

ADVANCED OPPORTUNITIES WEB-BASED PORTAL 8.0

# Student User Manual



IDAHO STATE DEPARTMENT OF EDUCATION  
STUDENT ENGAGEMENT AND SAFETY COORDINATION | ADVANCED OPPORTUNITIES

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
## PROGRAM SUPPORT

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Additional resources are available on the Advanced Opportunities website:  
<http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html>

See the Training tab for further resources. 

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## PROGRAM OVERVIEW

### Advanced Opportunities

The Advanced Opportunities program provides every student attending an Idaho public school in grades 7-12 an allocation of \$4,125 for certain courses and exams, in which a student may incur a cost. These include:

- **Overload Courses:** An overload course is a high school level course that is taken in excess of a full course load and outside of the student's regular school day. These courses can be offered online, during the summer, and/or before or after school. If a student incurs a cost for such courses, the Advanced Opportunities program can pay up to \$225.00 for the cost of the course.
- **Dual Credit:** Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The Advanced Opportunities program can pay up to \$75.00 per credit. Dual Credit courses can be taken in a student's high school, online, by virtual conferencing, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found in the Links Tab on the Advanced Opportunities [website](#).
- **Exams:** A student can utilize funds to pay for a variety of exams and proctoring fees. Exams include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), college entrance exams, and Career & Technical Education (CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available in the Resource Files on the State Advanced Opportunities [website](#).
- **Workforce Training Courses:** Students may use up to \$500.00 per course (\$1,000.00/year) to cover the cost of approved, regionally in-demand workforce training courses or apprenticeships that are not available at their high school. These opportunities must be provided by an Idaho public technical college; lead to an industry-recognized certificate, license, or degree; and allow high school students to participate.

*Remedial or repeated content is ineligible for funding through the Advanced Opportunities program.*

## Challenging Courses

Students may want to graduate early or earn credit from prior experiences. A student may achieve credit for coursework by demonstrating mastery of a subject's content standard. Each school district will have policies on how a student can demonstrate mastery and is required to have criteria on how students can challenge courses. If the student meets the level of mastery set by the local school board for a given set of standards, the school can grant the student high school credit without requiring that the student take the course.

## Early Graduation Scholarship

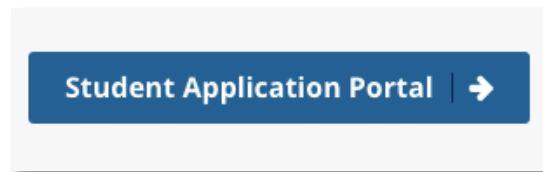
Early Graduation Scholarships are available for students who graduate at least one full year early from an Idaho public high school. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for secondary school students in a given school year. This equates to roughly \$2,000. Scholarships can be used at Idaho public post-secondary institutions, which include workforce training programs.

Students must apply for the scholarship through the Advanced Opportunities portal using the [student login](#). Schools must code the students as an early graduate using the appropriate exit code and the postsecondary institution must confirm enrollment before funds will be sent directly to the institutions in the term during which the student begins the postsecondary program.

## PORTAL ACCESS

It is recommended that every student who utilizes Advanced Opportunities funding create an account for the Advanced Opportunities portal. The portal can be used to request funding, track funding requests, view balances and holds, and apply for the Early Graduation Scholarship.

To access the portal, a student will visit the [Advanced Opportunities home page](#) on the State Department of Education website. From there the student will click on the blue “**Student Application Portal**” button.



From the portal landing page, the student can create a new account or log into an existing account.

### Advanced Opportunities

Welcome to the Advanced Opportunities Portal. In this portal you will be able to request funding through the Advanced Opportunities program for overload courses, dual credit, and exams. Additionally, you will be able to track expenditures of your allocation. Please note that all accounts and requests must be approved through your local school district.

Before creating an account, please visit the [State Department of Education website](#) to learn about Advanced Opportunities, and meet with your counselor to make a plan.

