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

**First Time Students - Create an Account**

You can register by computer or right on your smart phone by entering [https://isu.dualenroll.com](https://isu.dualenroll.com) 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 must 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.

ISU 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.

**Step 1: Student Address**
Enter your address and any other required information. Click **UPDATE** button when done.

**Step 2: Student Demographics**
Select your citizenship and ethnicity. Click **UPDATE** button when done.

**Step 3: Terms and Conditions**
Accept ISU terms and conditions by checking the checkbox. Click **UPDATE** button when done.
First Time Students - Create an Account cont’d

Step 4: FERPA Acknowledgement
Acknowledge you read the FERPA instructions by checking the checkbox. Click UPDATE button when done.

Step 5: Parent Information
Enter parent contact preference and information. **PARENT CONTACT information can not be the same as the student contact information.** Click UPDATE button when done.

Step 6: High School
Ensure you picked the correct high school. Select your current grade level, high school graduation date and HS counselor. Enter your current high school GPA. Click UPDATE button when done.

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.
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.

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 ISU 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 REGISTER button to start the registration process. If the course you have selected has prerequisites, you will be prompted to continue with the registration if the prerequisites are met or to choose a different course.

If you chose a course taught at the college you must complete a one-time step to upload your Assumption of Risk Agreement, see next page for instructions. Otherwise, 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 ISU 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!
Student: Complete Waiver Request

Students must complete this one time who requested to take an on-campus course from Idaho State University. An on-campus course can include 1) Physically On-Campus 2) Zoom into lecture and turning things in online and 3) fully online with no set times.

Please upload your completed Assumption of Risk Agreement

Click the COMPLETE STEP button when done.

Student: Resolve Issue

The counselor will get this step when the college needs more information to process the registration request.

Respond to the college’s request for more information.

When you are finished, click COMPLETE STEP.

Note: Parents and approvers do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.
The following instructions are specific to students who attend a Home School. Home school approvers are asked to confirm your students’ registrations. Students are asked to upload their transcript.

**Parent: Upload MOU**

Parents receive this one-time step for home school students.

Upload your completed MOU document.

Click **COMPLETE STEP** when finished.

*Note: Parents and approvers do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.*
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. Both English and Spanish text version can be displayed. Simply click on the link to access the online consent form.

The Parent Consent form is opened after clicking the link from with the notification. Both English and Spanish text version can be displayed.

Provide your electronic signature by entering your first and last name in the box provided.

Click COMPLETE STEP.

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