

How to Complete the Plus Readiness Survey Form via the Portal

It's fast and easy to complete your online forms using the MyAiCampus.com student portal and NextGen dynamic forms service. *Please note that not all forms are available to be submitted online. Look for the "Form" icon, which indicates a form that is submitted online.*

1. Log into www.MyAiCampus.com and go to the Student Support page.

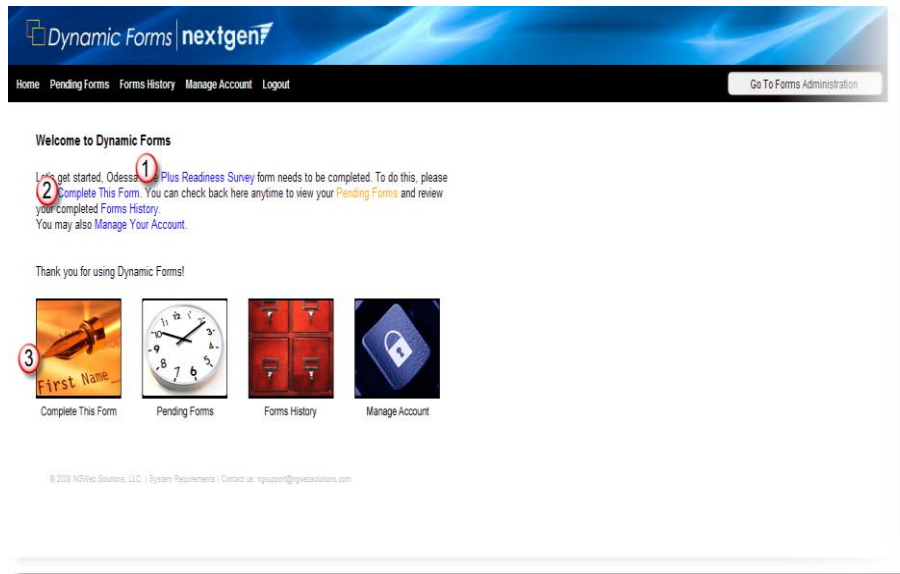


2. Click on the "Plus Online Readiness Survey" from the Forms & Documents section in the bottom right that contains the "Form" icon.



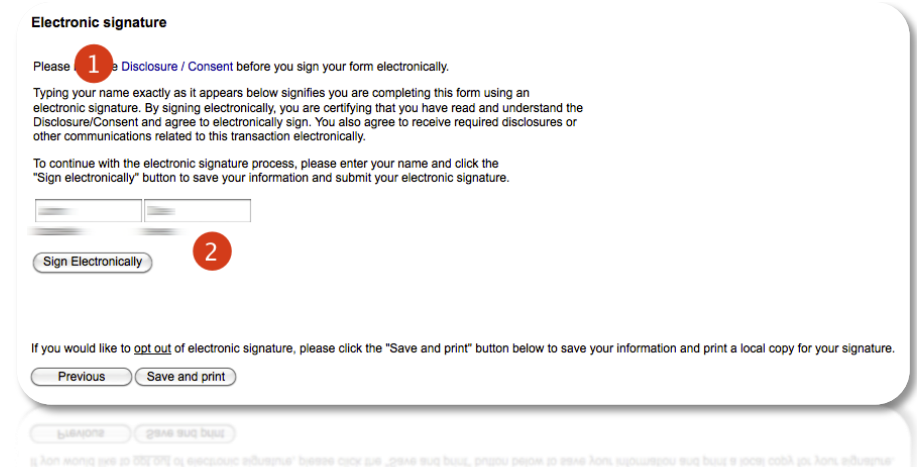
For help with submitting online forms, please call Technical Support Services at 1.866.642.2711.

3. A new window will open and you will see a screen from the NextGen dynamic forms service. You can click either on (1) the name of the form, (2) the text link that reads “Complete This Form”, or (3) the “Complete This Form” button to open the form for completion.



4. Complete the form and click the “Next” button when you are finished. *Please note that forms ask for an email address as a required field. However, when a confirmation email regarding the form submission is sent, it is sent to the email address listed in the school’s Student Information System, regardless of what is entered here.*

5. On the next page, you have the option to sign your form electronically and submit it online, or print it out, sign and deliver it manually. To save and print the form, click the “Save and print” button. To provide an electronic signature, please read the Disclosure/Consent and then type your name in the fields provided, click the “Sign Electronically” button.



6. That’s it! Once you’ve completed your session, you will be taken to a screen where you can view a PDF of your form and either log out or not. If you choose to log out, you can close out of the next screen, which is a login screen for NextGen dynamic forms service, and simply return to your session in the MyAiCampus.com student portal.