Please contact your school counselor with questions.

[Click Here to Log In](#)  
[Create an Account](#)


### Creating a New Account

To create an account, the student will select “Create an Account”.

### Student Login

Email Address:

Password:

I'm not a robot  reCAPTCHA  
Privacy - Terms

### Enroll New Student

Once your account is created and email address validated, please contact the Advanced Op until your enrollment can be verified and your account validated by your school.

**EduID/State ID Number (Optional - if known):**

**Email:**


**Password:**

**Confirm Password:**

**First Name:**

**Middle Initial:**

**Last Name:**

**Birth Date:**  

**Gender:**  ▼

**Select your district:**  ▼

**Select your school:**  ▼

The student will complete the Enroll New Student page. It is important that the student completes all fields (with the exception of the EduID field, which is optional).

Once this page has been completed, with the student reading and acknowledging the risk statement at the bottom of the page, the student can click on the “**Enroll New Student**” button.

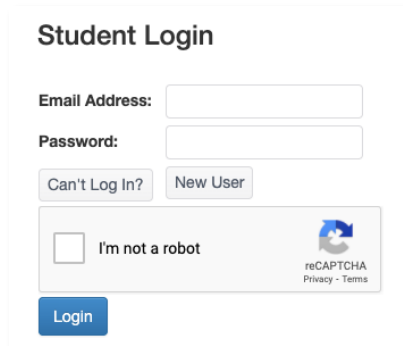
This action will prompt an email to be sent to the email address provided. The student will now need to log into their email account, open the email, and click on the verification link provided in the email.

Once the verification link has been clicked, the student’s account information will be sent to the Advanced Opportunities designee at the school to be approved.

Note that the student cannot access information beyond the Profile page until the account is approved by the school/district.

## Log Into Existing Account

From the portal landing page, the student will select 'Click Here to Log In'. The student will then enter their email address and password.



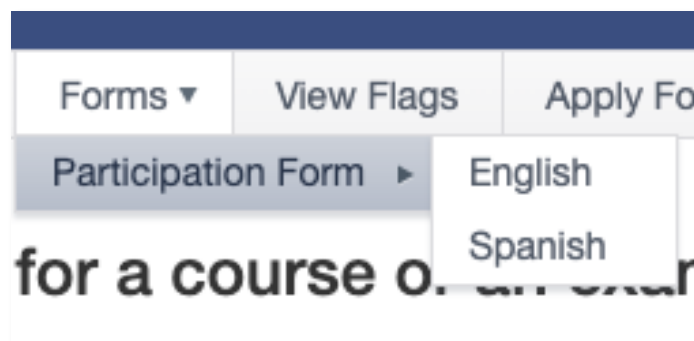
The screenshot shows a 'Student Login' form with the following elements: a title 'Student Login', an 'Email Address:' label with a text input field, a 'Password:' label with a text input field, two buttons labeled 'Can't Log In?' and 'New User', a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link, and a blue 'Login' button at the bottom.

If the student is having trouble logging into an existing account, they can select "Can't Log In?" from this page. This will provide the student with the opportunity to reset the password for the account or to resend a verification link to complete the account creation process.

## Participation Form

To access Advanced Opportunities funding, the student will also need to print out and complete the [Advanced Opportunities Participation Form](#). The form will also need to be signed by a parent or guardian. The finished form will be kept on file by the local school/district. The student will return the form to the school's Advanced Opportunities designee. *Please do not send the forms to the State Department of Education.*

Both the English and Spanish versions of the form can be accessed via the portal.

