

The NOVA logo consists of the word "NOVA" in a bold, yellow, sans-serif font.

**Northern Virginia  
Community College**



# Instruction: How to Create Your DualEnroll Account ***For New Users***

Produced by:

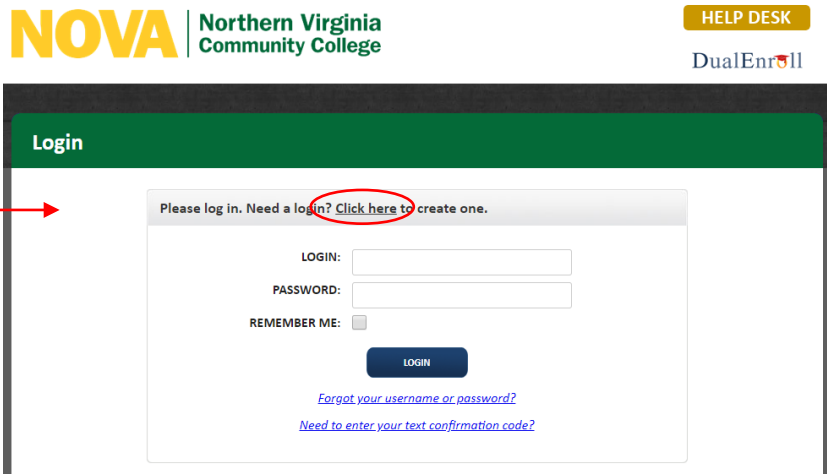
Office of Dual Enrollment

May 2020

# Instruction: How to Create Your DualEnroll Account *For New Users*

- 1) Go to <https://nvcc.dualenroll.com/login>.
- 2) If you are a “**New User**” (first time creating a DualEnroll account), then select the button “Click here” to create your account.

Select “Click here” for first time applicants

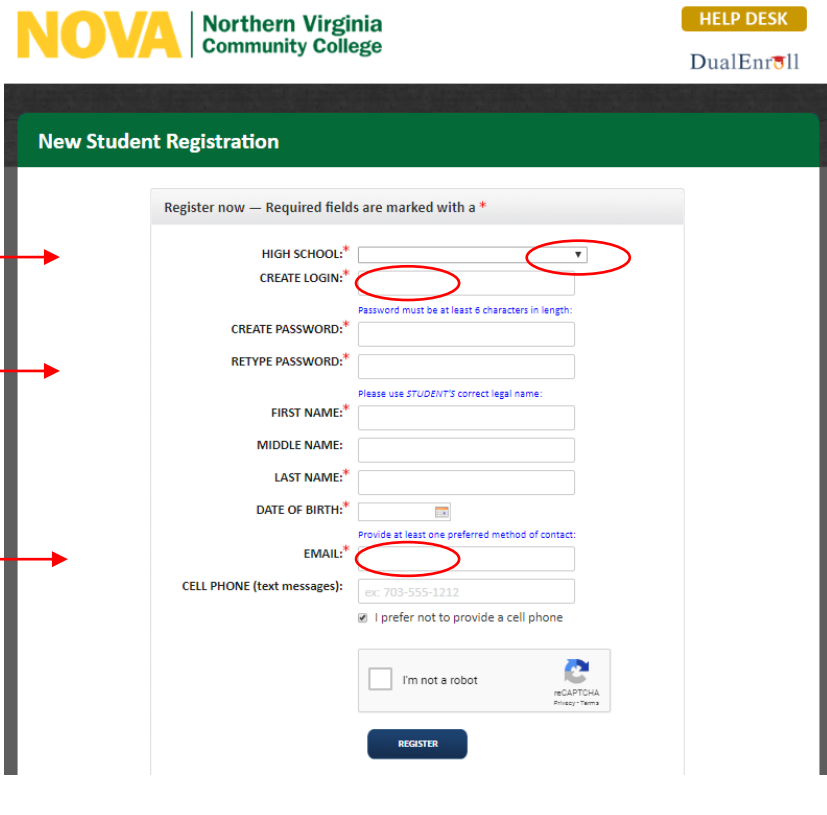


- 3) Complete your new student registration

Find your high school & enter your personal data

You can use your myNOVA username & password or create a new set

It's recommended to use the same email account when you applied to NOVA. Use a personal email (Gmail, Yahoo, Outlook, etc.) & not your school or VCCS.edu email account. A **verification link** will be sent to your email to activate your DualEnroll student account



