# **Preparing for Dual Enroll** What needs to happen <u>before</u> Fall 2021

## Grade 9-11 → Create Dual Enroll Account

- Visit *ivytech.dualenroll.com.* ALL students must create a dual enroll account.\*
  - Social Security Number and Contact information are required.
  - Within a few hours, students will receive a Welcome Email from Ivy Tech.
  - The email will include an Ivy Tech student ID (C#) needed for next steps.

\*Creating a dual enroll account has two functions for students that have never completed a DC app previously: 1) it gets them into the dual enroll system and 2) it serves the same function as the dual credit application previously. Students that have previously filled out a DC App must still create their own account at ivytech.dualenroll.com. These students will have their preexisting DC application linked to their new dual enroll account automatically!

**CREATE MY ACCOUNT** 

#### **Use High School Email Address as username!**

#### Have Students Activate their Mylvy Account

- Students need their Ivy Tech student ID (C#)!
- Visit *myivy.ivytech.edu*.
- Click on First Time User.
- Follow steps, as directed.



Mylvy is the student access portal for your account, college email, and other important student resources including Knowledge Assessment!

\* Forgot your User ID? Click on the "Reset or Forgot Password" link at myivy.ivytech.edu and then select "Don't know your lvy Tech Email Address? You will then be prompted to enter some personal information at which time you will be provided with your lvy Tech email!

#### Have Students Complete Knowledge Assessment (KA)

When logged in to Mylvy (see step above), students click on "Student" and then

- "Student Dashboard".
- Scroll down the page and click on the graphic called "Knowledge Assessment"
- Students may be prompted to re-enter their lvy Tech username and password. The two "keys" automatically entered in student accounts are: ENGLISH and STEM.
- Students will click GO TO GOAL and START Diagnostic for each.

The target scores for each key is as follows:

- ENGLISH Score of a 70
- STEM Score of a 70

If students do <u>not</u> meet these target scores, students will need to continue within the customized study paths to raise their score(s) to a 70.

### Dual Credit Team – Lake County

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#### DualEnroll.com



Welcome to the dual enrollment program at Ivy Tech Community College! Ivy Tech provides a convenient online registration process using DualEnroll.com. Here's how to register for your Ivy Tech course(s).

#### First Time Students - Create an Account

You can register by computer or right on your smart phone by entering <u>https://ivytech.dualenroll.com</u> and using the **Click here** link to create a new 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 code or an email with a link to confirm your account. You account before you can proceed with the registration. If usin check your junk and spam folders for the email.

Login		
Please log in. Need a login? Click here	to create one.	
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Benny Boy - BENDIX SCHOOL	APPLICATION STEPS	Step 6: High School	
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High School ID#* Current Grade*	Account	counselor from the dropdown list box.	
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	Student Demographics	Click <b>Update</b> when complete.	
	Student Demographics Terms and Conditions	Click <b>Update</b> when complete.	
Guidance Counselor*	Student Demographics Terms and Conditions FERPA Disclosure	Click <b>Update</b> when complete.	
Guidance Counselor®	Student Demographics Terms and Conditions FERPA Disclosure	Click <b>Update</b> when complete. You can always click on the <b>Profile</b> tab to go back to any	
Guidance Counselor*	Student Demographics Terms and Conditions FERPA Disclosure Parent Information	Click <b>Update</b> when complete. You can always click on the <b>Profile</b> tab to go back to any application step and update your information.	
Guidance Counselor*	Student Demographics Terms and Conditions FERPA Disclosure Parent Information High School	Click <b>Update</b> when complete. You can always click on the <b>Profile</b> tab to go back to an application step and update your information.	

#### Your account is now ready for use!