

Welcome to the dual enrollment program at LeTourneau University! LETU provides a convenient online registration process using DualEnroll.com. Here's how to register for your LETU course(s).

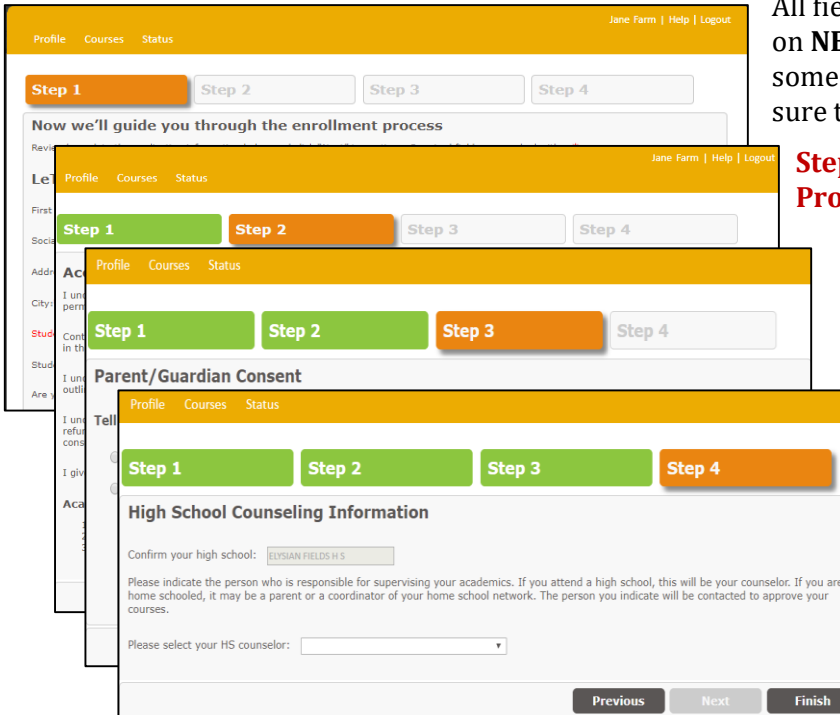
## First Time Students - Create an Account

You can register by computer or right on your smart phone by entering <https://letu.dualenroll.com/login> and using the link to create a new account.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (\*) are required. You must provide an email account and/or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

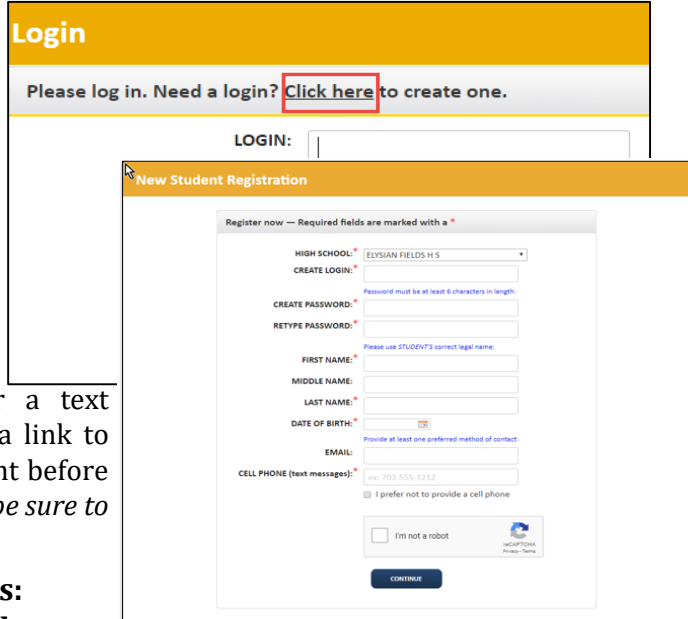
Once you click **CONTINUE**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

**LETU has a four-step pre-registration process: Each step must be completed before you can be registered.**



The screenshots show a four-step process:

- Step 1:** "Now we'll guide you through the enrollment process".
- Step 2:** "Parent/Guardian Consent".
- Step 3:** "High School Counseling Information".
- Step 4:** "Finish".



The top screenshot shows the "Login" page with the text: "Please log in. Need a login? [Click here](#) to create one."

