High School Site Rep Tasks

Welcome to the University of Connecticut Early College Experience concurrent enrollment program! UConn ECE provides a convenient online registration process using DualEnroll.com. Here’s how to complete the High School tasks associated with student registrations.

The Primary Site Representative will receive an email notification when a task has been assigned to you. Tasks include Confirm Course Assignment, Confirm FRL Status, or Approve Drop. Click on the blue link in the email to log into the system. Be sure to check your Junk/SPAM folder if you are not receiving emails.

You can also login directly by going to the URL listed below and entering your login credentials: https://uconn.dualenroll.com

Click on the Student tab at the top of your dashboard to access the list of students attending your high school who have initiated a registration with the system. The toolbar at the top of the student list allows you to search, filter, and batch process. Tasks assigned to you will be highlighted in yellow and at the top of the list.

Term can be used to narrow the search to a specific term, or you can select All Active Terms to see all active registrations.

By clicking on the Ellipses you can access Enrollment forms, registrations history, notifications that have been sent, abandon a non-completed registration, and change a course section.

Abandon is used to cancel a registration that is not yet complete.

Site Rep: Confirm Course Assignment

Click on the blue underlined link highlighted in yellow, under the Steps column, to execute the task. Select if the student is eligible for the listed course and enter any needed comment.

Click on Complete Step when done.
Tasks assigned to the Site Representative can be completed in batch mode. This means you can complete the same step for multiple students/registrations as a single step as opposed to one at a time. To activate batch mode you must first be on the **Student** tab.

### Activate Batch mode

1) Select the step to be batched from the **Step Action** filter
2) Select **complete in batch mode** from the Step Action filter.

Since the Site Representative steps are stackable, the screen display in batch mode will show all the students who need the step completed on the same screen. Each student on the task is displayed and you can complete the step for all students on the same screen. If there are more students than can fit onto the screen, you will have a next button to view the additional students.

### Site Rep: Confirm FRL Status

Select if each student qualifies for free or reduced lunch and click **COMPLETE STEP** when done.

### Site Rep: Approve Drop Request

If a completed registration has a request to be dropped, the HS Site Rep will be asked to approve the drop.