



Frequently Asked Questions

Q1: Where will student employment positions be advertised/posted online?

A1: Student employment positions will still be posted online at <https://www.gulfcoast.edu/student-employment>.

Q2: What is the URL for the 'STUDENT EMPLOYMENT APPLICATION' Dynamic Form?

A2: <https://www.gulfcoast.edu/student-employment/application/>.

Q3: What is the administrative URL to view the student employment applications that've been submitted?

A3: <https://www.gulfcoast.edu/logon-to-dynamic-forms/>.

(Please see the screenshot on the next page.)

Q4: What is the URL for the 'HIRING REQUEST' Dynamic Form?

A4: <https://www.gulfcoast.edu/student-employment/hiring-request-form.html>.

Q5: How will I keep up with my Dynamic Forms login credentials?

A5: Dynamic Forms use Single-Sign-On (SSO) technology so your Dynamic Forms login credentials will match your MyGCSC (portal) login credentials.

Q6: Who should I contact if I need assistance with Dynamic Forms?

A6: ITS tickets should be submitted or you may contact Kris Hatcher at KHatcher1@gulfcoast.edu or extension 3543.

Q7: How do I re-hire a current student assistant for a subsequent award year?

A7: If you're re-hiring a *Student Assistant* for a subsequent award year then you only need to submit a new 'HIRING REQUEST' Dynamic Form.

Q8: How do I re-hire a current FWS or FWEP student for a subsequent award year?

A8: Students who're potentially eligible for *FWS or FWEP* need to submit a new 'STUDENT EMPLOYMENT APPLICATION' Dynamic Form so a new authorization can be attached.

Q9: Will FWS & FWEP be allocated for each individual semester?

A9: Not necessarily. FWS & FWEP will be allocated for as many semesters in the award year as possible, which will mean Fall & Spring for most students.

Q10: Say a student who is hired and works as a student employee runs out of their FWS / FWEP allocation but wants to continue working. How would they get re-hired as a Student Assistant?

A10: You may submit a new 'HIRING REQUEST' Dynamic Form with Student Assistant listed as the funding source.

Q11: Will there be a Dynamic Form for other student employment situations, e.g. when a student employee is terminated?

A11: Dynamic Forms can certainly be built for other uses so please feel free to offer suggestions.

Dynamic Forms Administrative Dashboard Screenshot

The screenshot displays the Dynamic Forms Administrative Dashboard for Gulf Coast State College. The browser address bar shows the URL <https://dynamicforms.ngwebsolutions.com/Dashboard.aspx>. The page features a navigation menu with options like 'My Forms' and 'Admin', and a search bar. The main content area is titled 'Form Templates' and contains a table of form templates.

Status	Form Template Name	Reject	Multi	Pending	Processed	Archived	Action
<input type="checkbox"/>	● HIRING REQUEST (fill out form)	0	0	1	0	0	Action ▼
<input type="checkbox"/>	● STUDENT EMPLOYMENT APPLICATION (fill out form)	0	0	1	0	1	Action ▼

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System Requirements