# BCC Dual Enrollment Application & Registration Instructions
(for students)

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**Step I**

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**For students new to the BCC Dual Enrollment program**
   A. Open any web browser and navigate to bergen.edu/dualenrollment
   B. Click on the "Apply to the Dual Enrollment Program" button
   C. Fill out each page of the application and click submit. Use **your** personal email address (not your parent's email) when completing the application. **DO NOT USE YOUR HIGH SCHOOL EMAIL ADDRESS.**
   D. Within 1-2 business days you will receive a "**Ready to Register**" email with a link to the registration form. The email will come from dualenrollment@bergen.edu.
   E. Click the link in the 'Ready to Register' email.

**For students who participated in the BCC Dual Enrollment program last year**
   A. Open any web browser and navigate to my.bergen.edu
   B. Enter your Bergen email and then on the next screen click on "Forgot Password " to reset your password. (All passwords expire after 90 days of inactivity). You will be then asked to set up Multi Factor Authentication (MFA). For instructions on how to setup your MFA go to:
   https://bergen.edu/faculty-staff/information-technology/multi-factor-authentication/
   C. Once your password & MFA has been set, go to https://lf.bergen.edu/forms/reg0006

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**Step II**

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   A. Log into the registration form using your bergen credentials.
   B. Complete Section A, B, C & D. Some fields will be pre populated.
        a. Section A - Personal Information
        b. Section B - High School/Course Information
        c. Section C - Student Signature
        d. Section D - Parent Information
   C. Click 'Submit' button on Page 2.

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**Step III**

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   A. Your parent will receive an email to electronically sign the registration form. *See below instructions for parents on how to electronically sign the registration form.*

   Remember - Your registration **WILL NOT** be processed until the parent e-signs the registration form.

B. Once the registration form is e-signed by the parent, your counselor will receive a request electronically to approve your registration. Your registration will be processed within 2 business days, after receiving approval from your counselor. You will then receive an email and a text msg (if a cell phone number was provided) with payment instructions. The email will come from forms@bergen.edu with subject '*Dual Enrollment Form - Approved*'. Make sure you check your spam folder too. You can also check your balance and pay your bill by going to https://my.bergen.edu

For assistance with username, password or other technical issues, please contact the BCC Help Desk at 201-879-7109. For Help Desk hours please go to:
https://bergen.edu/faculty-staff/information-technology/help-desk/
*Please note passwords can only be reset at the request of the student. Parents/Counselors cannot call and request password resets.*

# BCC Dual Enrollment E-Sign Instructions

(for parents)

1. Once your child completes the online BCC Dual Enrollment Registration form you will receive an email at the email address they provided in the form.
2. Log in to the email that was provided on the registration form.
3. You will see an email from 'OneSpan Sign' with the subject line "Bergen Community College Esign Account has added you as a Signer to "BCC Dual Enrollment Reg Form - <child's name>"
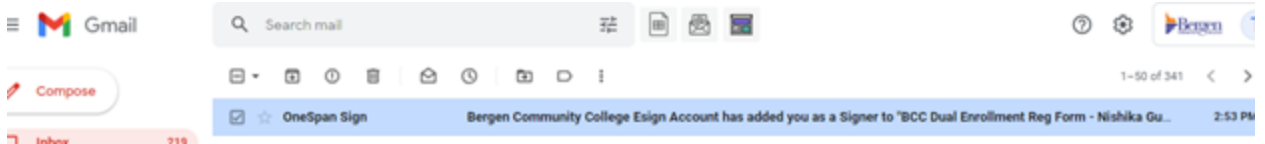


4. Open the email and click on ' Go to Documents'
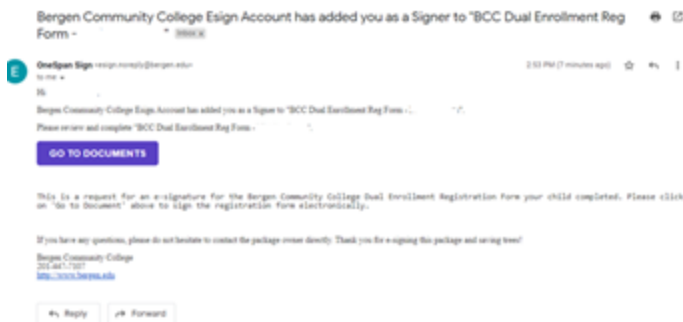


5. Click 'Get Started'
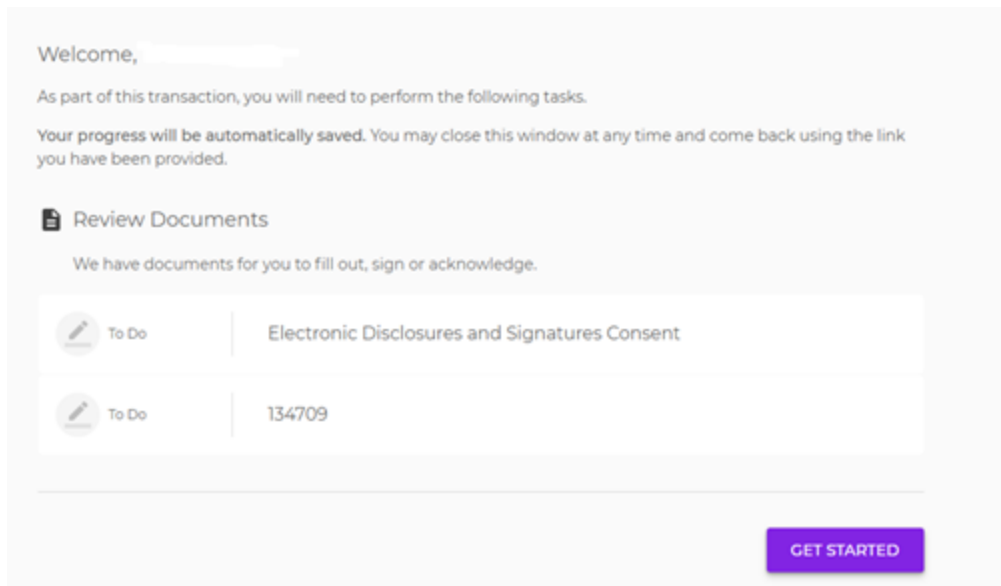


6. Check the check box and click 'Accept'

**Read & accept this document**

☑ I have read and agree to the terms of the eSign Disclosure Document.    **ACCEPT**

## OneSpan Sign Consent and Disclosure ("eSign Disclosure")

By clicking to accept this eSign Disclosure you are consenting: (i) to execute documents with OneSpan using its e-signature tool, OneSpan Sign; (ii) that OneSpan may record and retain audio and/or video recordings of Virtual Room sessions (if applicable), and (iii) to exchange documents

7. Click 'Next'



8. Click 'Sign'



9. Draw your signature and click 'Done'
10. Click Confirm



11. Click 'Download Document' if you want to download a copy of your signed form.
12. Click 'Continue'.