The bottom screenshot shows the "New Student Registration" form with the following fields:

- HIGH SCHOOL: ELYSIAN FIELDS H S
- CREATE LOGIN: \*
- CREATE PASSWORD: \* (Password must be at least 6 characters in length)
- RETYPE PASSWORD: \*
- FIRST NAME: \*
- MIDDLE NAME: \*
- LAST NAME: \*
- DATE OF BIRTH: \*
- EMAIL: \* (Provide at least one preferred method of contact)
- CELL PHONE (text messages): \* (e.g. 703-555-1212)
- I prefer not to provide a cell phone
- I'm not a robot
- CONTINUE

### Step 1: Complete Enrollment Application

All fields with an asterisk are required. Click on **NEXT** when complete. Please note that some browsers auto generate fields, so make sure the student's name is listed on the app.

### Step 2: Accept LETU Terms and Program Expectations

**Step 3: Parent/Guardian Consent**  
Enter email address for parental consent or select to print and scan your signed consent form.

### Step 4: Select Guidance Counselor/Course Approver

Select your guidance counselor from the dropdown list box. If you are home schooled or attending a non-partner school, provide the information requested about the person responsible for your academics. (Usually your parent.) Make sure they know they will be receiving an approval email from DualEnroll.

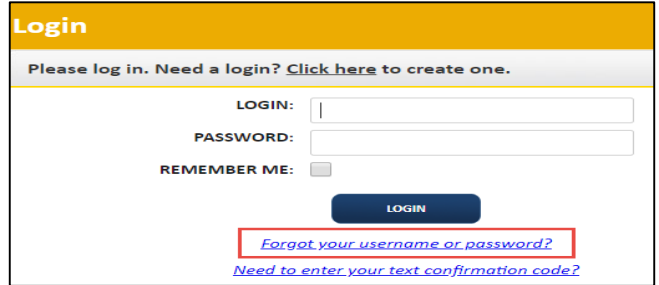
Click **Finish** when complete..

**Your account is now ready for use and you can begin registering for courses.**

## Returning students and Registering for Classes

If you've forgotten your user name or password, we have you covered. You can retrieve your user name and/or reset your password using the link on the login screen. Please note that your **MyLetu** login and password is not the same unless you set it up that way.

Once logged in, click on the **Courses** tab to review the course list.



**Login**

Please log in. Need a login? [Click here to create one.](#)

LOGIN:

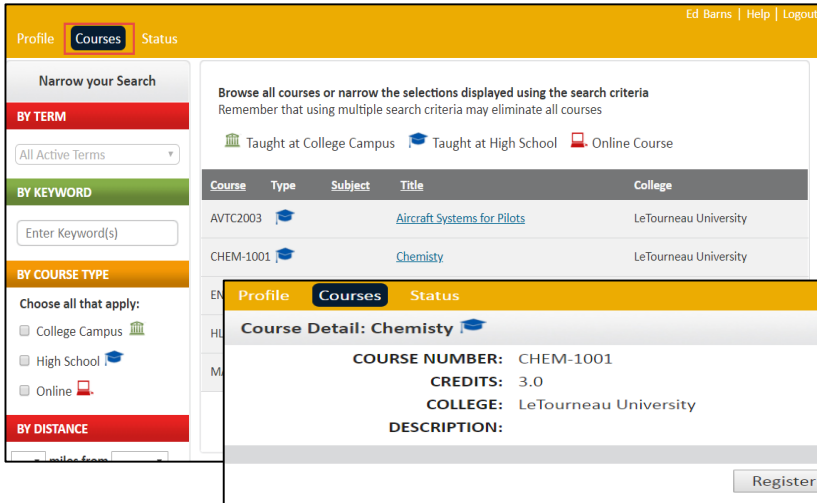
PASSWORD:

REMEMBER ME:

**LOGIN**

[Forgot your username or password?](#)

[Need to enter your text confirmation code?](#)



Profile **Courses** Status

Narrow your Search

**BY TERM**

All Active Terms

**BY KEYWORD**

Enter Keyword(s)

**BY COURSE TYPE**

Choose all that apply:

College Campus

High School

Online

**BY DISTANCE**

Browse all courses or narrow the selections displayed using the search criteria  
Remember that using multiple search criteria may eliminate all courses

Taught at College Campus  Taught at High School  Online Course

Course	Type	Subject	Title	College
AVTC2003			Aircraft Systems for Pilots	LeTourneau University
CHEM-1001			Chemistry	LeTourneau University

**Course Detail: Chemistry**

**COURSE NUMBER:** CHEM-1001

**CREDITS:** 3.0

**COLLEGE:** LeTourneau University

**DESCRIPTION:**

**Register**

### Register for Course(s):

The course finder shows you which LETU courses are being offered. Use any of the filtering options on the left to narrow down your search. Remember, you will not see the correct courses if you do not select the correct filter. Click on the course name to see the detailed description.

