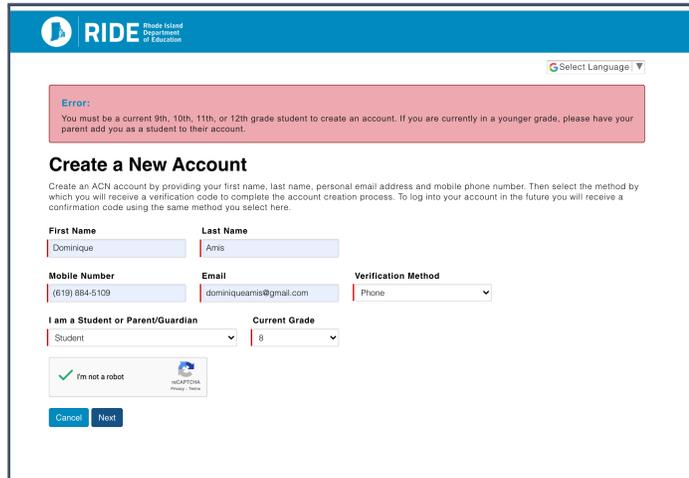


Summer 2021& 2021-2022 School Year All Course Network (ACN): How to Create an EnrollRI Account and Register for Courses (Grades 8-12)

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](https://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.



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.

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”  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.

Student Dashboard

Welcome! On this page you will find the ACN courses that you have preregistered for, enrolled in, or been waitlisted in.

To enroll in a new course:

1. Tap the **Add Course** button below.
2. Select the courses you are interested in preregistering for.
3. Wait for approval from your current school.
4. If there is space available, you will be enrolled. If not you will be placed on a waitlist and notified if space becomes available.

Dominique's Information

Current Grade: 9 Primary Contact Number: (619) 884-5109

Current School: Dunn's Corners School

Email: dominiqueamis@gmail.com

Address: 1234 N MAIN ST, PROVIDENCE, RI 02904

[Edit](#) [Add Course](#)

Select Courses for Spring 2021

On this page, you will select the courses that you are interested in registering for.

Dominique's Courses

- Below are all the courses you may apply to.
- Using the list below, please select at least one course you would like to register for.
- If you select courses that are full, you will be placed on a waitlist.
- Note, that if a course has seats available, it is possible that the course may be fully enrolled by the time you receive approval. In this event, you will be placed on a waitlist.

Selected Courses

- ASTRO - Recipe for Success
- Foundations of Drawing
- Rhode Coders 2.0. JavaScript with Providence Public Library

Search for Course

Filter courses

Select	Course Name	Info	Provider	Modality	Status
<input checked="" type="checkbox"/>	ASTRO - Recipe for Success	📘	ASTRO	In-person	Available
<input checked="" type="checkbox"/>	Foundations of Drawing	📘	Newport Art Museum	In-person	Available
<input checked="" type="checkbox"/>	Rhode Coders 2.0: JavaScript with Providence Public Library	📘	Providence After School Alliance (PASA)	Hybrid	Available
<input type="checkbox"/>	Inspired by Animals: Biomimicry with Roger Williams Park Zoo	📘	Providence After School Alliance (PASA)	In-person	Available
<input type="checkbox"/>	Law in Contemporary Studies	📘	Roger Williams University	Online	Available
<input type="checkbox"/>	Introductions to Physical &	📘	Roger Williams University	Online	Available

[Back](#) [Cancel](#) [Next](#)

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

SPRING 22-J&A Venes Creativos: Make, Learn, Do

Provider: **FabNewport**

Start Date: **04/21/2022**

Offer Status: **Approved - Awaiting Lottery**

[Remove](#)

- 1) 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.”
- 2) 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.

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.**

Post Lottery Pending Offers for 2021-22

The screenshot shows a student dashboard for the 2021-2022 academic year. Under the 'Action Required' section, there is a card for the course 'FALL 21-Anatomical Art'. The details are as follows:

Provider:	ACN: RI Nurses Institute Middle College (RINIMC)
Start Date:	09/19/2021
Offer Status:	Offer Extended
Expiration Date:	04/12/2021

At the bottom of the card are two buttons: 'Decline' and 'Accept'. To the right of the card, a text box contains the following instructions:

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

The footer of the dashboard includes the RIDE logo, the text 'All system text is draft and is subject to change', the page number '34', and the RHODE ISLAND logo.

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.*

The screenshot displays the 'Enrolled Courses' section with two course cards:

Storytelling, Leadership, and Change with Youth in Action	Foundations of Drawing
Semester: Year-Long	Semester: Spring
Provider: Providence After School Alliance (PASA)	Provider: Newport Art Museum
Start Date: 09/25/2020	Start Date: 01/24/2021
Enrollment Status: Enrolled	Enrollment Status: Enrolled
Withdraw	Drop

Below the enrolled courses is the 'Action Required' section, which features a card for the course 'Cultural Awareness in a Global Society':

Cultural Awareness in a Global Society
Semester: Spring
Provider: Roger Williams University
Start Date: 01/27/2021
Offer Status: Offer Extended
Decline Accept