# Instruction: How to Create Your DualEnroll Account

## *For New Users*

- 4) Verify your DualEnroll student account through email or text

The image shows two parts of the DualEnroll process. The top part is a screenshot of the NOVA DualEnroll login page. The page has a green header with the NOVA logo and 'Northern Virginia Community College'. A 'HELP DESK' button is in the top right. The main content area is titled 'Login' and contains a message: 'Please log in. Need a login? [Click here](#) to create one.' Below this is a yellow box with the text: 'You have signed up successfully. Please check your email for instructions on how to confirm your account.' The login form has fields for 'LOGIN:', 'PASSWORD:', and 'REMEMBER ME:'. A large red 'X' is placed over the password field. A 'LOGIN' button is at the bottom. Below the button are links: '[Forgot your username or password?](#)' and '[Need to enter your text confirmation code?](#)'. A green callout box on the left says 'Verify your account first before logging in' with a red arrow pointing to the yellow box on the login page. The bottom part is a screenshot of an email from 'noreply@dualenroll.com' to a user. The email says 'Welcome [redacted]!' and 'You can confirm your [redacted] account using the link below:'. The link '[Confirm my account](#)' is circled in red. A red arrow points from the green callout box to this link.

- 5) Finish setting up your DualEnroll account

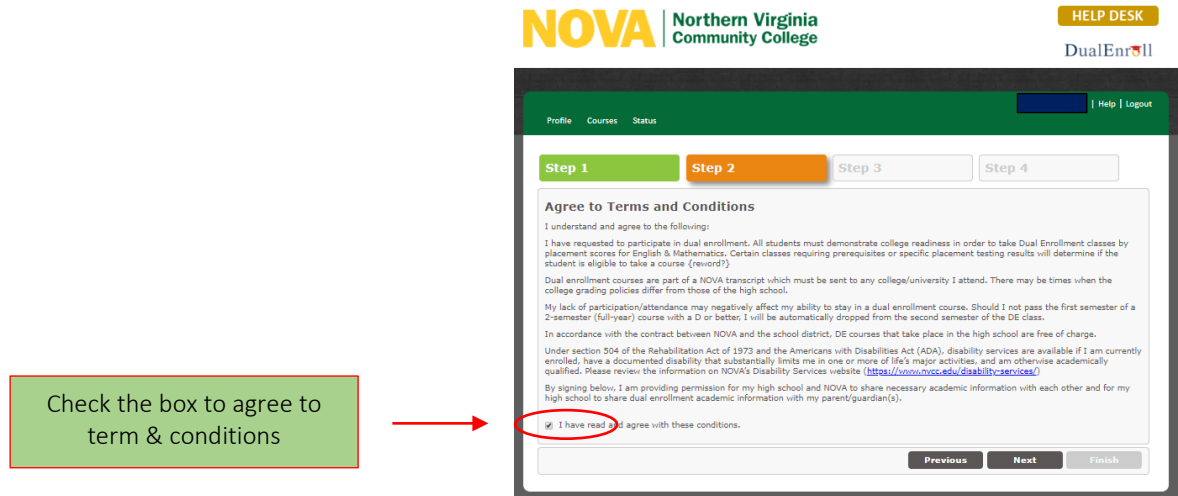
The image shows a screenshot of the NOVA DualEnroll 'Step 1' setup page. The page has a green header with the NOVA logo and 'Northern Virginia Community College'. A 'HELP DESK' button is in the top right. The main content area is titled 'Northern Virginia Community College Admissions Application'. It contains instructions: 'Before beginning Concurrent Enrollment registration, you must have completed a Northern Virginia Community College for Credit Courses application and received a student number. If you have NOT completed the Northern Virginia Community College Admissions Application, click on the link below and complete the application. Once your application has been accepted, log back in to DualEnroll to complete this step and select courses.' Below this is a link: '[Admission Link](#)'. The form has a field for 'Enter your EMPLID (Northern Virginia Community College Student Number)'. A red box is placed over this field. A sample number '1234567' is shown. Below the field is a link: 'For assistance or general information on Concurrent Enrollment go to [www.nvcc.edu/dual-enrollment](#) or email [information@nvcc.edu](#)'. At the bottom are buttons: 'Previous', 'Next', and 'Finish'. A green callout box on the left says 'Enter your 7-digit NOVA student ID (EMPLID / SIS #)' with a red arrow pointing to the red box on the form.

