



# ADVANCED OPPORTUNITIES

## Student Registration Instructions

Registration is a two part process:

### **Step 1: CREATE AN ADVANCED OPPORTUNITIES ACCOUNT**

1. Go to [www.sde.idaho.gov/student-engagement/advanced-ops](http://www.sde.idaho.gov/student-engagement/advanced-ops)
2. Choose "Apply for Advanced Opportunities" (blue horizontal bar in the middle of the page)
3. Select "Create an Account" in the top right corner
4. Fill in all the information (if you don't know your EDUID, leave it blank)
5. Choose "Enroll New Student" to submit
6. Verify the account, using the confirmation email sent to the student. *(Sometimes these go to student spam folders. If they aren't received instantly, there is a problem.)*

From here, your school will verify your account. Once this is done, you may sign up for funding.

### **Step 2: REQUEST FUNDING FOR COURSE/EXAM**

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1. Go to <https://advancedops.sde.idaho.gov> and login
2. Choose "Student Landing"
3. Apply for funding
  - a. Choose Exam or Course
  - b. Register the information for that course/exam: Most courses or exams are available in a drop down menu. *If you don't see your course or exam, contact your counselor. He or she may need to enter the course for you.*
  - c. Submit your registration.
4. The counselor will then verify your registration.
5. Deadlines for reimbursement requests are as follows:

Term	Student Access Window
Summer 2017	May 12 <sup>th</sup> – June 30 <sup>th</sup>
Fall 2017	August 21 <sup>st</sup> – September 29 <sup>th</sup>
Spring 2017	January 8 <sup>th</sup> – February 23 <sup>rd</sup>
Trimester 1- 2017	August 21 <sup>st</sup> – September 29 <sup>th</sup>
Trimester 2- 2017	November 20 <sup>th</sup> – January 19 <sup>th</sup>
Trimester 3- 2018	February 12 <sup>th</sup> - March 30 <sup>th</sup>

6. Payment will be disbursed directly to the college/school district at the end of the semester. Student accounts with providers may show a balance due until that time.