

How to Complete & Submit Electronic Forms

- Activate WS ID account at <https://ws.edu/account/home/ActivateAccount>



- Log into MyWS from www.ws.edu

Secure Access Login

User Name:
Example: jasmith

Password:
Password you have set

Forgot password?
Activate your account now

Activate account here



- Alert Box will appear in red if items are needed to complete account
 - Select the current academic year to view requested documents

! You Currently Have 1 Alerts

Your Action is Required.

! Financial Aid: You have unsatisfied requirements for the 2017-2018 Academic Year. You Must Take Action.

- All needed documents will appear – some documents will take you to an electronic form, please visit/call your nearest Financial Aid Office to retrieve other in-office forms or submit supporting documents required.
- Electronic forms can be accessed by selecting the form link of each required form
 - Once selected, the form link will take you to a Dynamic Forms login screen

Dynamic Forms Login

Please login using your Walters State computer login & password.

WS Id: Example - jasmith

Password: []

Login

WALTERS STATE
THE GREAT SMOKY MOUNTAINS COMMUNITY COLLEGE

Please login using your WS Id account and password to continue. This account consists of your first initial, middle initial, and last name.

For example:
John A Smith => jasmith

Before accessing this form, you must apply and be accepted to the college. You also must activate your account before logging in.

© 2016 - Walters State Community College *If you have password issues, please contact the Walters State Help Desk at 423-318-2742*

- Upon successful login, the selected form will appear



Independent Students

- Once form appears, student will complete the form
- Upon completion of the form, student will electronically sign and submit. The form will be sent electronically to be processed by the Financial Aid Office


Dependent Students

- Once form appears, student will input parental information (*parent who signed FAFSA*)

This form requires more than one signature. Please enter the contact information for a parent listed on your FAFSA.

| Form Participants | | Save | Cancel |
|-------------------|---------------------|---|---|
| Relationship | Contact Information | | |
| Parent | First name | <input type="text"/> | |
| | Last name | <input type="text"/> | |
| | Email | <input type="text"/> <i>*Parent email must be different</i> |  |
| | Re-enter Email | <input type="text"/> <i>from student*</i> |  |

- After form is electronically signed and submitted by student, parent will receive an email to complete and electronically sign (*parent will create their own Dynamic Forms account*)



Log in to Dynamic Forms

Sign in to complete the 2016-2017 Dependent Asset Form form as requested by Walters State Community College.

Sign In

Username

Password

[Forgot your username?](#) | [Forgot your password?](#)

Are you a new user?

Enroll now for a user name and password.

- Upon completion of the parent section (if applicable) and parental signature, the form will be sent electronically to be processed by the Financial Aid Office

Please monitor your MyWS account for additional requirements or updates