# Instruction: How to Create Your DualEnroll Account

## For New Users

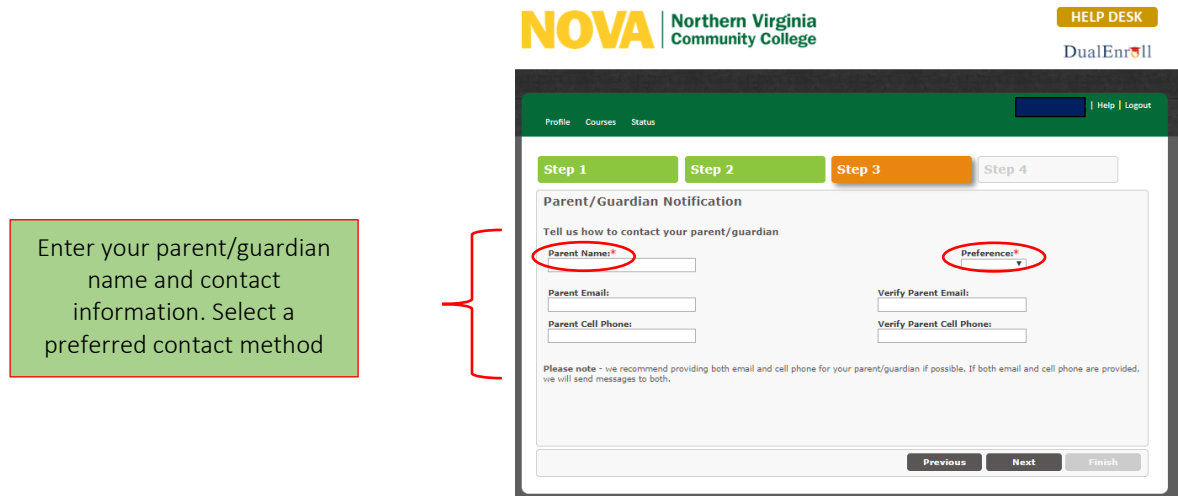
### 6) Agree to DualEnroll Terms and Conditions

Check the box to agree to term & conditions



### 7) Enter your parent/legal guardian Information

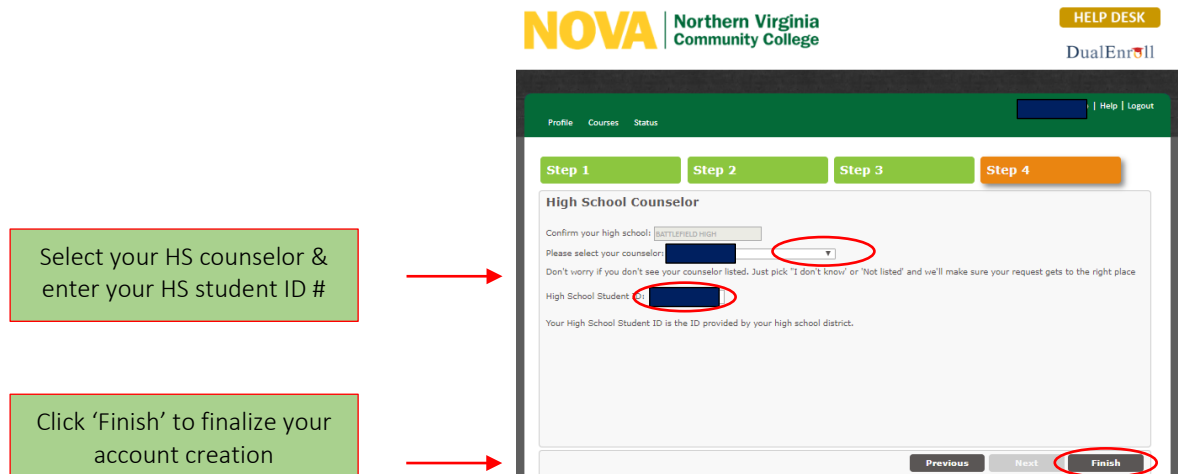
Enter your parent/guardian name and contact information. Select a preferred contact method



