

# NOVA | Dual Enrollment

## Student Guide:

## How to Create Your DualEnroll Account

### What you'll need to get started:

- your NOVA EMPLID (7-digit ID #)
- a computer with internet access
- personal email account (Gmail, Yahoo, Outlook, etc.)

### STEP 1:

submit your NOVA college application first to create your EMPLID and myNOVA username

[www.nvcc.edu/apply](http://www.nvcc.edu/apply)

### STEP 2:

create your DualEnroll student profile to activate your enrollment account

[www.nvcc.dualenroll.com/login](http://www.nvcc.dualenroll.com/login)

### STEP 3:

register for your dual enrollment courses through your account and have your parent/guardian consent using email or text

Students will receive email or text status updates to track their enrollment status

STEP 1: Go to <https://nvcc.dualenroll.com/login>.

STEP 2: Select "Click here" to begin creating your account.

STEP 3: Find and select your high school and enter your personal data. Then, you will need to provide your personal email to receive a verification code to activate your account. You may also opt to enter your phone number instead to receive a verification code to activate your account.

STEP 4: Verify your account first from your email or text message before logging in.

STEP 5: Complete setting up your account. Enter your NOVA EMPLID when prompted to do so.

STEP 6: Check the box to agree to terms and conditions

STEP 7: Enter your parent/legal guardian name and contact information. Select a preferred communication method (email or text).

STEP 8: Find and select your high school. Then, enter your high school student ID number. Finally, click on 'Finish' to complete your account set up.

STEP 9: Select your dual enrollment course. You may only select a course one at a time.

STEP 10: Click on 'Register' to finalize your course selection.

STEP 11: Continue to add your dual enrollment course. Otherwise, click on 'view status' or 'logout' when you are finished.