



Dual Credit Application Instructions

Account Registration

1. Enter your legal first name.
2. Enter your last name.
3. Enter your email address (Personal email is preferred).
4. Enter your chosen password.
5. Click [Create Your Account](#)

Click [Apply Now!](#)

My Profile

- a. Ensure your first and last name are correct.
- b. Ensure your email is correct.
- c. Type in your birthday in the correct format (Month/Day/Year).
 - i. For example: January 12th, 2001 would be typed: 01/12/2001
- d. Select the gender that best describes you.
- e. Entering your social security number is optional, but makes finding your transcripts in the future easier.

Demographic Information

- a. Please select the citizenship status that best describes you.
- b. Select your country of citizenship.
- c. "Are you Hispanic or Latino?" is an optional/voluntary question.
- d. "Race" is an optional/voluntary question.

Address Information

- a. Enter a phone number you can use to receive calls and texts.
- b. Enter the address in which you use to receive physical mail (letters, bills, etc.)
 - i. If your permanent address is different than your mailing address, please click select that option and provide the address of where you reside.
- c. Click [Save and Continue](#)

High School Information

- a. Type in the name of the high school you are attending and click on the one with the correct location.
- b. Select the grade you were in last year.
- c. For your "Anticipated Graduation Date" please enter the date you plan to graduate or your best guess in the correct format.
- d. For program of interest please select the degree you are most interested in or what degree is most relevant to class you're planning to sign up for.
- e. For "Term" select the season of the current year
- f. Click [Save and Continue](#)

Signature

- a. Enter your full legal name. For example: John Smith Jones
- b. Enter the current date
- c. Click the box certifying the information you've input is correct.
- d. Click [Submit](#)
- e. You have successfully completed your application when this this message appears:

Thank You for Submitting Your Dual Credit Application!

Next Steps: Please allow 1-2 business days for your application to be processed. Upon completion of this process, you will be sent information via regular mail and email regarding your student ID#, Username, and Temporary Password.

You may now press Log Out.