### 8) Select your HS counselor and enter your HS student ID number

Select your HS counselor & enter your HS student ID #

Click 'Finish' to finalize your account creation



# Instruction: How to Create Your DualEnroll Account

## *For New Users*

9) Select your dual enrollment courses

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HELP DESK

DualEnroll

Profile Courses Status

Narrow your Search

**BY TERM**

Select Term

**BY KEYWORD**

Enter Keyword(s)

**BY COURSE TYPE**

Choose all that apply:

☐ College Campus ☐ High School ☐ Online ☐ Regional Center

**BY SCHEDULE**

Show only classes meeting on:

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Show only classes meeting between:

▼ - ▼

Browse all courses or narrow the selections displayed using the search criteria  
Remember that using multiple search criteria may eliminate all courses

College Campus High School Online Course Regional Center

Course	Type	Subject	Title	College
BIO 101			<u>General Biology I</u>	Northern Virginia Community College
ENG 111/112			<u>College Composition I/II</u>	Northern Virginia Community College
HIS 121/122			<u>United States History I/II</u>	Northern Virginia Community College
ITD 132/256			<u>Structure Query Language and Advanced Database Management</u>	Northern Virginia Community College
ITD 134/ITP 100			<u>PL/SQL Programming and Software Design</u>	Northern Virginia Community College
ITE 115			<u>Introduction to Computer Applications and Concepts</u>	Northern Virginia Community College
ITE 115/SDV 100/101			<u>Introduction to Computer Applications and Concepts/College Success Skills/Orientation to Information Technology</u>	Northern Virginia Community College
ITE 170/ITP 100			<u>Multimedia Software &amp; Software Design</u>	Northern Virginia Community College
ITN 100/260			<u>Introduction to Telecommunications &amp; Network Security Basics</u>	Northern Virginia Community College

Select your dual enrollment course by clicking on the course title. You can only select one course at a time

**NOTE:** you can only view & select a DE course that is offered at your high school

10) Register for the course

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HELP DESK

DualEnroll

Profile Courses Status

Course Detail: General Biology I

COURSE NUMBER: BIO 101

CREDITS: 4.0

COLLEGE: Northern Virginia Community College

REQUISITES: ENGLISH: SAT 480; ACT E&R 18; AP Lit. or Lang: 3; VPT ENG 111 -- MATH: SAT 530; ACT 22; SOL (Alg. I, II or Geo.) 400; AP Calc. BC 3; IB Math 5; VPT MTH units 1 through 3

DESCRIPTION: Focuses on foundations in cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society.

Available Sections

Section	Type	Instructor	Location	Days/Time	Start/End Date	Options
0001 FY 2020 - 2021				(Face-to-face)		<u>Register</u>

Back

**Confirm Prerequisites**

This course requires prerequisites which must be completed before you can be registered for the course. If you will not meet these requirements, please select a different course.