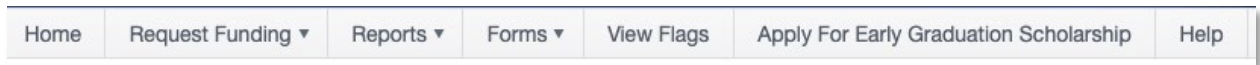




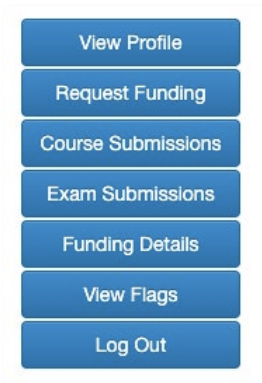
## HOME PAGE

From the Home Page, the student will have access to general information about the Advanced Opportunities program. Once the account is approved by the school, the student can also access all the information pages in the portal.

The pages can be accessed via the drop-down menu bar across the top of the screen.



The pages can also be accessed via the blue menu buttons located on the left-hand side of the page.



*If all of these options are not available the account has not been approved by the school district please contact the school administrator.*

### Student Access Window

Funding can be requested during specified windows of time throughout the school year. The funding request window is available on the bottom of the student's homepage.

### Student Funding Request Window

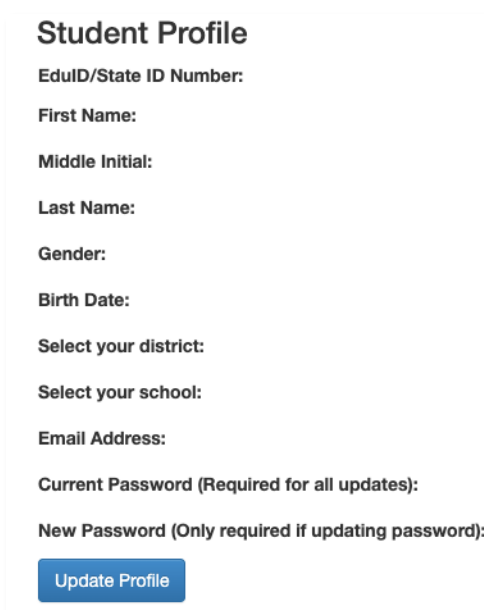
Term	Open Date	Close Date
Fall 2023/Trimester 1	April 7, 2023	October 6, 2023
Trimester 2	November 20, 2023	March 8, 2024
Spring 2024	November 20, 2023	March 8, 2024
Trimester 3	November 20, 2023	April 5, 2024

*Students are unable to request funding outside of the funding request window.*

Though the windows are outlined on the homepage in the Advanced Opportunities portal, districts/schools may have their own individual windows for funding applications. The school district will either 1) have students request funding or 2) request funding on behalf of students during these windows. It is important for students to communicate with their school's Advanced Opportunities designee for more information about local policies.

## VIEW PROFILE

The Profile page features student information that can be edited once the account has been created. If a student transfers districts or needs to update their email address, password or name, the student will utilize the Profile page.



The image shows a screenshot of a web form titled "Student Profile". The form contains several labeled input fields: "EduID/State ID Number:", "First Name:", "Middle Initial:", "Last Name:", "Gender:", "Birth Date:", "Select your district:", "Select your school:", "Email Address:", "Current Password (Required for all updates):", and "New Password (Only required if updating password):". At the bottom of the form is a blue button labeled "Update Profile".

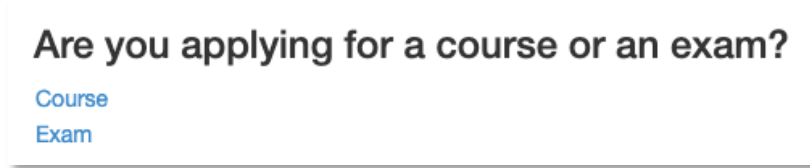
## REQUEST FUNDING

In some districts, the school's Advanced Opportunities designee will request funding on behalf of the students. In this case, the student will not need to request funding via the portal.

In some school districts, the student will request funding for a course or exam. It is important to understand local policies and procedures related to this process.

A student requesting funding will use either the Request Funding tab or the Request Funding button.

From here, the student will select either the exam or course funding application.



The funding request form will need to be completed for each exam or course for which the student is seeking funding. It is important that the student completes the form accurately.

