

User Guide for ACMin Dual Credit Website - Students

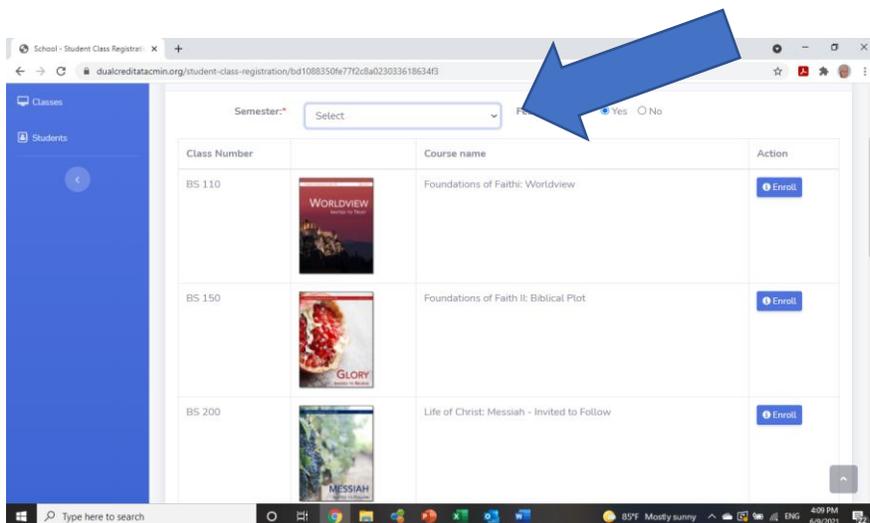
<https://www.dualcredittacmin.org/login>

Complete the One-Time Enrollment Form

1. Go to the website above.
2. Enter your school's AI Code. (If your school does not have an AI code, contact the instructor or administrator at your school responsible for the Wheaton Press Dual Credit Program for specific instructions.)
3. Enter your email address. Type it carefully, double check it, and use an email that you check regularly.
4. Create your password and WRITE IT DOWN in a secure location for later access. You'll need your password to register for classes each semester and to order transcripts as needed. (See below.)
5. Complete all the requested fields and upload the requested identity verification documents.
6. Pay the one-time enrollment fee (\$50). Once enrolled, you may register for all available dual credit courses in the semester that they are offered.

Enroll in Your Class

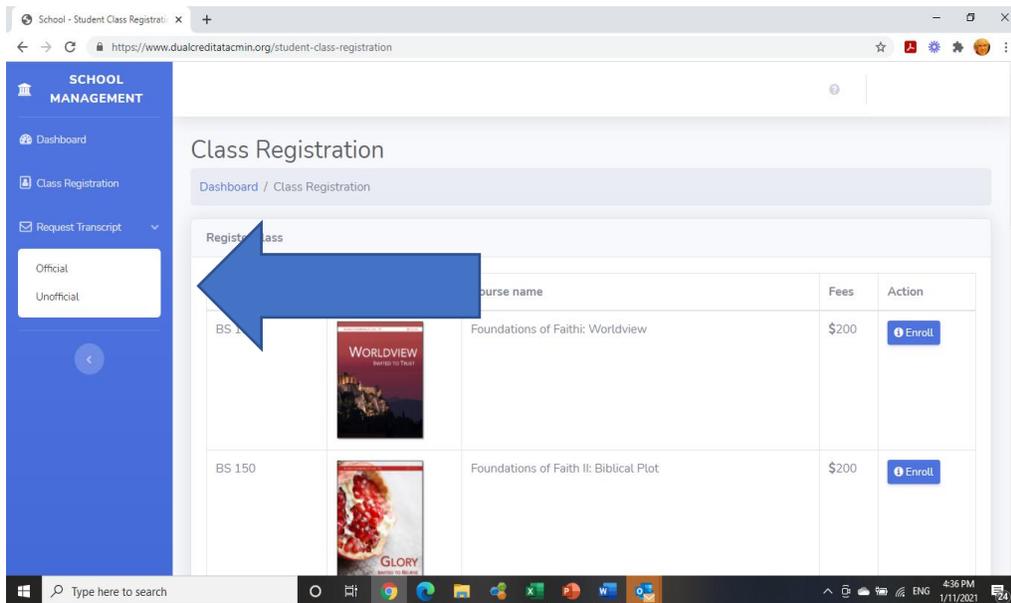
1. Log into your student account.
2. Select "Class Registration."
3. Choose which semester you are enrolling from the drop-down menu.
4. Click the "Enroll" button for the course you intend to pursue.
5. Pay the course registration fee.



Order a Transcript

Transcripts may be ordered at any time. If grades are missing from your transcript, please notify the Dual Credit supervisor **at your school** to ensure that the Dual Credit Registrar has entered final grades. (Do not contact dualcredit@acmin.org if your record is missing grades.) To order a transcript, click on the drop-down menu on the left side of your screen (Request Transcript) to select an official or unofficial transcript.

- Unofficial Transcripts will be emailed to the email address on file. You may change your email address at any time by updating your personal profile from the log-in screen.
- Official Transcripts will be emailed to the institution that you designate. The cost to send an official transcript is \$10.00 USD.



The screenshot shows a web browser window with the URL <https://www.dualcreditacmin.org/student-class-registration>. The page is titled "Class Registration" and has a breadcrumb trail "Dashboard / Class Registration". On the left, there is a "SCHOOL MANAGEMENT" sidebar with a "Request Transcript" dropdown menu. The dropdown menu is open, showing "Official" and "Unofficial" options. A blue arrow points to this menu. The main content area shows a table of classes with the following data:

Course ID	Course Name	Fees	Action
BS 150	Foundations of Faith: Worldview	\$200	Enroll
BS 150	Foundations of Faith II: Biblical Plot	\$200	Enroll