Continue with this course Choose a different course

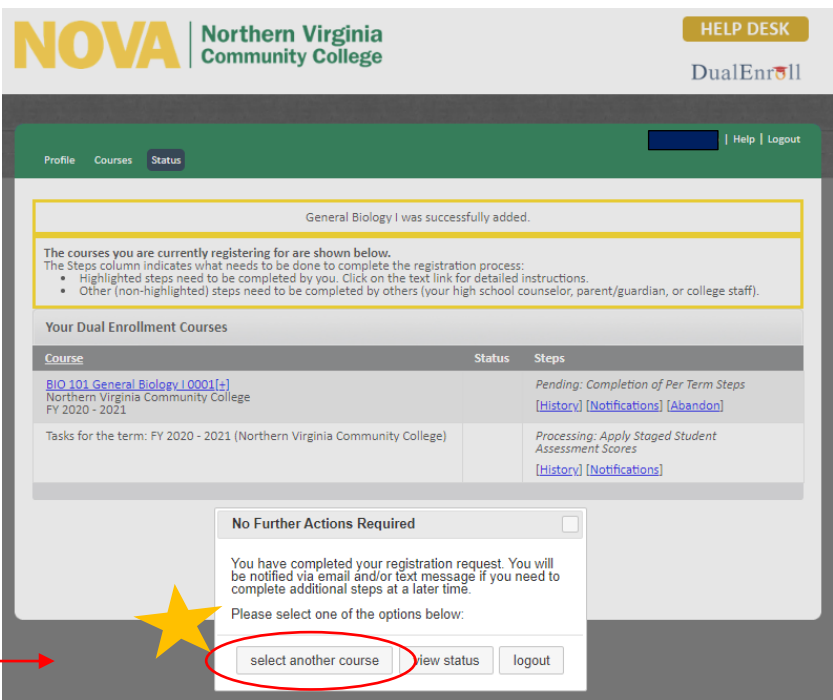
Click on 'Register' to add your DE course. If the 'Confirm Prerequisites' dialogue box appears, click on 'Continue with this Course'

# Instruction: How to Create Your DualEnroll Account

## For New Users

### 11) Selecting another dual enrollment course

Click on 'Select another course' to add another DE course. Otherwise, select 'view status' or 'logout' when finished



The screenshot shows the NOVA Northern Virginia Community College DualEnroll website. A modal window titled "No Further Actions Required" is displayed, indicating that the user has completed their registration request. The modal contains a message: "You have completed your registration request. You will be notified via email and/or text message if you need to complete additional steps at a later time." Below the message, there are three buttons: "select another course", "view status", and "logout". The "select another course" button is circled in red and highlighted with a yellow star. A red arrow points from the instruction box to this button.

Course	Status	Steps
<a href="#">BIO 101 General Biology I 0001 [-]</a> Northern Virginia Community College FY 2020 - 2021		Pending: Completion of Per Term Steps <a href="#">[History]</a> <a href="#">[Notifications]</a> <a href="#">[Abandon]</a>
Tasks for the term: FY 2020 - 2021 (Northern Virginia Community College)		Processing: Apply Staged Student Assessment Scores <a href="#">[History]</a> <a href="#">[Notifications]</a>

### STUDENT REGISTRATION STATUS (email or text notification)

DualEnroll.com: Information (ref [redacted]) [Inbox x](#)

noreply@dualenroll.com  
to [redacted]

1:57 PM (31 minutes ago)

Dear Student,

This is to confirm that you have begun the registration process listed below. If you provided contact information for a parent of guardian, they have also been sent a message.

**Student:** [redacted]  
**College:** Northern Virginia Community College  
**Term:** FY 2020 - 2021

You and/or your parent/guardian may receive additional messages regarding status and other actions if required.

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DualEnroll.com: Provide Consent (ref [redacted]) [Inbox x](#)

noreply@dualenroll.com  
to [redacted]

Dear Student,

Notification has been sent to your parent/guardian via email [redacted]

If for some reason your parent/guardian does not receive the notification, [visit your registration status page](#) to resend.

You may also [visit your profile page](#) to change your parent's contact information.

**Student:** [redacted]  
**College:** Northern Virginia Community College  
**Term:** FY 2020 - 2021

No additional instructions provided for this task.

