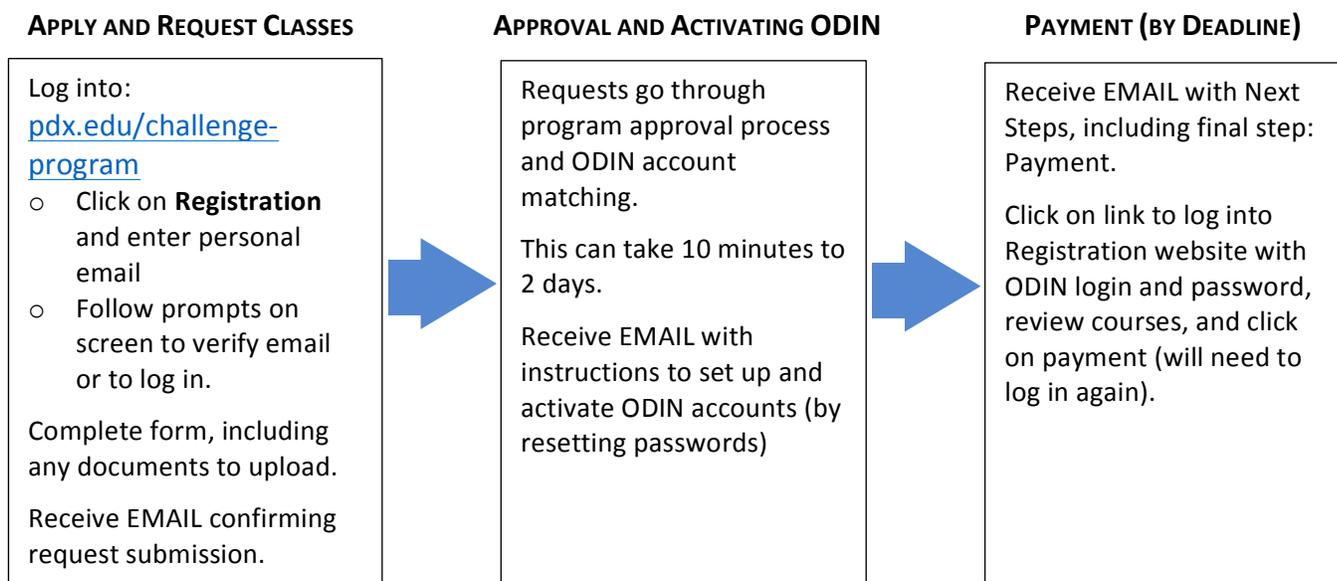


CHALLENGE STUDENT REGISTRATION: INSTRUCTIONS FOR TEACHERS

Overview



Students will be guided through the process with email prompts indicating next steps to completion. It is critical that they use their own email and not their parent's.

We have three recommendations to help ensure successful student registration:

- *Start early so everyone is able to complete this by the Deadline. (Note: 3 days before deadline any student with payment pending will receive a reminder email. STUDENTS WHO DO NOT MEET THIS DEADLINE will not be registered.*
- *Remind students to check their preferred email in order to follow outlined next steps*
- *Have students do the application together, coming prepared with any documentation they might need so that everyone gets through the apply and request classes step early in the process. This can be done on any device, including smart phones.*

Apply and Request Classes:

Go to our website: pdx.edu/challenge-program and click on REGISTRATION. This takes students to the application website where they are asked to enter their preferred email. They immediately receive a **High School Dual Credit Program: Verification email (1st EMAIL)** and a verification link to click. Doing so takes them back to the application to complete it.

Students enter in the required admissions information followed by the registration request (selecting program, school, class(es), grade level, GPA, Free/Reduced lunch eligibility).

- Those students with less than a 3.0 GPA will need to upload their transcript
- Those students eligible for financial aid will need to upload either their Free or Reduced lunch letter from this year or last year, or a school-issued letter verifying need)

- When they click the SUBMIT button, they will see a jumping Viking that indicates they are done with the process of requesting their classes. They will also receive a **registration submission confirmation email (2nd EMAIL)** letting them know their request is going through an approval process.

Approval and Activating ODIN Accounts

Challenge will be monitoring these registrations as they come in, checking for appropriate documentation and any mistakes while the Registrar's office checks for any matches to emails already in PSU's system in order to assess whether a student needs to set up or renew an ODIN account. ***This process can take from 10 minutes to two days. Remind students to check their emails.*** Please note: registrations will not be entered into banner until after the registration closes, when they are batch registered.

During this time students will receive an email (**3rd EMAIL**, this from the Office of Information Technology (OIT) that their **PSU account is ready to be activated**. That email includes their ODIN username, PSU ID number, and a link to OAM.pdx.edu. At the OAM site, they will be asked to enter the PSU ID number, their birthdate and are given an activation (also called an account claim) code to activate their account by setting up their password. **ACTIVATING THEIR ODIN ACCOUNT IS NECESSARY TO COMPLETE REGISTRATION AND PAYMENT.** Once an ODIN account is activated, this will also be required to log back into the application.

Payment

Once registration requests are approved and students have activated their ODIN accounts, they will receive a **next-steps email (4th EMAIL)**. These will vary depending on the individual student's progress (e.g, a reminder to activate their ODIN account and a link to review and pay, or just the link to review and pay).

Students click on the link to review and pay, signing in with their ODIN login and password. After review, they click the "Pay Now" button, which will take them to the PSU Single Sign-On page to log in again with their ODIN user name and password to get to the secure payment page. Once they submit their payment, they will receive a payment receipt by email (**5th EMAIL**).

The cost remains \$224.40 per course (or \$51 per course for those with documented financial need) that includes the 2% credit card fee.

PLEASE NOTE: Students will NOT be registered until they have paid for the course(s).