This guide will show you the steps to create an SJSU ID for the Dual Enrollment program as a new student who does not have an existing SJSU ID.

The Office of the Registrar Dual Enrollment Program Activation and Registration page displays.

1. Go to the Dual Enrollment Registration webpage.
2. In the section for New Students without an SJSU ID, click on the Activate Dual Enrollment button.

The Welcome Student Registration page displays.

3. Click the Continue link to start.
4. Answer No to all the questions. Click the Continue link.
5. Review the policy.

To proceed, click on the **I have read and understand the regulation on privacy and unit limitations** button.

6. Fill out the required information on the form.

   Answer **No** to the *Do you have a bachelor’s degree* question.

   Click the **Continue** link.
If you see the *Registration Information* page, please continue to Step #7.

If you see the *Create User Profile* page, please continue to Step #8.

*Registration Information page displays.*

7. We may already have your student record in our system.

   An email will be sent to you within 2 business days with further instructions.

   You can stop here and wait for the email from the Registrar’s Office.

*Create User Profile page displays.*

8. Enter a **Password** and reenter to **Confirm Password**.

    Your password must be 8 characters with at least 1 number.

    Click the **Submit** link.
The Dual Enrollment Registration Successful page displays.

9. Make note of your **SJSU ID**.

   You have successfully activated and may close this window now.

   **DO NOT** click the **Sign In** link at this point.