



2022-2023
Dual Credit Program
Dual Credit Application and Registration
DualEnroll Integration – New Instructions

Announcement for SPRING 2023: We are excited to begin a new partnership with DualEnroll, an online application and registration system for dual credit students! For Spring 2023, we are rolling out a partial integration, meaning NEW STUDENTS must fill out the Dual Credit application on the Drury Dual Credit webpage; however, ALL students will register for dual credit courses through DualEnroll.

ONLINE STUDENTS must be able to access Canvas via MyDrury. ALL online students must use the 2-step authentication.

Thank you for your continued support! I appreciate your patience.

Warmest regards,

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ALL NEW Drury DC students must follow the directions for filling out the DC application, then need to either create or log in to their existing DualEnroll account.

- The entire application and registration process for **new students** involves the following steps:
 1. Completion of the DC application, via Drury's Dual Credit webpage.
 2. Online students ONLY:
 - a. Establishing a password in MyDrury
 - b. Setting up 2-step authentication for MyDrury (gives access to Canvas)
 - c. Access Canvas for online learning
 3. Creation of a DualEnroll account (if one is not already in use).
 4. Register for course/s (through DualEnroll).
 5. Payment (through DualEnroll).

Current DC Students: (students who have taken DC courses through Drury before) **ARE NOT** required to fill out the DC application but **ARE REQUIRED** to create/log into a DualEnroll account.

IMPORTANT for DC application and DualEnroll accounts: Students **MUST** use a personal email address. **DO NOT** use a parent's email address or a high school email address.

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NEW STUDENT Instructions:

Go to the DUAL CREDIT webpage:

<https://www.drury.edu/go/dual-credit-program/>



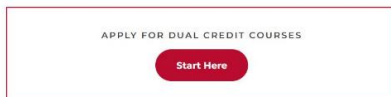
[Drury University's Dual Credit Program](#)

Drury University's Dual Credit program allows high school students to take classes during regular school hours or online. Call (417) 873-7676.

www.drury.edu

Click:

The **RED Start HERE button** takes students to the DC app. **ALL first-time students** must fill out the DC application.

**When filling out the DC application, please do the following:**

- Use capital letters appropriately for ALL proper nouns.
- Look closely at the example for entering: SSN, DOB, and phone number.
- **Students SHOULD NEVER fill out the DC application twice** or make up an SSN.
 - This is fraudulent.
 - This also causes multiple departments at Drury to clean up the error.
- Parents and Guardians please encourage your student to fill out the DC application themselves.

Students must have:

1. Their SSN. Enter as shown.
 - a. Foreign Exchange students must enter all 9's if they don't have an SSN.
2. A Personal Email Address (NOT their parent's/guardian's email).
 - a. Avoid using a HS email address, as many are blocked by the school district's firewall.
3. Ability to check their personal email's junk/spam folders for the link to set their password.
 - a. Most students will have to do this on their phone while at school.

Drury Username and Password:

- **ONLINE** DC students must set up a MyDrury account to access their course/s on CANVAS.
 - Online students will receive an email after they register for courses in DualEnroll and have been approved by all parties.
- **SEATED** DC students do not need to access MyDrury or CANVAS.

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2-Step Authentication Information/Directions: (For ONLINE STUDENTS ONLY!)

- Once NEW DC students receive their Drury Username and reset their password using the steps in the email, the next step is to set up a **2-step authentication** to access MyDrury.
1. Go to <https://drury.onelogin.com>
 2. Enter Drury email and password (this is your druryusername@drury.edu).



Please Login with your Drury email or Username:

Remember me

Continue

[Instructions](#) | [Forgot Password](#) | [Help](#)

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3. Set up Multi-Factor authentication (MFA)



Multi-factor authentication (MFA) is a secure authentication method that requires users to prove their identity by supplying two or more pieces of evidence (or factors) when they log in. One factor is something the user knows, such as their username and password. Other factors include something the user has, such as an authenticator app or security key.






Begin Setup

4. Select your preferred form of MFA. It is recommended to choose the OneLogin Protect App as the student's school may have protections/firewalls from alternate email accounts.

