

CREATING YOUR DUALENROLL ACCOUNT

NEW COLLEGE CONNECTIONS STUDENTS

<p>STEP 1 Go to https://sunyjcc.dualenroll.com</p>	<p>Having trouble?</p> <ul style="list-style-type: none"> • The URL must start with “https” (did you remember the “s”?) • Did you spell “dualenroll” correctly? • Are you using Chrome or IE? Firefox browser work best.
<p>STEP 2 Create your account</p>	<p>IMPORTANT:</p> <ul style="list-style-type: none"> • If your school provided you with guidelines for creating a username and password, please follow them. You will need to remember your login information for the future. • Click the REGISTER button only once. • Clicking REGISTER more than once will create multiple accounts and lock you out of DualEnroll • Locked out of your account? Click the gold HELP DESK button at the top of the page. <ul style="list-style-type: none"> • Tap on “Click here” to create new account at the top of the page • Choose your high school from the drop-down menu • Create a login name • Create a password you can remember • Provide your full legal name (no nicknames) and date of birth • Provide an email address and/or a cell phone number where you can receive text messages (you will need immediate access to it.)
<p>STEP 3 Confirm your account</p>	<p>You will receive a text message or email (depending on the contact information you provided in Step 2.) Follow the instructions to confirm your account.</p>
<p>STEP 4 Complete your student profile</p>	<p>You will need the following information:</p> <ul style="list-style-type: none"> • Address • Telephone • Social Security Number or your JCC J-Number (student ID)
<p>STEP 5 Accept terms and conditions</p>	<p>A link to download a copy of the College Connections student guide will be available to you. You can also find it online at www.sunyjcc.edu/CCstudents.</p>
<p>STEP 6 Provide parent/guardian contact info</p>	<p>When you register for your College Connections course(s), a parent/guardian must provide consent.</p>
<p>STEP 7 Select your school counselor</p>	<p>Choose your counselor from the drop-down menu.</p>

CONGRATULATIONS!

Now that you have created an account, you can select courses when the registration period is open. Speak to your school counselor for more information.

REGISTRATION INSTRUCTIONS

COLLEGE CONNECTIONS STUDENTS

<p>STEP 1 Log into your DualEnroll account</p>	<p>Go to https://sunyicc.dualenroll.com and login with your username and password.</p> <p>Having trouble?</p> <ul style="list-style-type: none"> • The URL must start with “https” (did you remember the “s”?) • Did you spell “dualenroll” correctly? • Are you using Chrome or IE? Firefox browser work best. • Don’t remember one (or both?) Click on Forgot your username or password? under the LOGIN button.
<p>STEP 2 Choose your classes</p>	<p>Click on the title of the course you wish to register for.</p> <ul style="list-style-type: none"> • Don’t see any classes listed? Click on the Courses tab in the upper left portion of the screen. <p>Click on the Register button for the section you are taking.</p> <ul style="list-style-type: none"> • Make sure you are registering for the correct class by choosing the section with your instructor for the correct term and/or time. • Clicking the Save Course button will <i>not</i> register you into the course. <p>Continue registering for courses until you have selected all the classes you are taking for credit.</p>
<p>STEP 3 Check your status</p>	<p>The Status tab at the top will show you where each of your classes are in the registration process.</p> <p>Steps highlighted in yellow are your responsibility to complete.</p>
<p>STEP 4 Get parent permission (for first-time students only)</p>	<p>If this is the first time you are registering for classes you will need to get permission from your parent/guardian to participate in College Connections.</p> <ul style="list-style-type: none"> • If you selected to have your parent/guardian contacted via email, a message will be sent to the email address you provided. To change the email address this is sent to, hit the [change] link next to the <i>Parent: Provide Consent</i> step. You should also update your parent’s email by clicking the Profile tab at the top of the screen. • If you opted to attach an electronic version of the signed consent form, you can take a photo with your phone and upload it or bring the signed paper form to your high school guidance office to be scanned and uploaded.
<p>STEP 5 Make sure your personal information is correct</p>	<p>Click on the Profile tab if any of your personal information (phone, email, address, parent’s email, etc.) has changed.</p> <p>Click on the Account tab on the right to update your email and cell phone for notifications on your registration, or if you need to reset your password.</p>
<p>STEP 6 Complete your COR and have it notarized</p>	<p>You will need to have a certificate of residence (COR) form completed once per year; otherwise you will get charged tuition as a non-NYS resident, which is not covered by the College Connections Scholarship. So save yourself some serious \$\$\$ and fill this out ASAP! The earlier you turn it in, the sooner you will be registered for your course(es).</p> <p>Students registering for a fall or full-year course have to have their COR form signed, notarized, and turned into their school counselor before the end of September. Students who did not register for any courses in the fall but take a College Connections course in the spring must turn in their signed and notarized COR before the end of February.</p>