

# High School Administrator User Guide

**Welcome to the Advanced College Credit (ACC) program at Clackamas Community College!**  
Here's how to review and approve an ACC articulation utilizing DualEnroll.com.

## Step 1: Sign Articulation Agreement

Once a high school instructor and the associated course review have been approved by Clackamas to articulate an ACC class, you will be asked to review and sign the Articulation Agreement.

You'll receive an email from DualEnroll.com informing you of a task to be completed for the Course Review.

Log in to your account by clicking on that link or by going to <https://clackamas.app.dualenroll.com> and entering your account credentials.

**Subject:** DualEnroll.com: Action Required (ref #3736)

**From:** <[actionrequired@dualenroll.com](mailto:actionrequired@dualenroll.com)> (Add as Preferred Sender)

**Date:** Thu, Aug 03, 2017 6:45 am

**To:** <[clackhsadmin@dualenrolltest.com](mailto:clackhsadmin@dualenrolltest.com)>

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Dear Clack High School Admin (Test),

We are pleased to inform you that Clackamas Community College has approved the course review listed below. An Articulation Agreement has been uploaded for your review. Please log into your [DualEnroll.com](https://dualenroll.com) account to complete the required action. [Click here](#) to access your account.

John Teacher  
CLACKAMAS HIGH SCHOOL  
BT-160-Word I

Sincerely,  
[DualEnroll.com](https://dualenroll.com)

**Login**

Please log in. Need a login? [Click here](#) to create one.

LOGIN:

PASSWORD:

REMEMBER ME:

[Forgot your username or password?](#)  
[Need to enter your text confirmation code?](#)

At this point, you'll have access to the Course Syllabus and any other course documents provided during the course review process. Click on the filename (blue link) to access a file.

Once you have reviewed the documents, **please click on the "Yes" box to add your electronic signature to the Articulation Agreement.**

Click **COMPLETE STEP** when finished.

Once the Articulation Agreement is complete, you will receive an email informing you that the course review has been completed and instructing you where to find a copy of the Articulation Agreement if needed.

Clack High School Admin (Test) | Help | Logout

Profile    Actions

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High School Admin: Accept Articulation Agreement

Signed in successfully.

John Teacher has received all of the necessary approvals to teach the course BT-160 Word I. Please review the following documents and indicate your approval of the articulation agreement. Your selection of "yes" below will serve as your signature on the agreement.

Document	Size	Date	Filename
Current High School Syllabus Course Description	30983	2017-08-01	<a href="#">syllabus.docx</a>
Course Schedule	30983	2017-08-01	<a href="#">course_materials ii.docx</a>
Major Project Grading Rubric Evaluation	30983	2017-08-01	<a href="#">course_materials i.docx</a>

Articulation Agreement  
Please Check the box below to electronically sign the Articulation Agreement.

Yes, add my signature to the Articulation Agreement.

**COMPLETE STEP**

**Subject:** DualEnroll.com: Successful course review (ref #3736)

**From:** <[coursereview@dualenroll.com](mailto:coursereview@dualenroll.com)> (Add as Preferred Sender)

**Date:** Thu, Aug 03, 2017 7:07 am

**To:** <[clackhsadmin@dualenrolltest.com](mailto:clackhsadmin@dualenrolltest.com)>

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Dear Clack High School Admin (Test),

We are pleased to confirm that the course review listed below has been approved!

Should you like a copy of the Articulation Agreement, you can access the agreement via [DualEnroll.com](https://dualenroll.com) or contact the ACC office.

John Teacher  
CLACKAMAS HIGH SCHOOL  
BT-160-Word I

Congratulations on your continued partnership with Clackamas Community College!