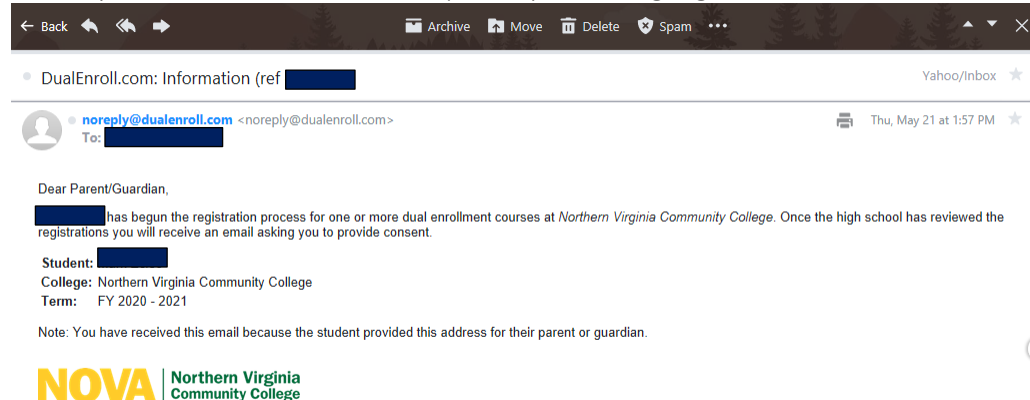
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# Instruction: How to Create Your DualEnroll Account

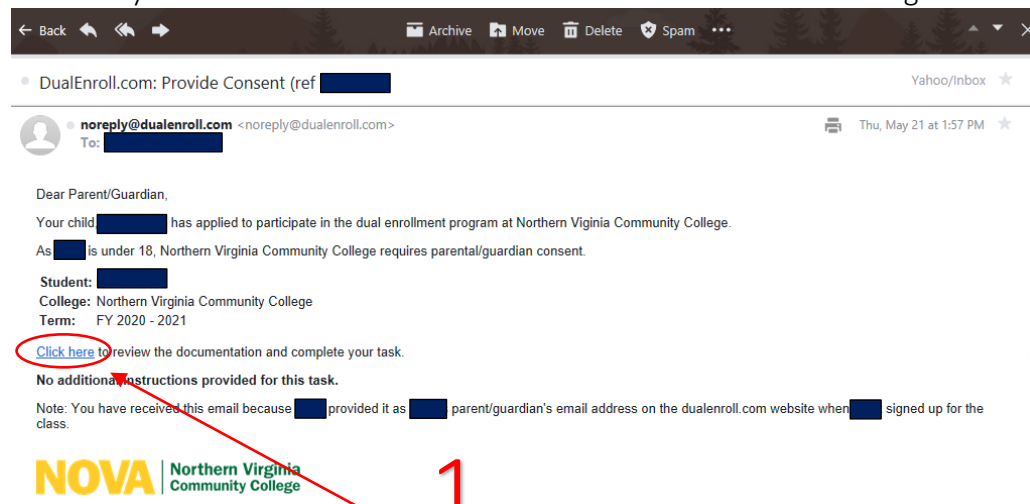
## For New Users

### PARENT/LEGAL GUARDIAN CONSENT STATUS

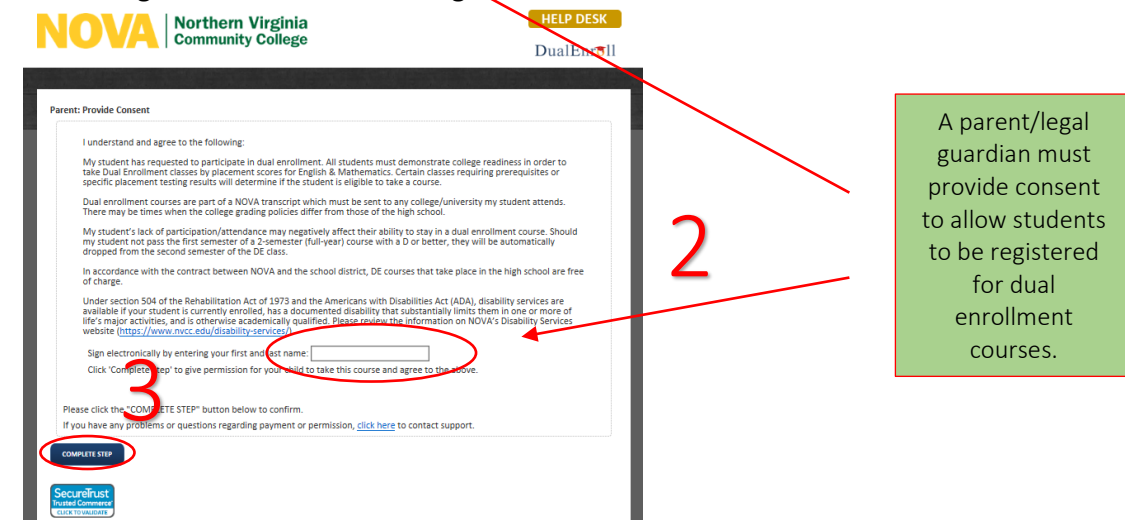
#### Primary Email Confirmation View (initial parent/legal guardian email confirmation)



