

# Preparing for Dual Enroll

## What needs to happen before Fall 2021

### Grade 9-11 → Create Dual Enroll Account



- Visit [ivytech.dualenroll.com](http://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](http://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 MyIvy Account

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



*MyIvy 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](http://myivy.ivytech.edu) and then select "Don't know your Ivy Tech Email Address?" You will then be prompted to enter some personal information at which time you will be provided with your Ivy Tech email!

### Have Students Complete Knowledge Assessment (KA)

- When logged in to MyIvy (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 Ivy 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 not 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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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 <https://ivytech.dualenroll.com> 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 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.*

Ivy Tech has 6 application steps. Step names are listed on the right and the current step will be in orange until complete. After the step has been updated with all the required fields, the step name will be show in green. **Required fields will be marked with an asterisk.**

### Step 1: Student Address

Enter all required fields and click on **Update** when complete. Accept the verified address.

### Step 2: Student Demographics

Enter required Citizenship status and country

### Step 3: Terms and Conditions

### Step 4: FERPA

### Step 5: Parent Information

Enter your parent contact information

### Step 6: High School

Enter your HS information and select your guidance counselor from the dropdown list box.

Click **Update** when complete.

You can always click on the **Profile** tab to go back to any application step and update your information.

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