### Course Funding Request

This form allows a student to enter a course funding request. Enter information in the order in which it is prompted. Verify that all information is true and accurate.


County of Student's Residence:	<input type="text" value="Select County"/>
School Year:	<input type="text" value="2023-2024"/>
District:	<input type="text" value="Select District"/>
School:	<input type="text" value="Select School"/>
Grade:	<input type="text" value="Select Grade"/>
Term:	<input type="text" value="Select Term"/>
Course Type:	<input type="text" value="Select Course Type"/>
Course Provider:	<input type="text" value="Select Course Provider"/>
Course Name:	<input type="text" value="Select a Course"/>
Number of Credits:	<input type="text" value="1.00"/>
Cost per Credit:	<input type="text" value="75.00"/>
Total Course Cost:	<input type="text" value="75.00"/>
Requested Reimbursement:	<input type="text" value="75"/>
Max Reimbursement:	\$75
Remaining State Aid:	\$4125
Remaining Balance Owed By Student:	\$0
<input type="button" value="Submit Course and Finish"/>	<input type="button" value="Submit Another Course"/>

The student can submit one single request by selecting “Submit Course and Finish” or can submit multiple courses in a row by selecting “Submit Another Course.”

## Exam Application

This form allows a student to enter an exam funding request. To request a funding for an exam follow these steps:

1. Select information from the drop-down menus.
2. Input the date in which the exam is taken.
3. If the exam has a proctoring fee, check the box "Has Proctoring Fees", select exam center and input details of where the exam was proctored and the amount. If the exam center is not listed, select "Other" and provide name. Please be sure to view the "Requested Reimbursement" total is correct with exam cost plus any proctoring fees.
4. Verify that all information is true and accurate before you submit.

School Year:	Select Year ▼
District:	Select a District ▼
School:	Select a School ▼
Grade:	Select Grade ▼
Term:	Select Term ▼
Advanced Opportunity:	Fast Forward
Exam Type:	Select an Exam Type ▼
Exam Name:	Select an Exam ▼
Exam Date:	<input type="text"/> 
<input type="checkbox"/>	Has Proctoring Fees
Exam Cost:	<input type="text"/>
Requested Reimbursement:	<input type="text"/>
Max Reimbursement:	<input type="text"/>
Remaining State Aid:	<input type="text"/>
<input type="button" value="Submit Exam"/>	

When requesting funding, a student will input information from the drop-down menus. For exams, if the student would like to use funding for a proctoring fee, they will check the box "Has Proctoring Fees". Once the box is checked, the student will select the exam center who proctored the exam and input the fee amount. If the exam center is not listed, select "Other" and type in the name.

The Requested Reimbursement is the total cost of the course or the exam and any proctoring fees.

*Please note courses must be submitted for funding in the term in which they were taken. If a course is not appearing when making a funding request please contact the school. The school can make the course available.*

## REPORTS

The reports in the portal are helpful for a student who wants to track progress and manage funding. These reports can be accessed via the blue menu buttons or the drop-down menu bar across the top of the screen.

## Course Submissions

This report is a comprehensive list of all courses for which the student has requested funding.

### Student Course Submissions

To view the details of a flag, either click on the flag or click the "View Flags" tab. Below are flag descriptions:

- **Green:** Student is able to make funding requests.
- **Purple:** This is a warning that the student's Advanced Opportunities balance is at or below \$500.
- **Yellow:** The student has earned at least 15 credits and requires advising before future funding is allowed.
- **Red:** The student has failed to earn credit for an exam or course and future funding is prohibited until student is in compliance with program rules.

Drag a column header and drop it here to group by that column

School Year	Program	District	School Name	Provider	Course Name	Submitted Date	Status	Requested Reimbursement	Approved Reimbursement	Flagged
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Should a student have a purple, yellow, or red flag, they can click on the flag color to find out its details.

