DualEnr[®]ll.com



Welcome to the dual enrollment program at University of Idaho provides a convenient online registration process using DualEnroll.com. Here's how to register for your course(s).

First Time Students - Create an Account

You can register by computer or right on your smart phone by entering <u>https://uldaho.dualenroll.com</u> and clicking on **CREATE MY ACCOUNT**.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **REGISTER**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You <u>must</u> confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

uldaho has six application steps. Completed steps are listed in green under **Application Steps**, and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.

Hannah Roth - BUH	HL HIGH SCHOOL		APPLICATION STEPS		
Please comple	ete the Application Steps for Universit	y of Idaho	Account		
Legal Name			Student Address		
Legal First Name + Hannah	Middle Name		Student Demographics		
Legal Last Name +	Suffix		Dual Credit Program Terms and Conditions		
Preferred First Name	Other Last Names Used		Financial Terms and Conditions		
Sex • Birthdate • 2006-01-0	1 💌		Parent Information High School		
Permanent Address Street Address +	Hannah Roth -	BUHL	HIGH SCHOOL		
City *					
State of Residency	Country of Citizen	shin	ersity of Idaho Dual Credit P	rogram Terms a	and Conditions
Mobile Phone Number	United States	0	croicy of idano baar croater	i ograni i ornio i	
Evening Phone Numb	Are you Hispanic o	or Stud	lent Acknowledgements and	Responsibilities	<u>i</u>
Current Email +	Regardless of your	1. ar	I understand that my Advanced "School Level Approved" in the tuition and fees that are not co	Opportunities (A AO portal. I am r vered by my Adv	(O) funds must be responsible for paying all ranced Opportunities
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Same as permanen	American Indiar	1// 2.	Einancial Terms and Condit	tions for Pagiste	ration
Street Address	Native Hawaiiar	n/F			
City	Social Security Nu	ml ^{3.}	using VandalWeb online or by academic department of the l	submitting a registrar's Office,	stration request to an I am agreeing to the following
yyyy-mm-dd	XXXXX7821		Thancial terms and conditions	, in addition to ac	reeing to abide by all UI
Birth Country		Hannah K	oth - BUHL HIGH SCHOOL		
UPDATE	UPDATE	Parent or	r Guardian Contact Information		t the University of Idaho or
					associated costs assessed as
L		Contact P	ip:•		may include, but are not t, outside scholarships,
		Parent Or	Guardian Email:		ts by the published or
					at if I drop or withdraw from
		Verify Par	ent Or Guardian Email:	_	with the published tuition
Hannah Ro	oth - BUHL HIGH SCHO	DOL			e-fees-refunds. I have read in refund schedule and
High School (BUHL HIGH SCI	change if incorrect) HOOL		Θ		ceive a bill does not absolve pove. If I wish to withdraw vebsite:
EDUID#					<u>vithdraw</u> or contact the Office
High School	Graduation Date *				
Counselor *	Θ				You can alv
					vour profil
UPDATE					your prom
-				3	Vour acco

Step 1: Student Address

Make sure to select any additional programs you are participating in as well as if you participate in FRL.

Step 2: Student Demographics

Step 3: Terms and Conditions

Accept uIdaho terms and conditions.

Step 4: Financial Terms and Conditions

Accept uIdaho financial terms and conditions.

Step 5: Parent Information

Enter parent contact preference and information. *PARENT CONTACT information can not be the same as the student contact information.*

Step 6: High School

Enter your EDUID number and select your HS counselor from the dropdown list box. If you are a homeschooled student, this step will ask you for an approver and their email address.

You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.



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Student Guide - Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the red Help Desk button in the upper right corner of the screen.

Admin	Registrations Co	urses Ins	tructors	Course Rev	iews Ongoing Rqmt	s Reports	DE Admin Help Logo	ut
Narr BY TEI	row your Search RM		You are	e selectin	g courses for stue return.	dent <u>Hannah Rot</u>	th. Click to	
BY KE	tword Yword(s)	Brows criteri Remen ش Co	e all cour ia nber that u ollege Can	rses or nai using multip npus ᄒ H	row the selections le search criteria ma ligh School 📮 Onli	s displayed using y eliminate all cours ne Course 皋 Reg	the search ses gional Center	
		Course	Туре	<u>Subject</u>	<u>Title</u>	C	College	
Choo	se all that apply:	ACCT 20	01 🏛 💻	BACCT	Intro Financial Acctg	U	Iniversity of Idaho	
	lege Campus 🏛	ACCT 20	02 🏛 💻	ACCT	Intro Managerial Acc	tg U	Iniversity of Idaho	
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BY LC		You a	ire selec	ting cour	ses for student	<u>Hannah Roth</u> . (Click to return.	
BV SC	COURSE	NUMBER:	ACCT 2	02				
Show	COURSE S	UBJECT:	ACCT					
on:	0	OLLECE	3.0					
	DESC	RIPTION:	TON: 3 credits, Intro to cost behavior and managerial use of accounting information for planning, control, and performance evaluation. May involve evening exams. Typically Offered: Varies. Prereqs: ACCT 201					
	Available Sec	tions						
	Section	Туре	Instru	ictor	Location	Days/Time	Start/End Date	Options
	01 Spring 2023	盦	Robert	t Stone	Moscow	(Face-to-face)	01/11/23 - 05/12/23	Request Course Complete?
	02 Spring 2023	⊒.	Rober	t Stone	Online	(Fully Online)	01/11/23 - 05/12/23	Request Course



Register for Course(s):

Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which uldaho courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you've made your decision on a course and section, click the **REQUEST COURSE** button to start the registration process.

