

REGISTER FOR YOUR KIRKWOOD CLASSES USING DUAL ENROLL

Complete these next steps and start earning college credit now!

STEP 1: DETERMINE YOUR CURRENT STATUS

Read each scenario below to determine which applies to you. Then follow the instructions given.

- I have a k-number and password, and I know both. Go to **STEP 4**.
- I don't remember my k-number and/or password, or I'm not sure if I have a k-number. Go to **STEP 3**.
- I don't have a k-number & password (I've never applied to Kirkwood). Go to **STEP 2**.

STEP 2: APPLY

- Apply to Kirkwood at www.kirkwood.edu/hscreditapply.
- Check your email for instructions to get your k-number (*Subject Line: Your Next Steps*); please note, it may take up to an hour for the email to arrive.
- Activate your Kirkwood account at www.kirkwood.edu/setup.
- Note: It will likely take 1-2 days for your application to process.
- Once you have completed the activation process, go to **STEP 4**.

STEP 3: RECOVER K-NUMBER AND/OR PASSWORD

- For k-number, go to www.kirkwood.edu/knumber.
- Enter your **preferred name & email** used on your Kirkwood application; if an error shows that no record exists, go to **STEP 2**.
- For password, go to www.kirkwood.edu/password and select [Establish or Forgot my password](#).
- Once you have both your k-number & password, go to **STEP 4**.

STEP 4: REGISTER FOR CLASSES USING DUAL ENROLL

- Go to www.kirkwood.dualenroll.com/.
- Login with your k-number & password.
- Read & fill out initial entry screens.
- Select from the following term available: **2021 Spring Alternative Credit**
 - Winter session classes start 12/15/20.
 - Spring full semester classes start 1/25/21.
 - Spring late start semester classes start 2/15/21.
- Search for courses using the filters on the left side, such as Term, Location, Course keyword, etc.
- Choose courses that you would like to take.
- Your counselor will have to approve your choices in order to be registered.
- Once registered, please review your schedule at www.kirkwood.edu/myhub.