## Exam Submissions

This report is a comprehensive list of all exams for which the student has requested funding.

### Student Exam Submissions

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Drag a column header and drop it here to group by that column

School Year	Program	Exam Name	Submitted Date	Status	Requested Reimbursement	Approved Reimbursement	Flagged
-------------	---------	-----------	----------------	--------	-------------------------	------------------------	---------

*The Course/Exam Status from the Student Courses Submission and the Student Exam Submissions includes the following:*

Status:	Description:
Pending Initial Approval	The student has submitted a reimbursement and the district has neither approved nor denied it.
School Level Approval Received	The school has approved the reimbursement and the entry is still editable by district users.
Pending SDE Approval	The reimbursement has been submitted to SDE.
Clarification Requested	This course/exam is in review. The issue is outlined in the notes section. School district personnel can re-approve the request or deny it.
Additional Reimbursement	Application was revised to pay out more. Revision requires additional funds from SDE. If it is revised after being paid, this means the Requested Amount was increased.

Status:	Description:
Approved	The reimbursement has been approved by SDE and is being prepared for payment.
Denied	The school/district denied the reimbursement
Denied upon Revision	Application was denied upon revision. Initial payment made in error and all funds returned to SDE. Revised after being paid means Requested Amount was corrected to 0.
Paid	The course has been paid.
Refund to SDE	Application was revised to pay out less. Revision requires return of funds to SDE for overpayment. Revised after being paid means the Requested amount was lowered.

## Funding Details

This report can be used to track both the type of funding used, the annual use of funding, the approved dollars, course credits and the dollars available for the student.

### Program Enrollment

A grade level of 0 means that the amount available doesn't change based on student grade.

Drag a column header and drop it here to group by that column

Advanced Opp Name	School Year	Exams Approved	College Credits Approved	Overload Courses Approved	Workforce Training Courses Approved	Total Funds Approved	Total Balance Available
Fast Forward	2018-2019	1	4	0	0	\$354	\$3771
Fast Forward	2019-2020	3	10	0	0	\$1080	\$2691
Fast Forward	2020-2021	0	6	0	0	\$450	\$2241

100 items per page 1 - 3 of 3 items

## FLAGS

Flags are indicators in the portal related to program eligibility.



Green flags indicate a normal status of a student's account. Other flag colors include red, yellow or purple.

Flags can be viewed by clicking "View Flags". In the table, details of the flags are visible. An active flag is indicated if there is no date posted in the "Cleared Date" column. If a date is present in the "Cleared Date" column, the flag is not active, and the obligations of the flag have been met

The 'Reason' and 'Notes' columns will indicate the flag information.

### View Flags

The grid below shows cleared and active flags on your account. A flag is a communication mechanism used to notify your school and other providers of your account status. Active flags, may affect your ability to be reimbursed for courses or exams. If you have questions or concerns about a flag on your account, please contact the Advanced Opportunities designee at your school.

Edu ID	Reason	Type	Course/Exam Name	Note	Create Date	Cleared Date

If a student has questions about a flag, the student should contact the school's Advanced Opportunities designee. The Advanced Opportunities designee will be able to provide additional insight on the flag and/or clear the flag.

### Failed Course/Exam Flags (Red)



When a student fails to earn credit for a class that was paid by Advanced Opportunities funding, either due to withdrawal, failing grade, or non-completion, a flag will be entered on the student's account. This flag will be red, as indicated on the Course Submissions or Exam Submissions page. This allows all participants to know that the student needs to pay for and successfully earn credit or complete one like course **before** any further course funding reimbursements can be made from Advanced Opportunities.

*Note: Exam policies for Advanced Opportunities are set by the school district. Talk with the school district AO (Advanced Opportunities) designees to learn more.*

Any unsuccessful course type will require a student to pay for and successfully earn credit or complete one like course **before** any further course funding reimbursements can be made from Advanced Opportunities.

Below are examples.

