



# 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**

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 2016	July 1 <sup>st</sup> – July 30 <sup>th</sup>
Fall 2016	August 15 <sup>th</sup> – September 30 <sup>th</sup>
Spring 2017	January 11 <sup>th</sup> – February 24 <sup>th</sup>
Trimester 1- 2016	August 15 <sup>th</sup> – September 30 <sup>th</sup>
Trimester 2- 2016	November 9 <sup>th</sup> – December 23 <sup>rd</sup>
Trimester 3- 2017	February 1 <sup>st</sup> - March 31 <sup>st</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.