ACN Pre-Registration Guide for Families

(May 2022)

The All Course Network (ACN) is now accepting pre-registration applications for Summer 2022 and the 2022-23 school year (Fall, Spring, Yearlong). Students who will be in grades 9-12 for the 2022-23 school year (this includes current 8th graders!) should create a student account with a personal email (no school email addresses, please). For all other grades, a parent/guardian must add the student to their account to pre-register on their behalf. Courses will first fill by a lottery process. Once course lotteries run (before each semester), students and families will be notified via email and will have to log into their EnrollRI dashboards.

When pre-registering for courses, please adhere to the following choice maximums (allowable enrollments are less):

- Summer pre-registration maximums = 8 choices
- Fall and spring pre-registration maximums = 6 choices each semester
- Yearlong pre-registration maximum = 2 choices

All course choices submitted by the Friday, June 3rd deadline will then be entered into the 2022-23 lotteries, which will take place before each semester. The summer course lottery will take place no later than June 7 after which families will be notified to log back in to their EnrollRI accounts and take action to “accept” or “decline” any seats offered.

Additional step-by-step instructions and screenshots are located below for additional help

Step 1: Create an Account (detailed instructions linked for future Grades K-8 for parent accounts and future grades 9-12 for student accounts) OR Log back in to your 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, future grades K-8): Add Student or Go to Student Dashboard

To “Add Student”:
- Fill in “student information” for each student.
- Fields with the red lines are required.

This information can be edited at any time from the student dashboard.
Step 4 (All): Select “Add Course” and select the semester in which the course is available. If there are courses in more than one semester you are interested in, we suggest you begin with Summer and continue to each semester (or yearlong) in order shown, skipping the semesters in which you don’t plan to select any courses.

Step 5: Next, you will then be taken to the Course Selection Page pictured here where you can choose courses.

Please note: To learn more about a course, click on the icon to get more info on a course.
Step 5: Students/parents must confirm they meet the prerequisites for relevant courses. Please note: ALL dual enrollment courses require additional registration steps with the institution.

Step 6: Accept terms by checking the boxes and type initials. Select “Submit” to finalize the pre-registration application. All information entered on the pre-registration form displays on a summary. This page can be printed. Once the terms and conditions are accepted, a copy of this information is sent to the email address reflected on the summary.

To pre-register for another semester, select from the menu or select “None, I’m all finished”.
What Happens Next?

1. Counselors will be contact through the platform for any courses in need of their approval; these include all credit-bearing courses (dual enrollment, AP, work-based learning and career credentialed).
2. All pre-registrations will live on the student dashboard and once approved (if that step is needed), they will say “Approved – Awaiting Lottery”.
3. Select “Remove” at any time from your dashboard if you decide you are no longer interested. However, you will not be able to pre-register a second time if you change your mind and attempt to add it again.
4. Courses will first fill by a lottery process. Once course lotteries run (before each semester), students and families will be notified via email and will have to log into their EnrollRI dashboards.
5. 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:
   - Summer: 1 credit-bearing course (dual enrollment, work-based learning (WBL) or career credential (CC))
   - Fall: 2 courses total (both can be credit-bearing)
   - Spring: 2 courses total (both can be credit-bearing)
   - Yearlong: count as 1 course for fall and 1 course for spring

For additional information on the ACN and its expansion this year, click here to access RIDE’s ACN website or email acn@ride.ri.gov. For more detailed instructions on how to create an account and register for ACN courses using EnrollRI, please visit EnrollRI.org/ACN.