High School Instructor User Guide

Creating and accessing your Dual Enroll Account

If you are a new instructor articulating for the first time with CCC, ACC staff will create your Dual Enroll account after the initial articulation inquiry and you will be sent two emails (be sure to check your junk/spam folders):

The first email will be from the ACC Coordinator and will contain your Dual Enroll username and password. You can change your password to something more secure upon first login.

The second email will be from Dual Enroll to confirm your account and log in. You can also log in directly at https://clackamas.dualenroll.com.

The college will first evaluate your overall credentials (Instructor Review), then work with you on each course for which you're approved to ensure the course aligns with the college curriculum (Course Review). You'll be notified via email each time you have a task to complete for these reviews.

Provide Profile and Credential Information

When using the DualEnroll system, a step assigned to you will be highlighted in yellow. You'll also have visibility to steps assigned to other participants throughout the process but these will not be highlighted.
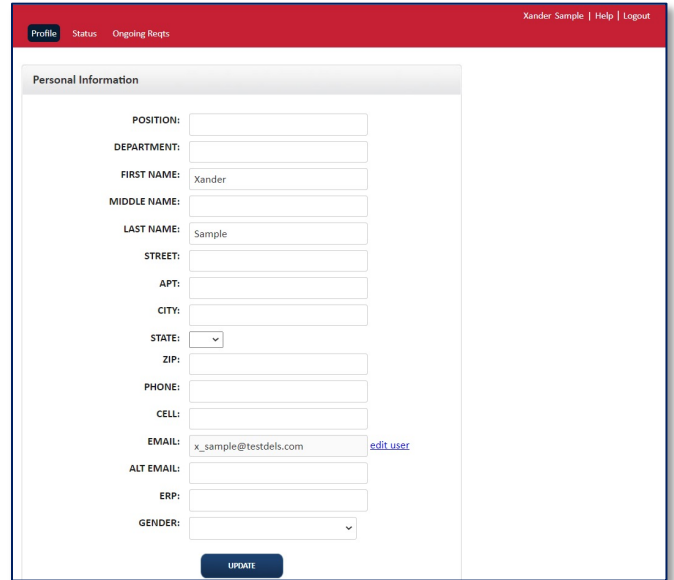
On the Status tab, you'll be asked to complete three steps to provide the information which will allow Clackamas CC to evaluate your credentials and approve you for the appropriate courses. Each step is explained in more detail below.
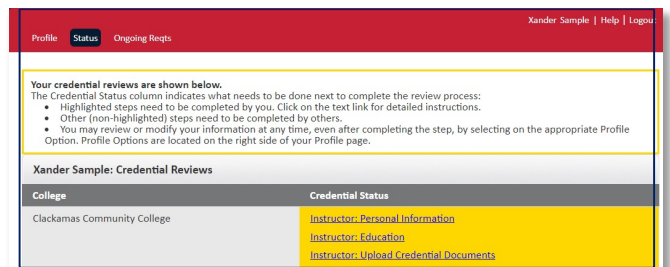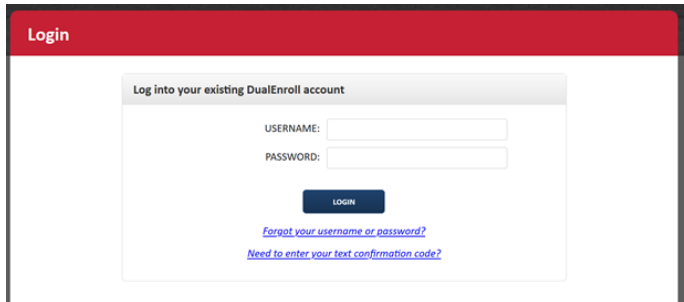
Personal Information:

Much of this screen will be filled out already for you, but be sure to verify your full name, address and contact information are correct and update any fields that are incorrect. If you provide both a primary and secondary email address (for example a high school and a personal email), notifications will be sent to both. You can ignore the Position, Department and ERP fields; these will be used by the college later in the process. Click **UPDATE** to save your information and complete the step.
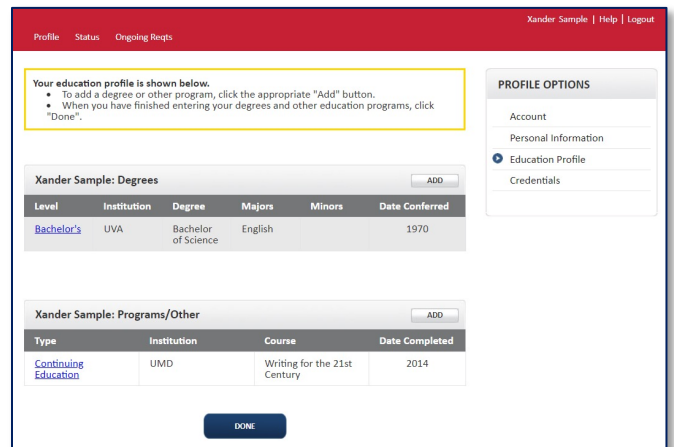
Education

Use the Add buttons to provide information about your educational background and qualifications. In addition to completed degrees, you can provide information about partial degrees or other certifications under Programs/Other.

Fill out each educational item then click **CREATE** to add the item to your Education Profile.

