

CHALLENGE STUDENT REGISTRATION

Overview

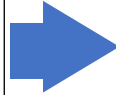
APPLY AND REQUEST CLASSES

Log into:
pdx.edu/challenge-program

- Click on REGISTRATION, Enter email
- Receive Account Confirmation EMAIL.
- Click on verify link to start application.

Complete form, including any documents to upload.

Receive EMAIL confirming request submission.



APPROVAL AND ACTIVATING ODIN

Requests go through program approval process and ODIN account matching.

This can take 10 minutes to 2 days.

Receive EMAIL with instructions to set up and activate ODIN accounts (by resetting passwords)



PAYMENT (BY OCT. 1)

Receive EMAIL with Next Steps, including final step: Payment.

Click on link to log into Registration website with ODIN login and password, review courses, and click on payment (will need to log in again).

Before You Start:

Determine whether you will need to upload any documentation in order to complete your registration. This is the case if:

- You have less than a 3.0 cumulative GPA. You will need to upload a transcript for consideration.
- You are eligible for financial aid. You will need to upload either your Free or Reduced lunch letter from this year or last year, or a school-issued letter verifying need (usually from a counselor)

Apply and Request Classes:

Go to pdx.edu/challenge-program, and click on REGISTRATION. Enter your preferred email (the one you check most frequently as this will be critical to completing registration).

Check your email for one titled **High School Dual Credit Program: Verification email (1st EMAIL)** with a “Verify Email” link. Click on the link to go to the application.

Complete the Student Account Application Form by entering the admissions information and pressing Submit. Continue to the Registration for Dual Credit Courses Form, selecting program (Challenge), school, grade level, GPA, Free/Reduced lunch eligibility. Upload GPA and/or financial aid documentation if required. Select your class(es).

If you need to change or add anything, log back in by going back to our website, clicking on “Registration” and entering your email again. This will take you to the Registration website.

When you click this SUBMIT button, you will see a jumping Viking with the message that “Your registration has been submitted.” Check your email for a **registration submission confirmation email (2nd EMAIL)**.

Course(s) Approval and Activating PSU ODIN (computer) Accounts

At this point, Challenge will be monitoring these registrations as they come in, checking for appropriate documentation and any mistakes while the Registrar’s office checks to see if you already have a PSU computer account, called an ODIN account. ***This process can take from 10 minutes to two days. Check your email.***

During this you will receive notice (**3rd EMAIL**) that your **PSU account is ready to be activated**. This email will include your ODIN username, PSU ID number, and a **link to OAM.pdx.edu (ODIN account management system)**. Click on this to activate your ODIN account. (Keep this email so that you have a record of your PSU ID number.)

At the OAM site, you will be asked to enter your PSU ID number (from the email you just received) and your birthdate. You will also have an activation code (also called an account claim code) which you need to set up your password and activate your account. **ACTIVATING YOUR ODIN ACCOUNT IS NECESSARY TO COMPLETE REGISTRATION AND PAYMENT**. Once an ODIN account is activated, it will be required to log back into the Registration website.

Payment

Once your registration request is approved and you have activated your ODIN account, you are ready for the final step, which is to pay. You will receive a **next-steps email (4th EMAIL)**. If you have not activated your ODIN account, it will remind you to do so. This email includes a link to the Registration website to review your registration and cost.

Click on the link to review and pay, signing in with your ODIN login and password. After review, click on the “Pay Now” button, which will take you to the PSU Single Sign-On page to log in again with your ODIN user name and password to get to the secure payment page. Once you submit your payment, you 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) including the 2% credit card fee. Payment by check is no longer accepted.

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

PAYMENT DEADLINE: OCT. 1, 11:59pm