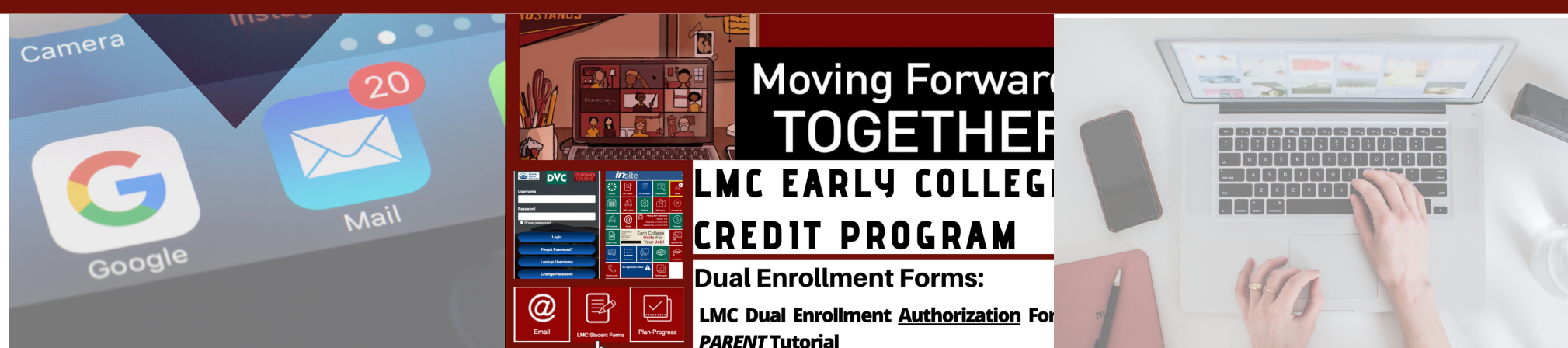


# Los Medanos College Dual Enrollment AUTHORIZATION Form: STEPS FOR PARENT/GUARDIAN

## 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 only need to submit this form once and it is valid for all of your student's high school years.
- 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)
- Know the registration dates for Dual Enrollment students. They are posted here: <https://www.losmedanos.edu/dates/index.aspx>
- For additional information, video tutorial and support, go to the [LMC Dual Enrollment Webpage](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.

For more information or help contact:

K-12 Senior Program Coordinator: Kelly Green [kgreen@losmedanos.edu](mailto:kgreen@losmedanos.edu)