


The Office of Financial Aid uses Dynamic Forms from Nextgen Web Solutions to complete and submit forms and documentation electronically. You (and your parent/spouse) can electronically complete and sign most



Within the To Do items listed in your Tasks tile, you can go directly to the form required using the link in the description. You will log into the form using your BlueKey credentials. Before completing the form it is important to read any instructions at the beginning of the form.

In the lower left side of the form, you can "Save Progress" and come back to the form later or you can click "Next" to electronically sign and submit the form. If you choose to save your form, the draft form will appear in the Pending/Draft Forms section of your My To Do page. [Click here for more information.](#)


If you are a dependent student, your form will require a parent signature. Most forms are setup so that the student will always complete their section of the form first. The student will enter their parent contact information into the form. T

After a student or parent completes their required section of the form and clicks "Next", the signature page will appear. Users must type their names exactly as they appear on the page and click the Sign Electronically button to complete the process. The form will now have a timestamp with the person's name and date/time of signature.



We strongly discourage you from selecting the opt out and print option. If you choose this option, your form will not be submitted to our office, and you could lose the information that was entered.

After submitting the form, a confirmation email will be sent to you. If your form requires a parent signature, they will receive a confirmation email upon completing the form.



Your My Forms dashboard will display a history of all your forms. This feature allows both students and parents to monitor the form's progress. You