If.....	Then....
Student fails to earn credit for overload course.	Student must either pay for a dual credit, overload, or work force training course (assuming credit is granted) and earn credit or complete one overload course.
Student fails to earn a dual credit course.	Student must either pay for a dual credit, overload, or workforce training (assuming credit is granted) course and earn credit or complete a dual credit course.
Student unsuccessfully completes a workforce training course.	Student must pay for dual credit, overload, or workforce training (assuming credit is granted) or complete a workforce training course.
Student fails an exam	A school district can determine if a student is required to complete and pay for an exam. If a district requires successful completion, a flag is added to the Advanced Opportunities portal. If a flag is added for an exam this will prevent a student from further exam payments until the obligation is met and the flag cleared.

**When is a course considered an unsuccessful attempt?**

Grading policies and practices are determined by the provider of the course. Please refer to the provider regarding what is deemed an unsuccessful attempt. Unsuccessful course attempts are considered when a student fails to earn credit in which a grade is earned and paid by Advanced Opportunities. Most commonly these are courses in which students withdraw or fail. To assist students, most Idaho colleges have provided a drop course deadline in which students can unenroll from the course, would not receive a grade and will not be charged. Dropped courses are not considered unsuccessful attempts. Incomplete grades are not determined as unsuccessful course attempts.

Terminology:

Dropped course-Student is not charged by Idaho college and does not receive a grade.

Withdrawn course- Student does not complete course and earns a withdraw grade (e.g. W).

Failed course- Student does not earn credit or certification and receives a failing grade as determined by the provider. (e.g. U, F)



Incomplete course- Incomplete grades are considered extensions to complete a course and are not considered a final grade. The final grade will determine whether the student was successful/unsuccessful (e.g., I).

**What if the grade received for the course was beyond the student’s control?**

Each provider has a grade appeals process, the student would be required to follow the provider's process. Advanced Opportunities will honor such outcomes.

**What happens when a student is unsuccessful in a course paid by Advanced Opportunities?**

Beyond the grade being reported on transcripts. A flag should be placed on the students account in the Advanced Opportunities portal, when it is realized the student is unsuccessful.

**How do we know when a student has unsuccessfully completed a course?**

Unsuccessful attempts are denoted with flags in the Advanced Opportunities portal. Flags are determined by grades. It is likely the student will know outcomes before flags are reported on the student's account. When a student realizes they may be unsuccessful it is important to contact their academic advisor to discuss a plan.

**When can a flag be removed?**

Any red flags placed on a student’s account will need to be cleared before any further funding and payment can be made by the SDE for courses. When the flag is removed, it depends on when the course is completed or when it is determined that student will complete or earn credit and meet their obligation for Advanced Opportunities funding. Removing flags is generally at the end of each term.

**My student was unsuccessful last semester/trimester in one course and the next semester they plan to take multiple courses.**

While there are several reasons for students’ unsuccessful attempts, a student must pay for and successfully earn credit or complete one (1) like course before the State Department of Education may pay any further reimbursements for courses. No payments for courses can be made until the red flag(s) has been cleared and the student has successfully completed the course being used to reinstate the student Once the student has completed the course, funding can be used for any future courses.

### **My student was unsuccessful in taking an exam, what is the policy?**

Exams will not have any bearing on course funding requests. Each school district can determine policy regarding exams. If a student has scored inadequately on an exam, the local school district policy can determine if a student is required to pay for and complete an exam before funding can be used for further exams.

### **What happens when a student is unsuccessful in multiple courses?**

Regardless of the number of courses a student was unsuccessful when Advanced Opportunities funding was used, the student will need to pay for and earn credit of only one course or complete one like course before being allowed to use Advanced Opportunities funding for additional courses.

### **Advising Flags (Yellow)**



A student who accesses Fast Forward funds for more than 15 credits must receive postsecondary advising. When the student reaches this threshold, the flag will be generated on the account automatically. The student is requested to meet with a college academic advisor. Once the student receives advising, the college or the school district can remove the flag.

