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, 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

Updated as of April 30, 2021
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.

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.
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

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.