## Summer 2021& 2021-2022 School Year All Course Network (ACN): How to Create an EnrollRI Account and Register for Courses (Grades 8-12)

All High School students in grades 8-12 should create their own accounts to register for ACN courses in EnrollRI. Students who used Go Sign Me Up previously to register for ACN year-long courses in the 2020-21 school year or Spring courses for 2021 will still have to create a new account in EnrollRI.

- 1. Beginning May 3, 2021, visit EnrollRI.org/acn, select click on "Pre-register for ACN courses."
  - a. On May 3rd, all students who *will be* in grades 9th-12th for the 2021-22 school year can create new accounts with an email/phone number of their choosing; avoid using a school email because they often prevent communication coming from ACN and our providers to get to you.
    - i. Students/Families who previously used EnrollRI for Spring Semester 2021 can log into their current account.
    - ii. All current 8th graders will receive a unique link Monday, May 3rd via email to set up their own account so they can pre- register for high school offerings.

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Enroll <b>RI</b>	Error: You must be a current 9th, 10th, 11th, or 12th grade student to create an account. If you are currently in a younger grade, please have your parent add you as a student to their account.
Find Vour Eutrino	Create a New Account
Find Your Future	Create an ACN account by providing your first name, last name, personal email address and mobile phone number. Then select the method by which you will receive a verification code to complete the account creation process. To log into your account in the future you will receive a continuation code using the same method you select here.
Welcome to EnrollPL - All	First Name Last Name
Course Network	Dominique Amis
	Mobile Number Email Verification Method
. Email/Phone	(619) 884-5109 dominiqueamis@gmail.com Phone V
	I am a Student or Parent/Guardian Current Grade
Log in	Student V 8 V
	V fm not a robot
Please contact HelpEnrollRl@Ride.ri.gov if you need support logging in.	Cantosi Next

- 2. After creating and verifying your account, you will be logged in to the system. To access your account in future visits, return to the home screen and insert the email or phone number associated with the account and click "log in."
  - a. EnrollRI is "passwordless," so users just insert a one-time code from their phone or email and don't have to remember a password to access their account.



- 3. Fill in "student information."
  - a. Fields with the red lines are required.
  - b. This information can be edited at any time from the student dashboard.
    - i. If "is experiencing homelessness" is checked, the address information is no longer required.
    - ii. Addresses must be in Rhode Island in order for users to proceed with the application.
    - iii. Race & Ethnicity information is required for purposes of reporting funding this information is not visible to providers.

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Student Inform	nation		
Please fill out the information be	elow.		
Biographical Info	ormation		
Student First Name	Student Middle Name	Student Last Name	
Dominique 🔳		Test Student 1	
•			
Race	Ethnicity	Gender	
Multiracial	✓ Non-Hispanic ✓	Other 🗸	
Primary Contact Number	Email	Date of Birth	
(619) 884-5109	dominiqueamis@gmail.o	12/2/2002	
Address Informa	tion		
Is Experiencing Homlessness			
0			
Address	Apt #	State	
1234 N MAIN ST		RI 🗸	
City	Zip Code		

- 4. To browse and register for courses, click on "add course" from the student dashboard.
  - a. Available courses will appear on the selection page based on the student's information.

Click the "info" <sup>1</sup> icon next to the course for details on meeting times, credits, etc.

- b. Students can pre-register for up to 8 courses for the summer session and 6 courses each for the fall, spring and year-long sessions; however, each student can only enroll in up to the following courses per semester:
  - i. Summer: 1 credit-bearing course (for a total of four courses)
  - ii. Fall: 2 courses
  - iii. Spring: 2 courses

## iv. Year-long courses count as 1 course for Fall and Spring

- c. Courses that do not have seats available will show up as "full," and can be selected for a student's waitlist.
- d. To pre-register for a course with prerequisites, students must confirm that they have met those requirements.

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Stuc	lent Dashboar	d			
Velcome	On this page you will find the	ACN courses that you	have preregistered for, enrolled in, or been	waitlisted in.	
Fo enroll 1. T 2. S 3. V 4. If	n a new course: ap the <b>Add Course</b> button bel- elect the courses you are inter /ait for approval from your curr there is space available, you	ow. rested in preregistering rent school. will be enrolled. If not	g for. you will be placed on a waitlist an notified if s	space becomes availab	le.
Dom	inique's Information				
Curren	Grade: 9		Primary Contact Number:	(619) 884-5109	
Curren	t School:	, Junn's Corners School	r mary contact rumber.	(010) 004 0100	
Empil		dominiqueamis@gmail.	com		
Addres	s' 1	234 N MAIN ST . PROVI	IDENCE, BI 02904		
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- 5. Once students are pre-registered for a course, all courses that are pending school member approval will appear on the student dashboard as "Pending Approval."
- 6. Once a course is approved by a school member (or for K-12 enrichment courses), a course will read "Approved Awaiting Approval" while waiting for the lotteries to run.

## Student Dashboard: Pre-Registered Courses

Preregistered Courses	
Spring 2021-2022	<ol> <li>Once students are pre-registered for a course, all courses that are pending school member approva</li> </ol>
SPRING 22-JÄ <sup>3</sup> venes Creativos: Make, Learn, Do	will appear on the student dashboard as "Pending
Provider: FabNewport	<ul><li>2) Once a course is approved by a</li></ul>
Start Date: 04/21/2022	school member (or for K-12 enrichment courses), a course w
Offer Status: Approved - Awaiting Lottery	read "Approved - Awaiting
Remove	lotteries to run.

- 7. Once the lottery has filled a course, those students who receive a seat will receive an "offer extended" notice on their "Student Dashboard"
  - a. Offers will expire after one week.

Add Course			
Action Requ	uired	1)	Once the lottery has filled a course, those students who receive a seat will receive an
FALL 21-Anatomical A	rt		"offer extended" notice on their "Student Dashboard"
Provider:	ACN: RI Nurses Institute Middle College (RINIMC)	2)	Offers will expire after one week.
Start Date:	09/19/2021	•	
Offer Status:	Offer Extended		
Expiration Date:	04/12/2021 Decline Accept		
	All system text is draft and is subjec	t to change	34   RHODE

## Post Lottery Pending Offers for 2021-22

- 8. If a student is on the waitlist for a course and a spot opens up, they will receive an email notification that they are enrolled. If an enrollment offer would put the student over the maximum number of courses allowed (2 per semester), they then have 2 days to log into the system and accept or decline the offer before the offer expires.
  - a. Note: If students are enrolled in 2 courses and are offered a spot in another course, they must withdraw from one of their previously-enrolled courses.

Storytelling, Leade Youth in Action	ership, and Change with	Foundations of Dra	wing
Semester: Provider: Start Date:	Year-Long Providence After School Alliance (PASA) 09/25/2020	Semester: Provider: Start Date: Enrollment Status:	Spring Newport Art Museum 01/24/2021 Enrolled
Enrollment Status:	Enrolled		
Enrollment Status: ction Requin Cultural Awareness Semester:	Enrolled Withdraw		
Enrollment Status: Cetion Requir Cultural Awareness Semester: Provider:	Enrolled Withdraw red s in a Global Society Spring Roger Williams University		
Enrollment Status: Cetion Requin Cultural Awareness Semester: Provider: Start Date:	Enrolled Withdraw red s in a Global Society Spring Roger Williams University 01/27/2021		