Your part of the registration is done for now. You may choose to: **select another course**, **view registration status**, or **logout**. You will receive an email from uIdaho letting you know when your registration is complete or if they need more information from you.

If your parents are having a problem with the consent, you can click on Resend or Change contact under the Steps column, update the parent contact information, and/or resend the consent link to your parents.



Enjoy your class!

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Student Guide - Course Registration

Student: Request waiver from instructor

You may get this step if the college requests more information from you.

The Explanation box will describe what action you need to do to satisfy the requirement.

Choose the appropriate option. **Resubmit my registration request**, choose this option to resend the registration for processing. **I am not able to take this course, please terminate my request**, choose this option of you do not qualify to take the course.

Click COMPLETE STEP.

Student Name:	Mary Roth
High School:	Homeschool - ID
Student ID:	V00803501
Term:	Spring 2023
Course:	Intro Financial Acctg ACCT 201 (01)
Course Prerequisites:	ACCT 100
member teaching the country the "Resubmit my registi	urse and request an override. Once the override has been granted, log back in, select ration request option", then click the "Complete Step" button at the bottom of this
page. Explanation:	
page. Explanation: Error registering studer	nt: Student Status prevents registration.
page. Explanation: Error registering studer Resolve Declined Regi	nt: Student Status prevents registration.
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Explanation: Error registering studer Resolve Declined Regis Resubmit my re I am not able t	nt: Student Status prevents registration. stration Actions egistration request o take this course, please terminate my request

Student Name:	Mary Roth			
High School:	Homeschool - ID			
Student ID:	V00803501			
Term:	Spring 2023			
Course:	History of US & World Ag. AGED 263 (01)			
Choose File no file sele	lease review the counselor's comments. Whén you have completed the additional g possibly uploading documents, click "Complete Step". ected Kind of Document: other 🕒			
Choose File no file sele	lease réview the counselor's comments. Whén you have completed the additional g possibly uploading documents, click "Complete Step". ected Kind of Document: _other 🕤			
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orner requirements. P requirements, includin <u>Choose File</u> no file sele Approved Decline ; termina	Irease réview the counselor's comments. When you have completed the additional ig possibly uploading documents, click "Complete Step". ected Kind of Document: other Category and the second			
Choose File no file sele Approved Decline; termina	lease réview the counselor's comments. Whén you have completed the additional ig possibly uploading documents, click "Complete Step". ected Kind of Document: other 🕤			

Approver: Approve Course

For Home School students, their Home School approver needs to confirm their registrations..

Choose the option for the student's registration:

- Approved
- Decline; terminate registration

When you choose **Approved** the registration will be processed. **Choosing Decline; terminate registration** will terminate the registration.

Click **COMPLETE STEP** when done.

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Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.*

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.

DualEnroll.com: Action Required (ref #12678)	$\odot \leftarrow \ll \rightarrow$
O noreply@dualenroll.com <noreply@dualenroll.com> To: aberoth@testde3.com</noreply@dualenroll.com>	Today at 11:32 AM
Dear Parent/Guardian,	
You have a task, Provide Consent, related to the following:	
Student: Hannah Roth	
College: University of Idaho	
Term: Spring 2023	
Click here to review the documentation and complete your task.	
No additional instructions provided for this task.	
Note: You have received this email because Hannah provided it as Hannah's parent/gu dualenroll.com website when Hannah signed up for the class.	ardian's email address on the
T University of Idaho	

Please review and acknowledge the conditions of participation that apply to your student:	
 I understand that my Advanced Opportunities (AO) funds must be "School Level Approved" in the AO portal. I am responsible for paying all tuition and fees that are not covered by my Advanced Opportunities funds or scholarships. I have reviewed the "<u>How to Pay</u>" section on the <u>Dual Credit website</u> for further fee payment information. 	
 I understand I will be bound by the policies and procedures of the University of Idaho regarding fees, refunds, deadlines, academic regulations, and student conduct. 	
3. I understand that the grades I earn will become part of my permanent college record. If I decide to drop or withdraw from a class, my high school counselor must confirm my request to drop or withdraw by sending a request to the Registrar's Office at <u>registrar@uidaho.edu</u> .	
4. I understand that some courses require the completion of two semesters to earn college credit; a decision not to complete both semesters will require withdrawal. Withdrawing from class(es) will result in my permanent transcript showing withdrawal.	
5. I understand that no refunds are granted for withdrawals after the drop period.	
 6. I un releating the student and University of Idaho, constitutes the entire agreement between the parties with respective the student and University of Idaho, constitutes the entire agreement between the parties with respective the student and University of Idaho, constitutes the entire agreement between the parties with respective the student and University of Idaho if the modification is signed by me. Any modification and specifically limited to those policies and/or terms addressed in the modification. You can review the full and Conditions Agreement on the Student Accounts website at: https://www.uidaho.edu/currentstudents/student-accounts/general-information 9. Per 9. Per Sign electronically by entering your first and last name: Decline Parent Consent Click 'Complete Step' to give permission for your child to take this course and agree to the above 	between t to the ance. This n is I Terms
Please click the "COMPLETE STEP" button below to confirm. If you have any problems or questions regarding payment or permission, <u>click here</u> to contact support.	
COMPLETE STEP	

Provide your electronic signature by **entering your first and last name in the box provided**. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student's

Click COMPLETE STEP.

enrollment at uIdaho.

Note: Parents do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.