MOVE THE WORLD.

STEP BY STEP GUIDE TO ELECTRONIC HOUSING FORMS

OFFICE OF RESIDENTIAL LIFE
HOUSING SELECTION FOR 2014 – 2015
I. To live on campus for the 2014-2015 academic year, each student needs to compete the following steps...

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VIII. If an error is made when filling out a form

IX. After submitting your forms, you can view, print, and see their status
I. To live on campus for the 2014-2015 academic year, each student needs to compete the following steps

   a. Depending on the age of the student at the time of submission:
      - [18 and Over Residence Hall Agreement for 2014-2015](#)
      - OR
      - [UNDER 18 Residence Hall Agreement for 2014-2015](#)

   a. Depending on if you are a current or incoming student:
      - [CURRENT Students - Resident Information Card for 2014-2015](#)
      - OR
      - [New (First Year and Transfer) Students - Resident Information Card for 2014-2015](#)

3. Pay or Roll-Over the Housing Deposit
   a. A $250 non-refundable housing deposit is required to live on campus.
   b. Current residential students do not need to pay the housing deposit again
      The $250 non-refundable housing deposit (that was already paid for the current academic year) can be “rolled-over” to the next academic year.
      Current residential students can roll-over the housing deposit on the Current Students - Resident Information Card for 2014-2015.
      When the housing deposit is “rolled-over” to the next academic year, a bill will be generated if any damages are incurred at the end of the year instead of receiving a refund from the housing deposit.
   c. Incoming Iona students can pay the $250 non-refundable housing deposit when they make their deposit to the college. ($250 Housing Deposit + $400 Deposit to the College = $650)
      a. Iona Homepage ➔ Admissions ➔ -➔ Undergraduate Admissions ➔ Class of 2018
         - [Undergraduate Admissions Class of 2018](#)
      b. Click on “Deposit Now”
   d. To pay only the $250 non-refundable housing deposit
      a. Visit “Student Accounts” on the Iona College website
         (Iona Homepage ➔ Student Life ➔ Student Financial Services ➔ Student Accounts)
      b. The menu on the left side of the Student Accounts webpage contains a link to “Payment Information”
II. Getting Started

• Click one of the above links to access one of the required form you need to fill out

• The following links may be useful if you are unsure about which forms to fill out
  o Current Students: http://www.iona.edu/currentstudenthousing
  o Incoming First Year and Transfer Students: Incoming First Year and Transfer Student Housing

• PLEASE NOTE: It is the same process regardless of what form you click first, continue to follow these instructions

• This brings you to the Dynamic Forms website to create an account
  o Click the “Get Started” button to create a new user account

• Create your account
  o You’re creating a new Username, Password, and Email address
  o This is completely separate from your Iona PeopleSoft and Email and Network information
  o You Do NOT need to use your Iona email address.
  o You can use a personal email address (gmail, yahoo, etc.)
***If you experience a problem when trying to use your Iona email address, go back and try again using a personal email address***

- Log into the email account you entered when creating your Dynamic Forms account in the step above

- Open the email you’ve received from the address: notify@ngwebsolutions.com
  - Be sure to check the Junk/Spam folders (in case it accidently went there)
  - The email is entitled Activate Your Account
    - Click the “Activate Your Account” link
After clicking the link, you’ll be brought to the page below

Click the “Continue” button

After clicking “Continue,” you’ll be brought to the form that corresponds to the link you clicked on the Res-Life website

In this example, if you look back, we clicked “Current Students – Resident Information Card for 2014-2015,” therefore, you are brought to that form now that your account has been created
III. Housing Deposit

- **Roll-Over or pay the Housing Deposit**

  A $250 non-refundable housing deposit is required to live on campus. Current residential students do not need to pay the housing deposit again. The $250 non-refundable housing deposit (that was already paid for the current academic year) can be “rolled-over” to the next academic year. When the housing deposit is “rolled-over” to the next academic year, a bill will be generated if any damages are incurred at the end of the year instead of receiving a refund from the housing deposit.