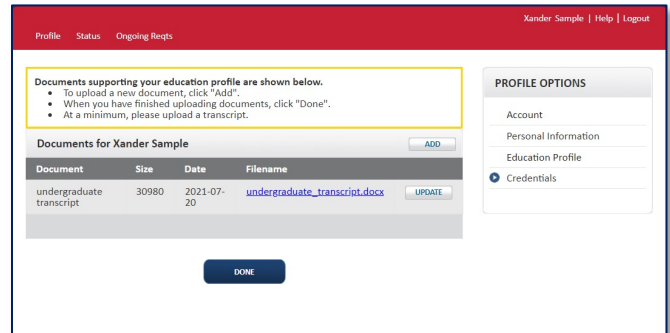Click **DONE** when you are finished adding all degrees and other programs.

Upload Credential Documents

The college needs documents which support your credentials. Transcripts and a resume are required, but you can also provide additional documents you believe will help the college evaluate your qualifications.
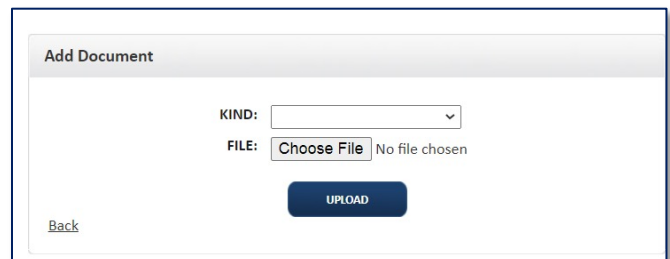
Click **ADD** to access the file uploader and upload a credential document. You'll be asked to choose what **KIND** of file you're uploading. (The system checks that all required document types have been uploaded and will remind you if you've overlooked something). Click **Choose File** to navigate to the document then click **UPLOAD** to import the document. Repeat for each document.

If you upload the wrong document, click **UPDATE** which will allow you to delete the file.
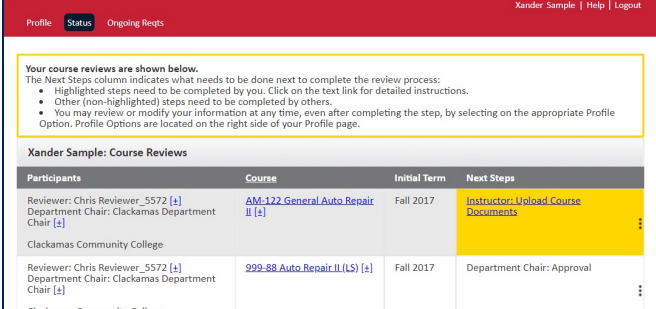
Click **DONE** when finished.

Your credentials will now be forwarded to the college for review. You'll receive email notifications if the college needs additional information and when you have additional tasks for your approved courses. Please check your junk/spam folder periodically as the emails are sometimes erroneously routed there.

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You'll be notified when the college has completed your Instructor Review, which will begin the Course Review for each of your approved courses. You'll be notified of a task to submit course documents for each course for review by the college.

View Pending Tasks

You'll be notified by email of a pending task to upload course documents. Click on the link in the email or log directly into your account to access the task. The pending task will be highlighted in yellow on your **STATUS** tab. **STATUS** will always display all steps relevant to you. Any steps that require action from you will be highlighted in yellow.

Upload Course Documents

Clackamas needs information about this course as taught at your high school to prepare an articulation agreement. Please provide the name used for this course at your high school and the length of the course.

Use the link to upload any course materials that will help the college verify curriculum alignment. A syllabus is always required, but additional items like graded assignments, rubrics, etc. can also be helpful. You can provide as many documents as you'd like. For each document, indicate a document type and click **UPLOAD** to import the document. Repeat (3) until all documents have been uploaded to the system.

Click **COMPLETE STEP** when finished. Your course materials will then be sent to the department chair for review. If your materials are incomplete or the department chair has questions, you will be notified via email and may be asked to edit/upload additional documents.
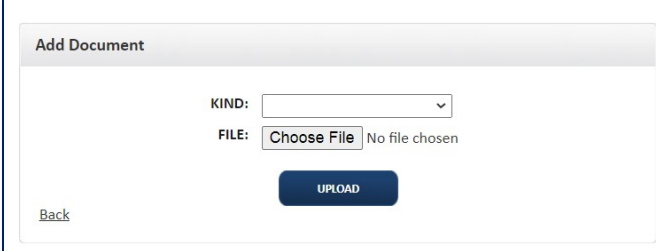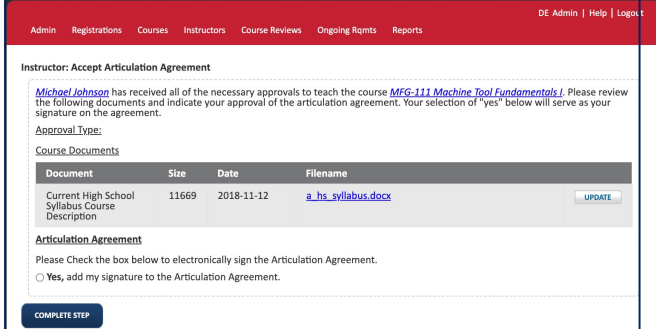

Accept Articulation Agreement

Finally, once approved by the department chair, you'll be asked to accept the college articulation agreement. Your electronic signature will be included on this agreement, and the agreement will then be sent to your high school administrator to electronically sign. Once all signatures are present, the approval process is complete.