



# Student Admissions

## Request Guide

# Student Admissions Request Guide

## STEP 1: CLICK ON THE SCHOOL OR DISTRICT LINK PROVIDED.

## STEP 2: LOG IN OR CREATE AN ACCOUNT.

If you already have an account, then simply use your username and password to log in.

Students who are new to Edgenuity will need to create an account by selecting your school from the drop-down list, completing the information requested, and clicking “Save.” (Only a portion of the required fields are shown.)

Already have an account?

Username

Password

[Forgot your Login and/or Password?](#)

Need an account?

Create new account

School Information

District:

School:

Basic Information

First Name:

Last Name:

Preferred Name:

Middle Name:

Gender:

Date of Birth:

SSN:

External ID:

Part Time/Full Time:

42001 (MSID):

S2 Code:

S3 Code:

SH ID:

SB ID:

Notes:

Students and parents will receive their log in credentials in a separate e-mail.

## STEP 3: SELECT YOUR COURSES.

Select the course(s) you need by filtering or searching and checking the appropriate box.

Search by Course Title:

Subject:

Select	Course	Discipline
<input type="checkbox"/>	<a href="#">Academic Writing</a>	Language Arts
<input type="checkbox"/>	<a href="#">Academic Writing</a>	Language Arts
<input type="checkbox"/>	<a href="#">Algebra 1</a>	Mathematics

## STEP 4: CONFIRM YOUR REQUESTS.

Once your selections are complete, click “Confirm” to submit. Course requests are sent to your school for review and approval. If approved, then students will be enrolled in their courses.

Course Confirmation

There is 1 courses selected:

Course Name	When Offered	Request Course Start Date	Request Course End Date	Subject	Catalog	School
Algebra I A-IC	Ongoing - CHICAGO PUBLIC SCHOOLS	<input type="text" value="07/06/2016"/>	<input type="text" value="11/08/2016"/>	Math	Main catalog	CHICAGO PUBLIC SCHOOLS

# Enrollment and Start Up

## FAQs

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Once students sign up online for course(s), will they automatically be enrolled?

Students will not automatically be enrolled. Members of the Edgenuity team will complete an additional review and enroll students.

Where do students log in to access their courses?

Use this URL to log in: <http://www.edgenuity.com/SIS-Login>.

How can students make sure their computer has all the necessary plugins for the courseware?

When a student accesses courses for the first time, they will be at the **Lobby**; to the right is the **Organizer**. They click on this, and click on **Resources**, then click on **Check Plugins**.

Is there an orientation video that explains how to use the Edgenuity courseware?

Yes, when students log in for the first time, they will be automatically directed to watch the orientation video. This video has great information on all the features and tools in the courseware. When they are finished viewing the orientation video, they will automatically go to the **Lobby** where they can access their courses. If they wish to view the orientation video again, students may access it in the **Organizer-Resources-Orientation** and **How-To**.

What if a student does not have an e-mail address and/or phone number on file?

In this case, you should use the school's, mentor's, or counselor's e-mail address and/or phone number.

What if a student does not have guardian information on file?

In this case, you can enter the student's mentor's or counselor's information.

Can I talk to someone who can help me with technical issues?

Yes, you can contact us by phone and by e-mail.

**Phone:** 877.202.0338 option 3

**E-mail:** [customersupport@edgenuity.com](mailto:customersupport@edgenuity.com)