  - **Students can Roll-Over the housing deposit on the Current Students - Resident Information Card for 2014-2015.**
  
  - **The section to indicate that you would like to Roll-Over your Housing Deposit is circled below**
• Work your way to the bottom of the page, and click “NEXT” when you’ve filled in all of your information
• After clicking “Next,” you’ll be asked to electronically sign
• Enter your name into the appropriate boxes and click “Sign Electronically”

• When you’ve completed the Resident Information Card, and clicked “Sign Electronically,” you’ll be brought to a confirmation page
• The confirmation page contains a link to the other required form: The Residence Hall Agreement
• Information to complete the Residence Hall Agreement can be found on page 9
IV. Resident Hall Agreement

- Select the appropriate Residence Hall Agreement based on your age at the time of submission:
  - **Under 18** if you are under 18 years old at the time of signing OR **18 and Over** if you are over 18 years old at the time of signing

- “UNDER 18 Residence Hall Agreement for 2014-2015” = students **UNDER 18** at the time of submission

- “18 and OVER – Residence Hall Agreement for 2014-2015” = students **18 and Over** at the time of submission

- Both are the same, except the “UNDER 18 Residence Hall Agreement for 2014-2015” requires the signature of a Parent/Guardian

- Fill out the necessary requirements by following the instructions:
  - 18 and Over on page 9
  - UNDER 18 (STUDENTS) on page 10
  - UNDER 18 (PARENTS/GUARDIANS) on page 14
The link for the “18 and OVER - Residence Hall Agreement for 2014-2015” can be found on page 2. It directs you to the screen below:

V. 18 and OVER – Residence Hall Agreement for 2014-2015

At the bottom, click the check box and then click “Next”
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Office of Residential Life

Step by Step Guide to Electronic Housing Forms

- After clicking “Next,” you’ll be asked to electronically sign
- Enter your name into the appropriate boxes and click “Sign Electronically”

When you’ve completed the Residence Hall Agreement, and clicked “Sign Electronically,” you’ll be brought to a confirmation page
- You can log out of the DYNAMIC FORMS system
  - To log back in, make sure you have your account information (the username and password you created in the steps above) handy
VI. UNDER 18 - Residence Hall Agreement for 2014-2015 (STUDENTS)

The link for the “UNDER 18 Residence Hall Agreement for 2014-2015” (for students UNDER 18 at the time of submission) directs to you the page below where you fill out the contact information for one of your parents/guardians.

After doing so, you’ll be asked to continue to the form.

Click “Continue”

After clicking “Continue to form” you’ll arrive at the following page.
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Fill out the necessary requirements

When you reach the bottom of the form, hit “Next”

Your parent/guardian will complete the “Parent Section” by entering the last four digits of their social security number later on. An explanation to complete this process can be found on page 15 in the UNDER 18 (PARENTS/GUARDIANS) section.

After clicking “Next,” you’ll be asked to electronically sign

Enter your name into the appropriate boxes and click “Sign Electronically”

When you’ve completed the Residence Hall Agreement, and clicked “Sign Electronically,” you’ll be brought to a confirmation page

You can log out of the DYNAMIC FORMS system
To log back in, make sure you have your account information (the username and password you created in the steps above) handy.

Your parents/guardians were sent an email requesting their signature as well. An explanation to complete this process can be found on page 15 in the UNDER 18 (PARENTS/GUARDIANS) section.

**Remember:** The Parent/Guardian Signature is required ONLY for students UNDER 18 at the time of submitting the Residence Hall Agreement. If you are over the age of 18 please fill out the 18 AND OVER agreement. An explanation for completing that can be found on page 10.
VIII. UNDER 18 - Residence Hall Agreement for 2014-2015 (PARENTS/GUARDIANS)

Remember: Parent/Guardian Signature required ONLY for students UNDER 18 at the time of submitting the Residence Hall Agreement

Have your parent/guardian log into their email account and look for the following email: “Dynamic Forms: UNDER 18 Residence Hall Agreement for 2014-2015 – Signature Request.” It is highlighted in the picture below.

This email will be sent to whatever address you submitted for your parent/guardian when you filled out the UNDER 18 agreement found on page 11.

