Parents/guardians of students in grades K-7 should create an account and register their child for ACN courses using EnrollRI. Parents who have used EnrollRI for the charter school common application can use the same email/phone to log in here.

1. Beginning May 3, 2021, visit EnrollRI.org/acn, and click on “Create an Account.”
   a. Select “Parent/Guardian” from the drop-down menu and fill in your information.
   b. If you do not have access to a phone that can receive text messages, you must select “email” as the verification method.

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. From the parent dashboard, parents can add K-7 students to their account as needed by clicking “add student”. Fill in “student information” for each student.
   a. Fields with the red lines are required.
   b. This information can be edited at any time from their student dashboard.

Updated as of April 28, 2021.
4. To access course information for each student, click on “go to student dashboard.” To browse and register for courses, select “add course.”
   
a. Available courses will appear on the selection page based on the student’s information. Click the “info” 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, parents must confirm that their students meet the requirements.

*Updated as of April 28, 2021.*
5. To learn more about a course, click on the icon to get more info on a course.
6. Students/parents must confirm that they’ve met the prerequisites for relevant courses.
7. Please note: most dual enrollment courses require additional registration steps with the institution.

Course Prerequisites

Some of the courses you have selected have prerequisites, conditions that you must meet in order to be eligible to pre-register for the course. For each course below, please confirm that you have met the stated prerequisites.

ASTRO - Recipe for Success

Course Prerequisites:
 Must be at least 16 years of age at the start of the class. Ability to stand for long periods of time >3hrs & lift 20lbs. Appropriate dress code required: no sleeveless shirts, no open toed shoes, no jewelry, no fingernail polish. Must have sneakers or non slip shoes. Can wear a hat or hair restraint otherwise hair nets are provided.
I confirm that I meet all of the stated prerequisites.
Yes

Classrooms as Communities

Course Prerequisites:
This is a hybrid course, meaning students may attend in person at our campus. Students may also attend classes remotely. If they attend remotely, then they will need a computer with a microphone and video capability.
I confirm that I meet all of the stated prerequisites.

8. Once a student is pre-registered for a course, it will show up in their student dashboard as “pending approval.” Parents will receive emails when school members approve or deny their pre-registration.

9. 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 also sent to the email address reflected on the summary.

10. 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

Updated as of April 28, 2021.
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.