#### Secondary Email Confirmation View if Students is Under 18 Years of Age



#### Parent/Legal Guardian Consent Page



# Instruction: How to Create Your DualEnroll Account

## *For New Users*

## Troubleshooting the Application Wizard

Common System & Technical Errors:

- 1) Forget your username or password tool

Select a method of delivery either through text message or by email to recover or reset your DualEnroll student account. Go to: <https://nvcc.dualenroll.com/users/password/new>.

- 2) Request your confirmation code

Enter your 10-digit phone number to receive a text message with your account confirmation code. Go to: <https://nvcc.dualenroll.com/users/confirm>.

- 3) System Browser

It is best to use Google Chrome or Mozilla Firefox for the application. If the application continues to not load or the application cannot be viewed using the browser, close the application. Go to the browser's settings and **clear all caches and cookies**. Close the browser and open up a fresh browser. Restart the application process from step 1 (pg. 2). If this method does not work, use a different browser.

- 4) Any System & Technical Errors Not Covered Above

Contact the Office of Dual Enrollment and provide a detailed summary of the inquiry. Provided the applicant's full and legal name, DOB, district and high school name.

## Who to Contact for Inquiries or Technical Assistance

### Office of Dual Enrollment

3928 Pender Dr  
Suite 211  
Fairfax, VA 22153

Telephone: 703.764.5067

Email: [dualenrollment@nvcc.edu](mailto:dualenrollment@nvcc.edu)

Visit the NOVA Dual Enrollment webpage at [www.nvcc.edu/dual-enrollment/](http://www.nvcc.edu/dual-enrollment/) for more information about the program.

## How to Report Application Errors

Contact the Office of Dual Enrollment and provide a detailed summary of the inquiry. Provided the applicant's full and legal name, DOB, district and high school name.



# Instruction: How to Create Your DualEnroll Account

## *For New Users*

NOTE: Please have the following ready before creating your DualEnroll account:

- Your NOVA EMPLID (7-digit student ID #)
- A computer
- Internet access
- Your personal email account (Gmail, Yahoo, Outlook, etc.)

STEP 1: Go to <https://nvcc.dualenroll.com/login>.

STEP 2: Select “Click here” to begin creating your account.

STEP 3: Find and select your high school and enter your personal data. Then, you will need to provide your personal email to receive a verification code to activate your account. You may also opt to enter your phone number instead to receive a verification code to activate your account.

STEP 4: Verify your account first from your email or text message before logging in.

STEP 5: Complete setting up your account. Enter your NOVA EMPLID when prompted to do so.

STEP 6: Check the box to agree to terms and conditions

STEP 7: Enter your parent/legal guardian name and contact information. Select a preferred communication method (email or text).

STEP 8: Find and select your high school. Then, enter your high school student ID number. Finally, click on ‘Finish’ to complete your account set up.

STEP 9: Select your dual enrollment course. You may only select a course one at a time.

STEP 10: Click on ‘Register’ to finalize your course selection.

STEP 11: Continue to add your dual enrollment course. Otherwise, click on ‘view status’ or ‘logout’ when you are finished.

NOTE:

Student will receive email notifications to track their enrollment status.

FINAL REMINDER:

A parent/legal guardian consent is required to allow students to register for dual enrollment courses, especially for students who are under the age of 18. Parents/legal guardians must check their email account or text message to acknowledge their consent.