

SJCSD Dual Enrollment Portal Student Guide

1. Access the SJVS portal submission link [here](#).
2. You will need to use your student s# email and password to sign in (same as student HAC login).
3. Please only upload PDF documents. To see directions on saving a webpage or Word document as a PDF, view this link: <https://www.youtube.com/watch?v=aOryDQdk4S8>
4. Question #1- *“I have taken dual enrollment courses at a SJR previously (including SJR State online or on campus at your zoned high school).”* Answer yes or no.
 - a. If yes, skip to question #3.
 - b. If no, follow the link in Question #2 to submit the online dual enrollment application. Then, complete the signature page, and name and save it using the instructions listed, and upload it. (Tip: Once you save the file, close and re-open it before uploading to make sure the text you entered was saved.)
5. Question #3- *Upload a PDF of your complete set of TEST scores here if you have not previously submitted scores from ACT, SAT, or PERT to SJR State.* (Tip: Ensure scores are legible)
6. Question #4- *Complete the fillable Registration/Approval form. Include your course CRN and days/times on your Registration/Approval form.* (Tip: Ensure your student “X” number is listed on your form. This number is generated by your SJR State application. If you have already taken courses with SJR, you can find this number in your [MySJRState account](#). If you do not remember how to login to your account, find support [here](#). Your school counselor and/or school dual enrollment contact does not have access to your student “X” number and will not accept your paperwork without it.)
7. Check the box to receive an email receipt of your responses so you will know what you submitted.
8. Click “Submit”.
9. Question #5- If you need to adjust your course registration, upload your adjusted registration form to this question.
10. Once you receive your final student schedule, please upload it here: <https://forms.office.com/Pages/ResponsePage.aspx?id=V9CzsxL8P0-S9HK-boRDUXUkVQhJs8hLk7BDRF2dy0NUNDQwQVNWQTg0QkIBRDIOUEIzU0hJQTRKOC4u>