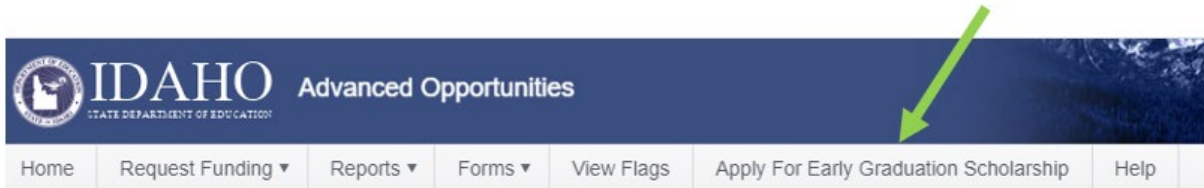
### **Low Funding Flags (Purple)**



When a student's available funding drops below \$500, a purple flag will be generated on the account automatically as a warning of available funds.

## APPLY FOR EARLY GRADUATION SCHOLARSHIP

A student eligible for the Early Graduation Scholarship can apply by clicking the “**Apply for Early Graduation Scholarship**” link on the home page.



The student will complete the short application in the portal. The student will need to input information into the application correctly for payment. Students should select the correct college entrance year and term in which they plan to start and provide their phone number. If a student is enrolled in a workforce training program, check the box “Is workforce training”.

<b>Graduation Year:</b>	
<b>Eligible For Scholarship:</b>	No
<b>College Has Verified Enrollment:</b>	No
<b>First Name:</b>	Oprah
<b>Last Name:</b>	Winfrey
<b>EduID:</b>	102959541
<b>Phone Number:</b>	<input type="text" value="123456789"/>
<b>Year Entering College:</b>	<input type="text" value="2021-2022"/>
<b>Term Entering College:</b>	<input type="text" value="Fall"/>
<b>Is Workforce Training College:</b>	<input type="checkbox"/>
<b>College:</b>	<input type="text" value="College of Southern Idaho"/>
<input type="button" value="Submit Application"/>	

Note that the school district must also code the student in the ISEE portal as an early graduate to complete the application. This is typically done after the student has graduated.

**Graduation Year:**  
**Eligible For Scholarship:**  
**College Has Verified Enrollment:**  
**First Name:**  
**Last Name:**  
**EduID:**  
**Phone Number:**  
**Year Entering College:**  
**Term Entering College:**  
**College:**

[Submit Application](#)

*If applying for the Early Graduate Scholarship prior to graduation it is likely the status of the application will state “Eligible For Scholarship” is “No”. This means the SDE has not received the students' record of information and will need this from the school district.*

Once the application is submitted the student process is completed.

The student may track the scholarship progress via their Advanced Opportunities account. The application will state “No” for eligibility until accurate information has been received upon the student’s graduation from the school district. If after June 15<sup>th</sup> of the graduation year the eligibility still states “No” the student should contact the SDE. This may be a result of an error, or the student is not eligible. Students are encouraged to communicate with their Advanced Opportunities Designee to confirm eligibility for this scholarship.

Payments of scholarship will occur on the following timeline:

Summer- Estimate payment date July 30

Fall- Estimated payment date August 15

Spring- Estimated payment date January 15

## FAQ

### Accessing user email or can no longer access email and forgot password?

Contact the Advanced Opportunities designee to be provided the user email. If the student account is an email that can no longer be accessed, the school will need to deny the account and the student will need to create a new account.

### The course is not appearing in the funding request.

If a course is not appearing when making a funding request, please contact the school district to make the course available for students.

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Thank you for your support of Advanced Opportunities.

The State Department of Education is appreciative of all the efforts put in by course provider personnel to ensure that benefits of Advanced Opportunities are paid out to Idaho students.

Additionally, we are committed to ensuring effective implementation of these programs.

If you have any questions, suggestions, or comments, please feel free to contact the [Advanced Opportunities Support team](#).