

Managing Your Completed Application

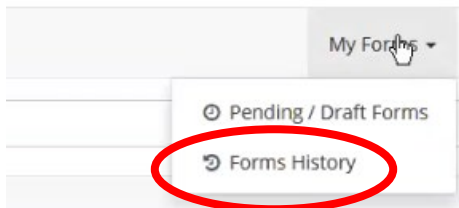
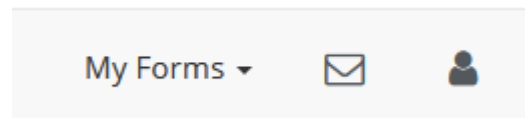
Viewing Your Application Status:

1. After submitting your application, you can view its status by going logging into your Dynamic Forms account at: <http://dynamicforms.ngwebsolutions.com/Account/Login?ReturnUrl=%2F>
2. An application in the **Pending/Draft** Forms table labelled as “Pending” is waiting on your recommendation form and has not yet been reviewed for completeness by our admissions team.

Form Name	Status	Description	Date	PDF	HTML	Action
2021-2022 Tropical Forest Landscapes certificate application	Pending	Started By: Fern Test	Signature Request Date: 12/17/2020 1:48:30 PM			Action ▾

50 items per page 1 - 1 of 1 items

3. Once your recommender submits your recommendation form, the application will no longer appear on the Pending/Drafts page.
4. Click on “My Forms” in the upper right corner of the page, and select “Forms History” to view information about your completed application.



5. If your form is in the **Forms History** section (not Pending/Drafts), under “Status:”
 - Pending means that your application has been successfully submitted but our admissions team has *not* checked your application file for completeness. If something is missing, our admissions team will send an email requesting you to make revisions to your application.
 - Processed means that our admissions team has confirmed that your application file is complete and ready for review.

Form Name	Status	Form Started By	E-Signed Date	PDF	HTML	Audits
2021-2022 Tropical Forest Landscapes certificate application	Processed	Fern Test	12/17/2020 1:48:24 PM			

50 items per page 1 - 1 of 1 items

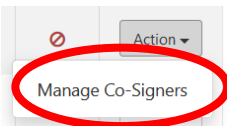
Changing or Reminding Your Recommender:

1. In your application form, you will be asked to provide the name and contact details of one professional reference. Upon submission of your application, this person will receive an email requesting that they submit a recommendaiton for you.
2. If your application has been submitted but your recommendation form has yet been received, your application will appear on the Drafts/Pending Forms page, with the status “Pending.”

Form Name	Status	Description	Date	PDF	HTML	Action
2021-2022 Tropical Forest Landscapes certificate application	Pending	Started By: ELTI Test	Signature Request Date: 12/17/2020 1:48:30 PM			Action ▾

50 items per page 1 - 1 of 1 items

3. To change recommenders *or* send a reminder to your recommender, click on the “Actions” Dropdown on the far right-hand side and select “Manage Co-Signers”



4. A pop-up window with the recommendation information that we currently have on file will appear.

Co-Signer Information

- * Click the Edit Cosigner action to edit/change your co-signer(s) information
- * Click the Re-send E-mail action to re-send an e-mail to your designated co-signer(s)

First Name	Last Name	Relationship	Email	Esigned	Esigned Date	Last Email Sent	Action
ELTI	Test	Recommender	eltimeil@gmail.com	Yes	12/17/2020 1:15:58 AM	12/17/2020 1:14:56 AM	Actions ▾

5. Click on “Actions” and select “Edit Co-signer.”

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6. A pop-up window will appear. Here, you can edit the recommender’s contact information or change your recommender entirely. Fill in the recommender’s name and email, then click on “Save and Re-Send Email.”

First Name

ELTI

Last Name

Test

Email

This field is required.

Re-enter Email

This field is required.

Cancel

Save

Save and Re-send Email

7. If the recommender information is correct but you would like to send a reminder email, you can select “Save and Re-Send Email” without changing any of the details in the form.
8. Once the recommender email request has gone through, the pop-up window will close and you will see a green “Success” box in the corner of the Co-Signer Information page. You can close the window or log out.

