

ADVANCED OPPORTUNITIES



Quick Guide:

Student Registration

Web-based Portal 2.0

District User Guide

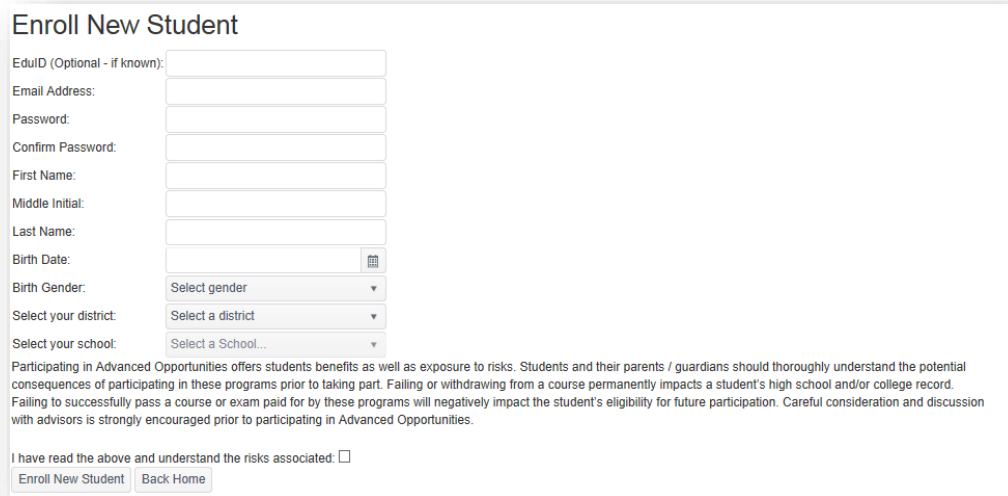
Version 2.0 Published 8/1/16



IDAHO
STATE DEPARTMENT OF EDUCATION

Step 1: Create a student account

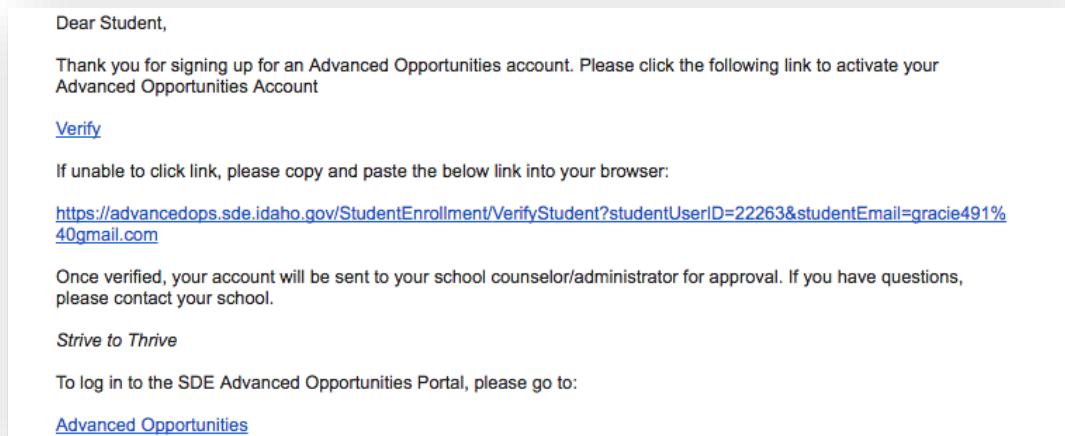
From the Advanced Opportunities site (<http://www.sde.idaho.gov/student-engagement/advanced-ops>) the student will select the blue “**Apply for Advanced Opportunities**” link. The student will click “**Create an Account**” in the top right hand corner. The student will register for an account using a valid email address.



The screenshot shows a web form titled "Enroll New Student". It contains several input fields and dropdown menus. The fields are: EduID (Optional - if known), Email Address, Password, Confirm Password, First Name, Middle Initial, Last Name, Birth Date (with a calendar icon), Birth Gender (dropdown menu), Select your district (dropdown menu), and Select your school (dropdown menu). Below the form, there is a checkbox labeled "I have read the above and understand the risks associated:" and two buttons: "Enroll New Student" and "Back Home".

Step 2: Verify the student account

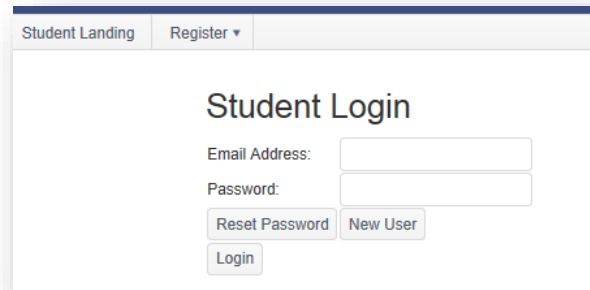
An email will be sent to the student to verify the account. The student will need to select the link in the email to proceed. The email is sent immediately; if students don't see it, they should check their spam folder.



The screenshot shows an email verification message. It starts with "Dear Student," followed by "Thank you for signing up for an Advanced Opportunities account. Please click the following link to activate your Advanced Opportunities Account". A blue link labeled "Verify" is provided. Below this, it says "If unable to click link, please copy and paste the below link into your browser:" followed by a long URL: <https://advancedops.sde.idaho.gov/StudentEnrollment/VerifyStudent?studentUserID=22263&studentEmail=gracie491%40gmail.com>. The message continues with "Once verified, your account will be sent to your school counselor/administrator for approval. If you have questions, please contact your school." and ends with "Strive to Thrive". At the bottom, it says "To log in to the SDE Advanced Opportunities Portal, please go to:" followed by a blue link labeled "Advanced Opportunities".