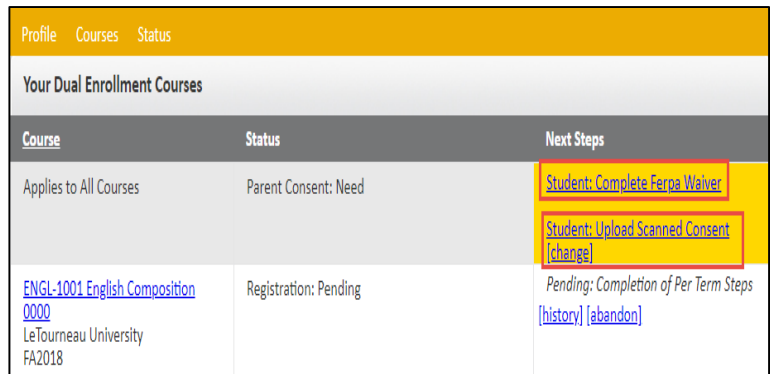
When you've made your decision on a course, click the **REGISTER** button to start the registration process. You can go back to the **Courses** tab and repeat the process if you want to take more than one course. Don't forget to set the filter each time.

### Click on the Status Tab at the top

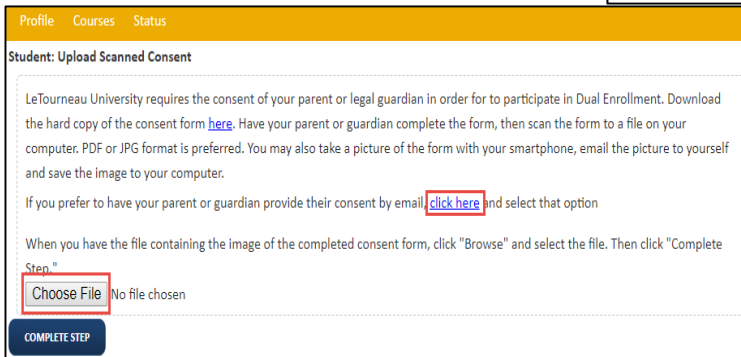
Any task required of you will be highlighted in yellow under the **Next Steps** column. Make sure you have completed ALL tasks.

**FERPA Waiver:** All students are required to fill out a FERPA Waiver.

Click on the blue **Student: Complete FERPA Waiver** active link to display the terms and conditions. Enter required fields and select to accept the terms, then click the **COMPLETE STEP** button.



Course	Status	Next Steps
Applies to All Courses	Parent Consent: Need	<a href="#">Student: Complete Ferpa Waiver</a> <a href="#">Student: Upload Scanned Consent (change)</a>
<a href="#">ENGL-1001 English Composition 0000</a> LeTourneau University FA2018	Registration: Pending	<a href="#">Pending: Completion of Per Term Steps (history) [abandon]</a>



Profile **Courses** Status

**Student: Upload Scanned Consent**

LeTourneau University requires the consent of your parent or legal guardian in order for to participate in Dual Enrollment. Download the hard copy of the consent form [here](#). Have your parent or guardian complete the form, then scan the form to a file on your computer. PDF or JPG format is preferred. You may also take a picture of the form with your smartphone, email the picture to yourself and save the image to your computer.

If you prefer to have your parent or guardian provide their consent by email, [click here](#) and select that option

When you have the file containing the image of the completed consent form, click "Browse" and select the file. Then click "Complete Step."

**Choose File** No file chosen

**COMPLETE STEP**

### Provide Parent Consent:

Click on the blue click here link to have your parent receive a consent form link via email. You will only have the **Student: Upload Scanned Consent** step if you selected to scan the parental consent during the Pre-registration process. Click on the blue **Upload Scanned Consent** link. You can click on **Choose file**, to upload the scanned consent or Click **COMPLETE STEP**.

## Welcome to LeTourneau University!

Your Counselor/Course Approver will take it from here. Check your **Status** screen for periodic updates.