

UNIVERSITY OF SOUTH CAROLINA

# DYNAMIC FORMS

USER GUIDE



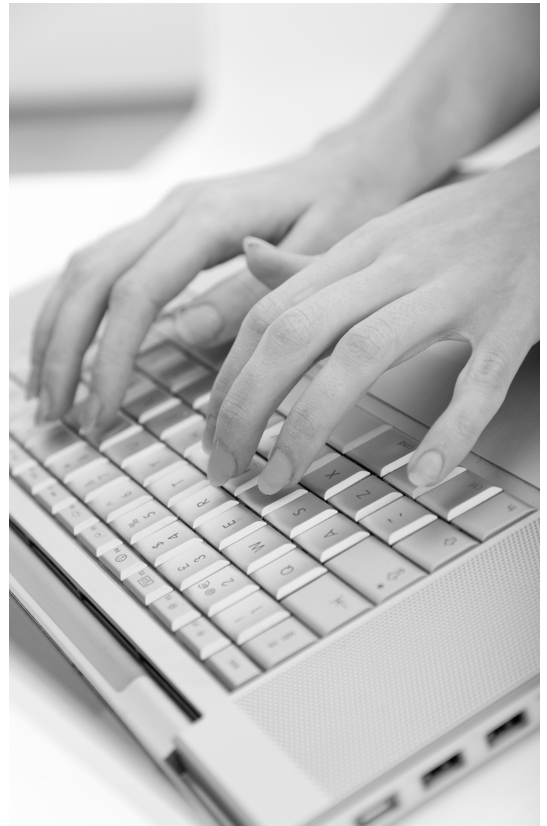
SELF SERVICE  
CAROLINA

FILLING OUT  
FORMS

SIGNING FORMS

PENDING AND  
DRAFT FORMS

FORMS HISTORY



# SELF SERVICE CAROLINA (SSC)

## Satisfied and Unsatisfied Requirements

Self Service Carolina allows students to view and manage your financial aid application and awards. After you login using your VIP ID and password, you can view the Financial Aid section and review any requirements that have not been fulfilled under the **Eligibility** tab. The **Eligibility** tab shows both Satisfied and Unsatisfied Requirements.

It's very important to pay attention to the Unsatisfied Requirements. The Unsatisfied Requirements provide specific information and instruction about what type of action(s) you need to take to complete the financial aid process.

Within most requirements, you will see an explanation of what is needed, a link to a Dynamic Form and a reference to our Form and Document Submission Guidelines on our website.

In some cases in a requirement, we may refer you to check your UofSC student email account to complete a Dynamic Form but the requirement will always have a reference included about the Form and Document Submission Guidelines on our website.

<b>Financial Aid Status</b> View overall status, holds, academic progress, financial aid awards, and messages.	<b>Eligibility</b> View documentation requirements, financial aid holds, and Satisfactory Academic Progress status.	<b>Award</b> View overall financial aid status, financial aid awards, award history, and loan application history.	<b>General Financial Aid</b> Apply for a FSA ID, access FAFSA on the Web, VIP, StudentLoans.gov, and other helpful financial aid websites.
<b>Federal Shopping Sheet</b> View your Financial Aid information in the Federally-defined Financial Aid Shopping Sheet format.	<b>Contact Financial Aid Office</b> Access Financial Aid Office contact information and websites.	<b>Summer Financial Aid Application</b> Submit, Review, and Revise your Application for Summer Financial Aid.	

## LOGIN TO SELF SERVICE CAROLINA

# FILLING OUT FORMS

## STUDENT

Within the unsatisfied requirement listed on SSC, you, the student can go to directly to the form that is required. As soon as you click on the link, you will immediately be presented with a **Welcome Screen** and the option to complete the form. Before completing the form, it is important to read the instructions at the beginning of the form.