Upon verification by the student, a district or school user will approve the account. This step may take a bit of time, as it is done manually by the school district. Once approved, the student will be able to apply for funding for courses/exams.

The student can now log into the portal with the credentials that were previously created:



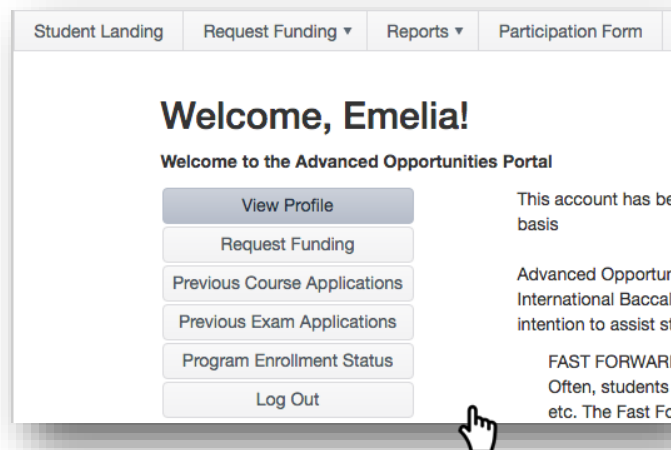
The screenshot shows a web interface for 'Student Login'. At the top, there are navigation tabs: 'Student Landing' and 'Register'. The main heading is 'Student Login'. Below the heading, there are two input fields: 'Email Address:' and 'Password:'. To the right of the 'Password:' field are two buttons: 'Reset Password' and 'New User'. Below these fields and buttons is a 'Login' button.

Step 3: Apply for funding

Once the student has logged into her account, she is almost ready to apply for funding.

The student needs to be sure that she has submitted a completed Participation Form to her school district; the district must have these on file in order to approve the student for any Advanced Opportunities funding.

The form can be found under the fourth tab upon logging into the website, **“Participation Form.”**



The screenshot shows a student's dashboard. At the top, there are navigation tabs: 'Student Landing', 'Request Funding', 'Reports', and 'Participation Form'. The main heading is 'Welcome, Emelia!'. Below the heading, there is a sub-heading: 'Welcome to the Advanced Opportunities Portal'. On the left side, there is a vertical list of buttons: 'View Profile', 'Request Funding', 'Previous Course Applications', 'Previous Exam Applications', 'Program Enrollment Status', and 'Log Out'. On the right side, there is a column of text: 'This account has been created on a per-student basis', 'Advanced Opportunities International Baccalaureate Program is intended to assist students in their preparation for college', and 'FAST FORWARD Often, students who are interested in the program, etc. The Fast Forward'.

Once the form is on file, the student is ready to request funding. Select “**Request Funding**” and then will choose the application type.

Are you applying for a course or an exam?

[Course](#)
[Exam](#)

The student will enter the course/exam information.

Course Application

School Year:	2016-2017
District:	ABERDEEN DISTRICT
School:	ABERDEEN HIGH SCHOOL
Grade Level:	11
Term:	Summer
Advanced Opportunity:	Fast Forward
Course Provider:	North Idaho College
Course Name:	Engl 101
Number of Credits:	3.00
Cost per Credit:	65.00
Total Course Cost:	195.00
County of Residence:	BINGHAM
Requested Reimbursement:	195
Max Reimbursement:	\$0
Remaining State Aid:	\$4125
Remaining Balance Owed By Student: \$0	
<input type="button" value="Submit Course"/>	<input type="button" value="Go Home"/>

The student will receive a notice indicating that applying for state aid to pay for the course/exam has been completed.

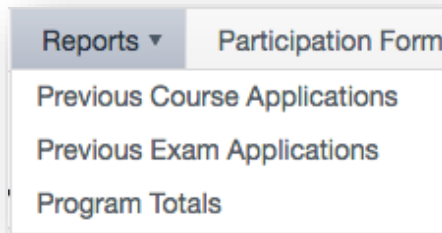
Course Registration Complete

Your course has successfully been submitted to your counselor.

Please note that state funding may not be used for remedial or repeated classes; also, for professional technical exams, the maximum allowed reimbursement is listed on the State Department of Education website. Any additional expense is the responsibility of the student.

Step 4: Managing the Student Account

The student will be able to manage her account in the portal. Reports of prior course submissions and programs totals may be found under the **“Reports”** tab.



If a student wants to see prior requests for courses or exams, she may click on the **“Previous Course Applications”** or **“Previous Exam Applications”** reports. This will show the student’s applications and current status (pending, approved/denied, or paid).

Student Course Submissions

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

School Year ▾	Program ▾	District ▾	School ▾	Provider ▾	Course Name ▾	Submitted Date	Status ▾	Requested Reim	Approved Reim
2016-2017	Fast Forward	COEUR D'ALENE DISTRICT	COEUR D'ALENE HIGH SCHOOL	North Idaho College	Engl 101	7/28/2016	Pending Initial Approval		

Students may view their overall use of the program under **“Program Totals”**. Students and parents may want to use this tab to monitor their overall program balance.

Program Enrollment

A grade of 0 means that the available amounts don't change based on current grade level.

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

Advanced Opp Name	School Year ▾	Term Name ▾	Grade Level ▾	Credits Approved ▾	Exams Approved ▾	Dollars Approved ▾	Dollars Available ▾
Fast Forward	2016-2017	Year	0	0	0	\$0	\$4125

If a student has questions about her account, she should contact her school counselor; or the Advanced Opportunities Support Team at the Idaho State Department of Education.