



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 shown 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 and you can begin registering for courses.**