Welcome to the dual enrollment program at University of Idaho provides a convenient online registration process using DualEnroll.com. Here’s how to register for your course(s).

First Time Students - Create an Account

You can register by computer or right on your smartphone by entering [https://uldaho.dualenroll.com](https://uldaho.dualenroll.com) and clicking on CREATE MY ACCOUNT.

Complete the New Student Registration form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click REGISTER, you’ll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. If using email, be sure to check your junk and spam folders for the email.

uldaho has six application steps. Completed steps are listed in green under Application Steps, and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the update button after completing a step.

**Step 1: Student Address**
Make sure to select any additional programs you are participating in as well as if you participate in FRL.

**Step 2: Student Demographics**

**Step 3: Terms and Conditions**
Accept uldaho terms and conditions.

**Step 4: Financial Terms and Conditions**
Accept uldaho financial terms and conditions.

**Step 5: Parent Information**
Enter parent contact preference and information. PARENT CONTACT information can not be the same as the student contact information.

**Step 6: High School**
Enter your EDUID number and select your HS counselor from the dropdown list box. If you are a homeschooled student, this step will ask you for an approver and their email address.

You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.
If you’ve forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the red Help Desk button in the upper right corner of the screen.

Register for Course(s):
Once you are logged into your account, click on the Courses tab to review the list of available courses.

The course finder shows you which uIdaho courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you’ve made your decision on a course and section, click the REQUEST COURSE button to start the registration process.

Your part of the registration is done for now. You may choose to: select another course, view registration status, or logout. You will receive an email from uIdaho letting you know when your registration is complete or if they need more information from you.

If your parents are having a problem with the consent, you can click on Resend or Change contact under the Steps column, update the parent contact information, and/or resend the consent link to your parents.

Enjoy your class!
Student: Request waiver from instructor

You may get this step if the college requests more information from you.

The Explanation box will describe what action you need to do to satisfy the requirement.

Choose the appropriate option. **Resubmit my registration request**, choose this option to resend the registration for processing. **I am not able to take this course, please terminate my request**, choose this option if you do not qualify to take the course.

Click **COMPLETE STEP**.

Approver: Approve Course

For Home School students, their Home School approver needs to confirm their registrations.

Choose the option for the student’s registration:
- Approved
- Decline; terminate registration

When you choose **Approved** the registration will be processed. **Choosing Decline; terminate registration** will terminate the registration.

Click **COMPLETE STEP** when done.
Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.*

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.

Provide your electronic signature by entering your first and last name in the box provided. This signifies that you accept responsibility for all tuition, fees, and fines that may be incurred related to your student’s enrollment at uIdaho.

Click COMPLETE STEP.

Note: Parents do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.