While completing the form, you have two options to progress throughout the form. You can **Save Progress** and come back to it later or you can click **Next** to confirm the information on the form and continue to the signature page. If you choose to **Save Progress**, the draft form will appear in the Pending/Draft Forms Section. If you click Next, you will proceed to the signature page and submit the form. After submission of the form, a confirmation email will be sent to your UofSC email address from **NextGen Web Solutions**, [notify@ngwebsolutions.com](mailto:notify@ngwebsolutions.com).

## PARENT

If you are a dependent student, your parent will also need to complete their section of the form and sign it electronically. After you complete the student section, you can enter the name and email address of the parent listed on your FAFSA so that you can send an email with a link to the form for them to complete.

When the parent has completed their section of the form and signed it electronically, you and the parent will receive a confirmation email from NextGen Web Solutions, [notify@ngwebsolutions.com](mailto:notify@ngwebsolutions.com). Your email will be sent to your UofSC student email address and the parent's email will be sent to the address you listed for the parent.

### IMPORTANT NOTE:

Students who are dependent can only complete the section that they are allowed to fill out. Everything else will appear faded out for reading purposes and/or confidentiality.



### Welcome to Dynamic Forms

The 2019-20 Independent Verification Form needs to be completed.

 [Complete This Form](#)

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

Thank you for using Dynamic Forms!

# SIGNING FORMS

- After users (students and/or parents) complete their required section of the form and click Next, the signature page will appear.
- Users must write their names exactly as they appear on the page in the provided field to sign the form.
- The form will be submitted once the user clicks on the Sign Electronically button. The form will now have a timestamp with the name of the user and date/time of signature.

### Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

If you choose to opt out, the form will not be submitted to us electronically nor will it be stored in your form history or pending/draft forms. You may print the form but you must do so before exiting your browser. Failure to do so will result in a loss of information and you will have to complete the form again.

[Opt out and print](#)





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



# PENDING/DRAFT FORMS

In this section, users will find all forms and form drafts in which they are an initiator (student) or a co-signer (parent) that are still pending review by a co-signer. Forms will remain in this section for both initiators and co-signers until it has been submitted to the financial aid office.

The color coded circles in the left-hand side will display the status of the form.

Icon	Status	Action
	Yellow circle with I: Incomplete	You need to complete the form
	Blue circle with P: Pending	The parent needs to complete the form (no action needed on your behalf at this time)

- In this section, users may view the form in PDF format or using the web browser (HTML) by clicking on their respective icons. This feature allows both initiators and co-signers to monitor the form's workflow.
- This section also allows initiators (students) to manage a co-signers information using the Manage Co-Signers button:
  - Re-send notification email: Automatic reminders are sent to co-signers every ten days, but manual reminders can be sent by the initiator in the event an email address is edited or replaced. (Resend e-mail link)
  - Correct a co-signer's email address: Fix typos in email addresses or change to another email address. (Pencil icon)
  - Replace a co-signer: Change the name and email of the co-signer if the form was sent to the wrong person in error (Pencil icon)

# FORMS HISTORY

In this section, users will see all forms in which they are either initiators or co-signers that have been submitted to the financial aid office. A form will move to this section from the Pending/Drafts section, once it has been fully processed by the financial aid office.

Students may view a form in PDF format or using the web browser (HTML) by clicking on their respective icons.

UNIVERSITY OF SOUTH CAROLINA

My Forms Admin ?

### Form History

Archive Filter Show All Forms Text Filter Type to search

Form Name	Form Started By	E-Signed Date	PDF	HTML	Audits
2019-20 Clarification of Veteran Status and Benefits Form		1/18/2019 4:43:14 PM			
2019-20 FAFSA Parent Information Collection Form		1/17/2019 4:49:39 PM			
2019-20 Independent Incomplete Information		1/11/2019 12:33:10 PM			
2019-20 Independent Incomplete Information		1/11/2019 12:30:19 PM			
2019-20 Independent Incomplete Information		1/11/2019 12:20:43 PM			
2019-20 Dependent Other Than a Spouse Form		1/4/2019 3:09:20 PM			
test Graduate Fellowships Form		7/16/2018 3:44:27 PM			
test Graduate Fellowships Form		6/18/2018 3:37:33 PM			