ACN Enrollment Guide for Families

A random lottery assigned seats to all summer ACN courses, and students (rising 9-12 graders) AND parents can now log back in to their EnrollRI accounts and take action to “accept” or “decline” any seats offered. Families and students have until Tuesday, June 14 at 11:59 p.m. to accept any seats offered. Families that do not accept by the deadline will lose their seats. Declined and unfilled seats will be filled through waitlists and open enrollment applications.

Please remember, every semester has a maximum number of enrollments for any student to accept. The portal will only allow you to accept up to the course maximums listed below: For summer, students may only take 1 credit-bearing course (dual enrollment, work based learning (WBL) or career credential (CC)) and up to 4 enrichment courses.

Additional step-by-step instructions and screenshots are located below for additional help. Step 1: Log in to your EnrollRI Account: https://enrollri.force.com/Courses/Courses_SiteLogin

Step 2: Enter the verification code sent to the email or mobile number used to create the account and click “verify”
Step 3 (Parents/Guardians View): View a Student Dashboard

Select a student from your account and click on “Go to Student Dashboard”

Step 4 (Students & Parents/Guardians): On the Student Dashboard, scroll down to “Action Required” and view the courses listed. Click on “Accept” or “Decline” for each course offered. For any credit bearing courses (high school students), only CHOOSE your top pick and “Accept” it; “Decline” the others.

You have until Tuesday, June 14 at 11:59 p.m. to take action! Please choose either “Decline” or “Accept” for all seats offered.
Step 5: Accepted seats will move from "Action Required" to a new section entitled “Enrolled Courses” and the status will now show “Enrolled”; you can always choose to “drop” courses through the

![Image: Enrolled Courses]

“Accepted” seat(s) will now be listed within a new section called “Enrolled Courses”. Please remember to “Drop” any courses you no longer wish to take so someone else can have the seat.

Step 6: (Optional): Any pre-registered courses for which you do not receive a seat can be removed by selecting “remove” on the course card. Note: if you do this, you will lose your place on the waitlist and will be unable to pre-register for this course again during this school year.

![Image: Preregistered Courses]

For additional information, go to EnrollRI.org, or email acn@ride.ri.gov with your questions.