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Select Authentication Factor

-  OneLogin Protect App +
-  Alternate Email +
-  Authenticator +

- Choose OneLogin Protect App. Scan the QR code with your phone (be sure to use the student's phone for this, not a parent/guardian's phone). Skip the extension installation for now (you can install later).



 OneLogin Protect App

iPhone & Android

- Open OneLogin Protect
- Scan below QR Code




[Can't scan the code?](#)



[Change Authentication Factor](#)

- Download the OneLogin Protect App from your phone's app store.
- When the app is installed, click "**Activate**" on the previous screen from step



 OneLogin Protect App

- Download and install OneLogin Protect on your device

- When the app is installed, come back to this screen and click **Activate**

[Activate](#)

[Change Authentication Factor](#)

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8. Select “**Accept**” on the OneLogin Protect App. Every time you login to MyDrury, Canvas, or your Drury email you will be prompted to click accept on the OneLogin Protect App.



Please note:

While students wait for their login credentials from Drury, they can proceed to DruryDualEnroll.com and complete their registration/enrollment for courses without their Drury Username and password! See next page.

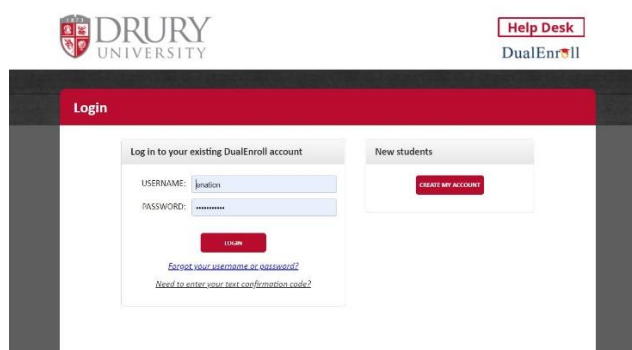
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REGISTERING FOR COURSES IN DUALENROLL:

- **After a new DC student** fills out the Drury DC application, they must **create a DualEnroll account**. ALL Students will register for course/s, complete the FERPA, and make payment through DualEnroll.
- **IF A STUDENT ALREADY HAS A DualEnroll ACCOUNT:** Applies to students who have taken DC courses through other universities that use DualEnroll
 - These students will use the SAME login info as they do for other universities.
 - Students will use the Drury DualEnroll link, shown below.

To create a DualEnroll account OR to login to your DualEnroll account to register for Drury DC courses, go to:

<https://drury.dualenroll.com/login>



CREATING a DualEnroll account:

1. After navigating to the link above, click “CREATE MY ACCOUNT” under “New Students”
2. Fill in all required fields, marked with a red asterisk *
3. Student will receive a text or email with a code that they must enter to confirm their account.
4. **IF A STUDENT KNOWS THEIR DRURY ID #** (they have taken Drury DC courses before), enter the ID# in “Application and ID”.
 - a. If a student **does not know their ID#**, you may enter the code sent to your phone or a 6-digit number as a place holder. DC staff will fill this in for the student in their DualEnroll account.
5. Continue filling in required fields.

Registering for courses:

1. Navigate to the “Courses” tab in DualEnroll.
2. Select the course you would like to register for.
 - a. You can search by keyword (title of the course, course number, etc.)
 - b. You may also filter online or seated courses depending on what you wish to take.
3. SEATED COURSES:
 - a. Choose the section of the course with your appropriate instructor/location.
4. ONLINE COURSES:
 - a. Students will see courses available to them by instructor (these are pre-assigned)
5. Under “Options,” select “Register”
6. An info box will appear giving the option to request another class, view status, or to logout.
 - a. If you are taking another DC course this semester, select request another class and repeat this process.
7. Student will receive an email confirming registration status.

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PARENTS/GUARDIANS:Parent Consent:

When your student provides your contact information and/or fills out the FERPA agreement, you will receive an email to provide parent consent allowing your student to enroll in their desired course/s.

You must sign the parent consent form electronically.

Payment:

Payment can be made with a credit card or by ECheck. The total is automatically generated for you depending on the course/s your student selected. Drury University is no longer accepting payment for DC courses.

Payment will process once your student's registration is complete. You will receive confirmation emails for completing this process, as well as when the payment is processed.