

High School Dual Enrollment Application Steps

High School Dual Enrollment Student Online Application Instructions

1. On the EFS Home page, click on the [Home](#) button.
2. On the next page, scroll to the bottom and click on [First time user account creation](#). Create a Login ID and Pin. Save this information in case you need to log back in later.
3. [Select Application Type](#) Select HIGH SCHOOL DUAL ENROLLMENT in the dropdown menu and click Continue.
4. [Apply for Admissions](#)
 - a) Admission Term: Select term based on when you would like to start classes: Spring (January), Summer (May/July), Fall (August).
 - b) First Name, Middle Name, Last Name: Enter your name as it appears on your birth certificate or driver's license.
5. [Application Checklist](#) You will need to complete each section on the checklist. If you decide to finish the application later, you can use this checklist to see missing sections. To begin, select Legal Name.
 - a) Legal Name- Confirm that you entered your name correctly.
 - b) Address Information- Enter your current address and phone number. Your primary campus is your choice, but usually it is the one closest to your high school. (This is where your paper documents will be housed, but you may attend any campus.)
 - c) Personal Information
 1. SSN Number- **If you do not enter your SSN or it's not correct, you will be required to bring your SSN card to campus for verification.**
 2. Gender- as you identify
 3. Ethnicity- as you identify
 4. Race- Choose all that apply.
 5. Email- Enter a valid email that you check on a regular basis.
 6. Highest level of education completed by parent/guardian- Enter the highest level of education for both parents/guardians.
 - d) Additional Information- **Read and answer the question carefully.**
 - e) Citizenship and Language- Enter your country of citizenship and your primary language.
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