**Original question:**

**What process do you use to help your student register for ACP credit?**

**I took over ACP as a duty this year.  One or two teachers took it upon themselves to try to help their students register, but almost all of them wanted me to lead the process.  I went into almost all of our ACP classes (11 class periods) and tried to help students register, but many had difficulty with seemingly simple tasks such as remembering their IU passphrase, resetting their IU passphrase, etc.  For students new to ACP, it's a two-step process since they have to wait awhile after they create their IU accounts before they can log in which means I can't help them complete registration within one class visit.  Even after spending a lot of time in classrooms, I spent a lot of time with students one-on-one afterward helping them through the process (which sometimes resulted in a 20 minute phone call with UITS).  It was effective in that every student who wanted credit eventually registered, but I need to find a more efficient way due to lack of time (and patience).  In the future we are going to try having registration sessions during Homerooms so I can see more students at once (to avoid going into every classroom), but when we've tried larger group meetings in the past many students miss, and I still end up with a lot of individual follow-up.**

**If anyone has tips for a super efficient yet effective ACP registration process, please share your ideas!**

**Responses:**

* I have students do it themselves-- if they don't complete it or get registered, I contact parents to let them know but have learned I have to leave it to the students to get it done.  We have one teacher that walks them through the whole process in her classroom which is great and she is wonderful at it.
* The struggle to have kids remember all of these logins is real!
	+ Some suggestions:
	+ Have a school set of logins. - they use the same logins for all school related stuff.
	+ Use the powerschool login.
	+ Have them email a screen shot of the login info to themselves. They'll be able to retrieve it later.
	+ They can take a picture or enter in "notes" on their phone.
* I would love to hear the responses you receive on this topic.  This is my second year handling ACP at my building and we had some similar struggles.  The FAQ page on ACP's website resolved almost all of my students' problems, but it was a huge struggle just getting them to go to the page.  Many of my students also forgot which email address they gave to IU so the weren't sure where to look for the registration email.  Yesterday at the ACP principals and counselors seminar another counselor suggested providing the list of names and email addresses to the ACP teachers so the students could check which email address they used more easily than having them all reach out to me.  She also suggested that in addition to the rosters that ACP uses to determine who wants credit also having a sheet that students who do want credit have to sign.  That way if they come back later saying they wanted the credit or didn't know about it she had documentation.  I hope you get some helpful responses!