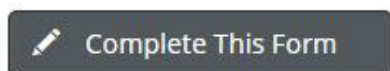
## How to Complete Your Form

1. After you have completed steps 1-5 above and have successfully logged in, you will see a *Welcome* screen. The name of the form will be listed and there will be a **"Complete This Form"** button to enter into the form.

### Welcome to Dynamic Forms

Let's get started,

The **\*TESTING\* 2020-21 Dependent Verification Form** form needs to be completed.



You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

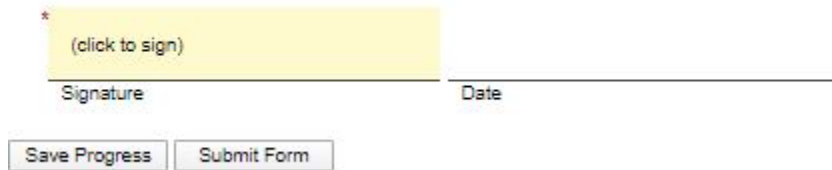
2. If you are a **dependent student**, complete all required information about you as the student and your family. After you have completed your required questions, you will then enter your FAFSA parent's name and email address so that they can complete their section of the form. An email will be sent to the FAFSA parent asking them to complete and sign their section of the form. An email and confirmation message will also be sent to you.

Please note that the Office of Student Financial Aid and Scholarships will NOT be able to receive or view your form until the parent sections have been completed and submitted by the parent you have designated.

If you are an **independent student**, complete all required information about you and/or your family and submit the form. After submission of the form, you'll receive a confirmation message and email.

## Save Your Progress

If you start the form and you are unable to finish completing it, you may save your progress. This will allow you to come back to the form at a more convenient time. To do this, at the bottom of the page simply click on Save Progress.

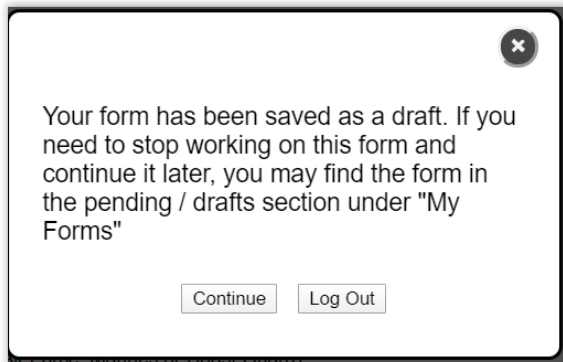


\* (click to sign)

Signature \_\_\_\_\_ Date \_\_\_\_\_



Save Progress Submit Form

You will then receive a dialog box that prompts you to take action. If you choose to log out, the form will be saved in the pending/drafts section under **“My Forms”**.



When you are able to continue your form, login to Dynamic Forms by following the link in the unsatisfied requirement or you can use this [link](#). Click on **“My Forms”** and then the **“Pending / Drafts Forms”**. From the list of **Pending / Draft** forms, select the form Actions by the form you want to complete. Then, select **Complete Form**.

Pending / Draft Forms

Form Name	Status	Description	Date	PDF	HTML	Action
Outreach Compensatory Hours Request	Draft	Started By:	Last Saved: 3/12/2021 3:34:40 PM			Action ▾

Finish the form and electronically sign it so that it can be submitted electronically to our office if independent or to your parent if dependent. After submission of the form, you will receive a confirmation message and email.

## Submission Corrections

If you are a **dependent student**, your parent can use the **“Return Form”** feature after you have sent it to them to complete. Please note that this will only work if the parent has not submitted the form to the financial aid office. If you are an independent student, you may contact the financial aid office for further instructions via email at [uscfaid@sc.edu](mailto:uscfaid@sc.edu) or by phone at 803-777-8134.

### A Returned Form

For dependent students, the school and/or the parent can return a form if it is incorrect. If this occurs, you will be sent an email that your form has been returned.

- Read the return email thoroughly for information about what needs to be corrected on your form.
- Click the link provided in your email labeled **“Click here to complete your section of the form”**.
- Fix incorrect information and resubmit your form. If dependent, the form will be sent to the parent again for their review and signature. If independent, the form will be submitted to the school for processing.

### Duplicate Submission Request

If you attempt to fill out a form more than once, you may receive a warning message letting you know that the form has been previously submitted. If you receive this message and you need to update the form after submission, please contact our office by email at [uscfaid@sc.edu](mailto:uscfaid@sc.edu).




Welcome to Dynamic Forms

Duplicate Form Found

You have previously submitted this form. If you need immediate assistance, please contact our office at [uscfaid@sc.edu](mailto:uscfaid@sc.edu).

A copy of this form was submitted on: **Thursday, December 5, 2019 1:12 PM.**

What would you like to do?

-  Pending / Draft Forms
-  Forms History
-  Manage your Account