

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.**

Login

Log into your existing DualEnroll account

USERNAME:

PASSWORD:

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)

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

Profile Students Courses Reports

BLOOMFIELD HIGH SCHOOL: Registration Activity [All Student Accounts](#)

Course: Counselor: Term: Step: Abandoned: Search:

Student	Course	Status	Steps
Bolt, Barry [+]	CHIN 1114 Intermediate Chinese II 801 [+] University of Connecticut Early College Experience Full Year 2021-2022		Site Rep: Confirm Course Assignment

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

Site Rep: Confirm Course Assignment

Please confirm the course sections for the student(s) listed below.

Student	FRL	Course / Section	Approval
Barry Bolt	Yes	AMST 1201 Introduction to American Studies 800 Spring 2022	<input type="radio"/> Student Can Proceed in Registration Process <input type="radio"/> The Course is Not Suitable for this Student Comment <input type="text"/>

High School Site Rep Tasks

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.

The screenshot shows the 'Students' tab in the system. At the top, there are filters for Course, Counselor, Term, Step, Abandoned, and Search. The 'Step' filter is set to 'Site Rep: Confirm'. Below the filters is a table with columns for Student, Course, Status, and Step Action. Three students are listed: Bolt, Barry; Stark, Todd; and Stark, Tony. The 'Step Action' dropdown for the first student is open, showing 'complete in batch mode' as an option.

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.

The screenshot shows the 'Site Rep: Confirm FRL Status' screen. It contains a message: 'The student(s) listed below have indicated that they qualify for a free or reduced-cost lunch. Please correct any entries and click 'Complete Step.''. Below the message is a table with columns for Student, Term, and Qualify for FRL?. The table lists three students: Barry Bolt (Spring 2022), Todd Stark (Full Year 2021-2022), and Tony Stark (Fall 2021). Each student has a 'Yes' dropdown menu. A 'COMPLETE STEP' button is at the bottom.

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.

The screenshot shows the 'High School: Approve Drop' screen. It contains a message: 'Your approval is required for each of the students below to Drop the listed course.' Below the message is a table with columns for Approve?, Student, and Course / College. The table lists one student: Barry Bolt, with the course 'HIST 1501 United States History to 1877815 University of Connecticut Early College Experience'. The 'Approve?' column has three radio buttons: 'Yes, the Drop is Approved', 'No, I Do Not Approve the Drop', and 'Decide Later'. A 'COMPLETE STEP' button is at the bottom.