Upon opening the email, your parent/guardian will need to complete their part of the form

Have them follow the link in the email: “Click here to complete your section of the form”

After clicking “Click here to complete your section of the form” in the email your parent/guardian received, they are brought to the Dynamic Forms website

Your parent/guardian will need to create an account for themselves in order to complete the form
They’ll be brought to the page below and need to complete the required fields

After completing the form, they’ll be asked to check the email they provided in the step above for the verification email
Have them open the email, and activate their accounts, by clicking “Activate your account”

Upon activating their account, they’ll be asked to continue to the forms

After clicking “Continue” the parent/guardian will have to enter the last four digits of their social security number

Then select “Next”
After clicking “Next,” the will be asked to electronically sign

The parent/guardian will enter their name into the appropriate boxes and click “Sign Electronically”

Clicking “Sign Electronically” completes parental consent and they are directed to the screen below
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VII. If an error is made when filling out a form

ERROR ONE: IF YOU RECEIVE AN EMAIL ABOUT YOUR ERROR

- An email will be sent to the email address submitted when creating your Dynamic Forms account
- An example is highlighted in the image below

- Open the email
- Click the link to log back into Dynamic Forms to make the necessary revisions and re-submit the form

- Clicking the Dynamic Forms link in the email you receive brings you to the page below
ERROR 2: IF YOU DO NOT RECEIVE AN EMAIL

- If you do not receive an email, or if the link provided is not working, you can log into Dynamic Forms using the following link: https://dynamicforms.ngwebsolutions.com

AFTER LOGGING IN TO DYNAMIC FORMS WHETHER YOU RECEIVED AN EMAIL OR NOT...

- Select the option for “Pending/Draft Forms”

- Clicking “Pending/Draft Forms” brings you to the page below

- You will see any pending forms, forms rejected by other parties, and incomplete forms

- Click on the rejected form to complete it

- After you open the form, fill in the missing information and re-submit the form by signing it electronically
Resident Information Card
for Academic Year 2014-2015

CURRENT Students

The Office of Residential Life reserves students who complete and sign all forms and qualify for housing based on admission qualifications and an application. Only full-time (minimum of 12 credits) day undergraduate students enrolled at Iona College may occupy a room in a residence hall. Other students may be eligible if space is available and at the discretion of the Director of Residential Life or his designee. The cost of room and board for the 2014-2015 academic year is $13,571 ($3,900 for the meal plan and $9,670 for housing).

**STUDENT INFORMATION**

- Student ID Number:
- Last Name:
- First Name:
- Gender:
- Academic Year I Begin Classes at Iona:
- Status:
- Date of Birth (mm/dd/yy):
- Age:
- **Cell Phone:**
- **Home Phone:**
- **Personal Email Address:**
- **Iona Email Address:**
- **Home Address:**
  - City:
  - State:
  - Zip:

**Please do not enter contact info in the address field as it may delay processing your form!**

Electronic Signature:

Please read the Disclosure / Consent Form before you sign your form electronically. By signing electronically, you are affirming that you have read and understood the Disclosure / Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to the transaction electronically.

If you wish to sign the form electronically, please enter your name and click the **Sign Electronically** button to save your information and submit your electronic signature.

**Important Note:**

- When you’ve completed the form and clicked “**Sign Electronically**”, you’ll be brought to a confirmation page.
VIII. After submitting your forms, you can view, print, and see their status

- Log into Dynamic Forms
  - The first screen you see will contain the image below

Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History. If you need to start a new form, please go to your college or university website to access a link to the proper form.

Thank you for using Dynamic Forms!

- **Pending / Draft Forms**
  - **Pending** = Forms have been received but need have not been processed. Before forms are processed they are reviewed to make sure they are complete and accurate. If a correction needs to be made, you will receive an email (check both the email you used to create your Dynamic Forms account as well as your Iona email address). For more information about correcting an error, please see the “If an error is made when filling out a form” section

  - **Draft** = Forms that you started but saved to complete at a later time

  - **Forms History** = Forms that have been reviewed and processed