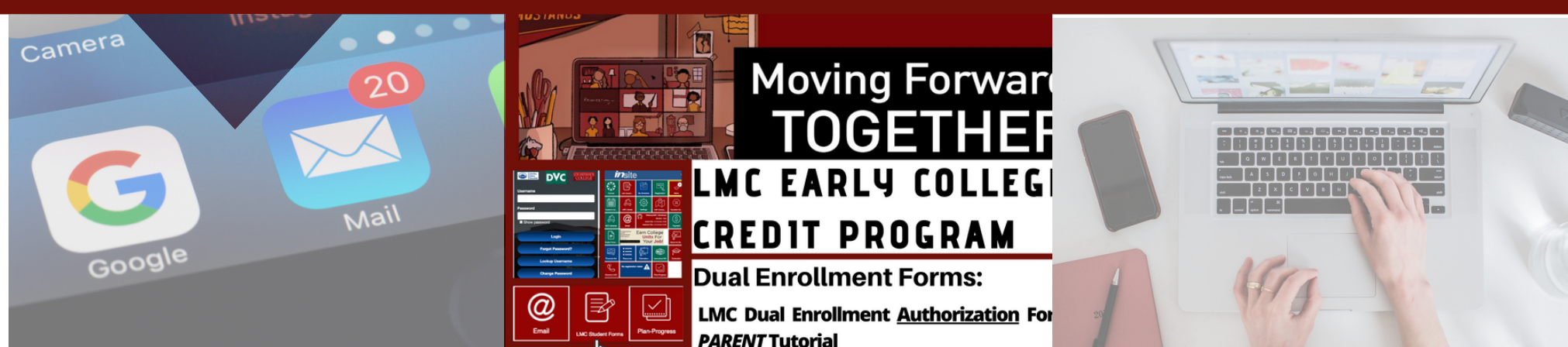


# Los Medanos College Dual Enrollment AUTHORIZATION Form: STEPS FOR PARENT/GUARDIAN

## What you should know:



- By completing the Dual Enrollment AUTHORIZATION Form, you are approving your student to take Dual Enrollment courses with Los Medanos College.
- YOU will receive 2 emails in total. The first will be from "forms@losmedanos.edu" & the 2nd will be a "verification of signature account creation" email from "notify@ngwebsolutions.com".
- To avoid technical issues, we recommend parent/guardians use a different device or different browser from what their student is using. (i.e. use your phone/tablet if your student uses the home computer and/or use Chrome if your student is using Internet Explorer)
- For additional information, video tutorial and support, go to the [LMC Dual Enrollment Webpage](http://www.losmedanos.edu/earlycollegecredit/dual.aspx)  
[www.losmedanos.edu/earlycollegecredit/dual.aspx](http://www.losmedanos.edu/earlycollegecredit/dual.aspx)

## 3 Steps:

- 1** **1ST TIME DUAL ENROLLMENT STUDENTS WILL INITIATE THE DUAL ENROLLMENT AUTHORIZATION FORM**
  - Once the form is submitted by your student, it will be routed to the HS counselor for approval & then to you at the email address that your student entered for you.
- 2** **CREATE YOUR LMC ELECTRONIC SIGNATURE ACCOUNT**
  - When you receive the 1st email from "forms@losmedanos.edu, you will follow the instructions to create a LMC electronic signature account. Take note of the Username & Password you create, as you will need it in Step 3.
  - AFTER completing the steps in the 1st email, you will receive a 2nd email (from "notify@ngwebsolutions.com). This is an email verification for your LMC signature account. Follow the steps in the email.
- 3** **SIGN THE DUAL ENROLLMENT AUTHORIZATION FORM ELECTRONICALLY & SUBMIT**
  - AFTER completing the steps in the 2nd email, you will be guided to sign the Dual Enrollment Authorization Form to sign electronically. Follow the steps.
  - When YOUR part is completed in the Dual Enrollment AUTHORIZATION Form, you will be able to view, download and print if desired. Your part is complete.

**SPRING ENROLLMENT FOR DUAL ENROLLMENT STUDENTS**  
**BEGINS TUESDAY, NOVEMBER 24TH, 2021 AT 3:00PM**

For more information or help contact:  
K-12 Senior Program Coordinator: Kelly Green [kgreen@losmedanos.edu](mailto:kgreen@losmedanos.edu)