Frequently Asked Questions

All students completing Wayne County Community College District online forms should be aware that they will be directed to the Dynamic Forms website as part of the process because all forms require a signature. In order to provide the required signature, you will be asked to create a dynamic forms account with a username and a password. Once you have created this account, you will be able to submit and sign forms electronically.

How do I obtain an account to complete Online forms?
After you confirm your unsatisfied requirements in your Webgate account, click the name of the form. The Dynamic Forms login page will appear. Click on the Get Started button. Once the new page appears to Create Account - enter the information requested and click the Create Account button. Please make a note of your username, password and secret question response for future reference.

Do I have to create an account with Dynamic Forms?
Yes, to obtain the Financial Aid forms for Wayne County Community College District, you will need to log into your account.

How do I correctly enter my date of birth in the field provided?
Be sure to enter your two-digit month, two-digit day and four-digit year. Therefore, you will be entering 8 digits to complete the field (for example: *01251912*).

What happens if I do not enter my six digit student I.D?
If your student I.D. number is incorrectly entered into the requested field, it prohibits timely processing of your document(s). You may be notified to make the correction and submit the document again.

I am trying to complete a Dependent form – why am I being asked to supply contact information for someone else and where is the form?
A dependent form requires information from more than just one person. Each person that completes a section of the form will need to sign the form electronically. In order to continue to the form, you will need to enter contact information for all of the people requested in the participant table. Once you have entered contact information for all participants, the Continue button will appear and allow you to go on and submit your section of the form.

Why do I have to provide my parent(s) contact information?
Your parent(s) will receive an e-mail with directions which will allow them to complete and electronically sign their part of the dependent form. They will need to create a username and password to complete the form.

After I complete my form, do I log out?
If you have completed your required document(s), please be sure to log out of the system.

How do I change my password for my Online forms account?
 Click on the "Manage Account" link near the top of the page after logging in. You will have the option to change your e-mail and password. Click the "Save Changes" box to save your updated information.

How can I verify when I submitted my electronic forms?
After logging into your Online forms account, click on the "Forms History" link. A new page will appear listing all the documents you have completed, sorted by date with the most recently completed at the top. You will be able to also view your completed form by clicking on the link provided.

I completed a form but it isn't listed in my forms history. Why?
If you do not complete a form in its entirety (through the signature stage), it will not be included in forms history. One way to verify you have completed the form is to look for the automated message after a form is successfully completed that will appear.

How do I know if/when my parent has completed their portion?
Log into your online forms account and click on the "Pending Forms" link. The first box listed represents forms the student has outstanding to complete.
The second box represents documents needing to be completed by a parent.

I forgot my username or password. Can I create a new account?
No. You can log into your account by following these steps:
1. Go to the Dynamic Forms login page.

2. Select the link that applies (i.e. 'Forgot your username?' or 'Forgot your password?').

3. Enter your e-mail address as requested that you previously provided when you established your account.

4. Enter your answer to the secret question as requested that you previously provided when you established your account.

5. A Thank You communication window will appear stating a new temporary username or password has been sent to your e-mail address provided.

6. Log into your e-mail account and find the e-mail communication titled "User Recovery". Please be aware this e-mail could be located in your junk mailbox or inbox.

7. Open the e-mail and note the temporary username or password provided.

8. Go back to the Dynamic Forms login page and log into your account using your username and password (this includes the temporary one provided to you in the e-mail).

I completed all of my unsatisfied requirements from Webgate utilizing online forms, why is it still listed as unsatisfied?
Online form submission does not automatically update Webgate. After your online form is submitted and tracked by District Financial Aid staff, Webgate will be updated.

What happens if I submit the same form more than one time?
Processing is completed in date order. If you submit a form more than one time, it will be processed according to the most recent form you have submitted, which delays the processing of your document if multiple submissions are made.