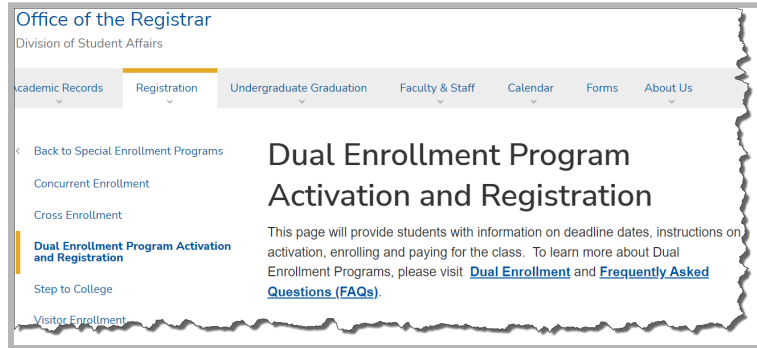


This guide will show you the steps to create an SJSU ID for the Dual Enrollment program as a new student who does not have an existing SJSU ID.

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

1. Go to the [Dual Enrollment Registration](#) webpage.

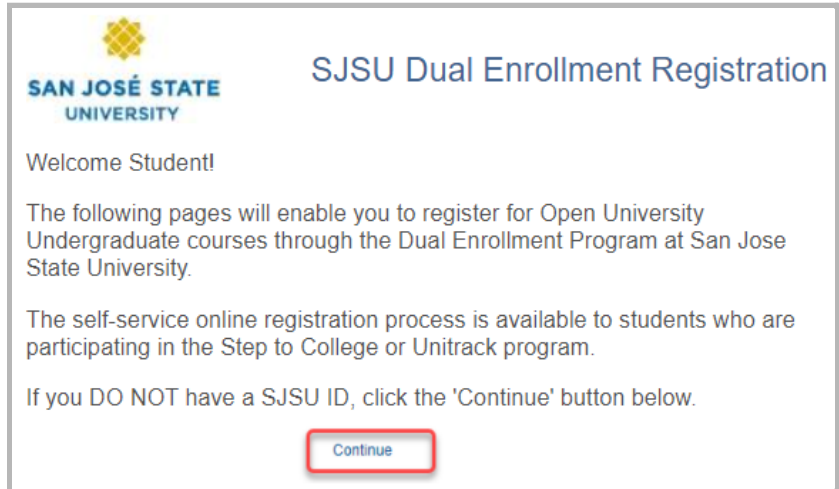


2. In the section for **New Students without an SJSU ID**, click on the **Activate Dual Enrollment** button.

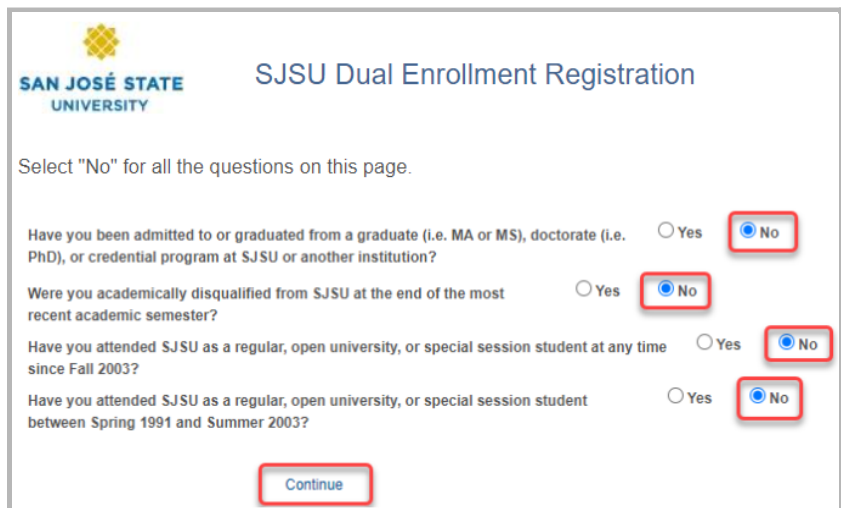


The Welcome Student Registration page displays.

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.

SAN JOSÉ STATE UNIVERSITY

SJSU Privacy and Unit Limitation Policies

Welcome Student!

Please read the Privacy and Unit Limitation Policy.

SJSU Privacy Policy: Any information that you enter here is completely confidential and will not be sold for any other purpose other than User Registration.

Unit Limitation Policy: You may take new courses or repeat courses for academic renewal. You may register for as many courses as you would like, but keep in mind that only 24 units of undergraduate coursework or 6 units of graduate coursework may be applied towards your degree.

I have read and understand the regulation on privacy and unit limitations.

I do not wish to continue with this activity

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.

SAN JOSÉ STATE UNIVERSITY

SJSU Dual Enrollment Registration

Please enter the following data to register. Click the Continue button below when you have completed entering data.

Any information that you enter here is completely confidential and will not be sold or used for any purpose other than User Registration
(* indicates required data)

Name Prefix:

*Legal First Name:

Legal Middle Name:

*Legal Last Name:

No Social Security Nbr

Social Security Nbr:

*Address:

*City:

*State:

*Postal Code:

Country: United States

*Contact Phone:

*Date of Birth: (Example: 12/31/2000)

*Gender:

I do not have an Email Address

Email Address: (Example: youraddress@provider.com)

Do you have a bachelor's degree? Yes No

Continue

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

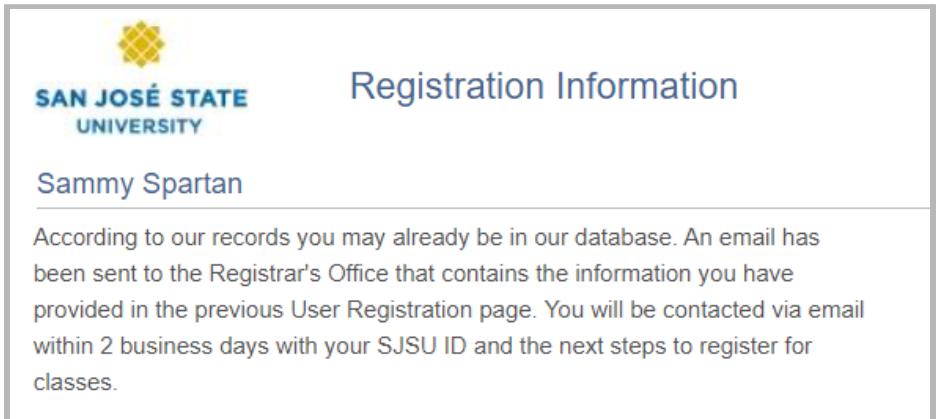
If you see the **Create User Profile** page, please continue to **Step #8**.

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.



SAN JOSÉ STATE UNIVERSITY

Registration Information

Sammy Spartan

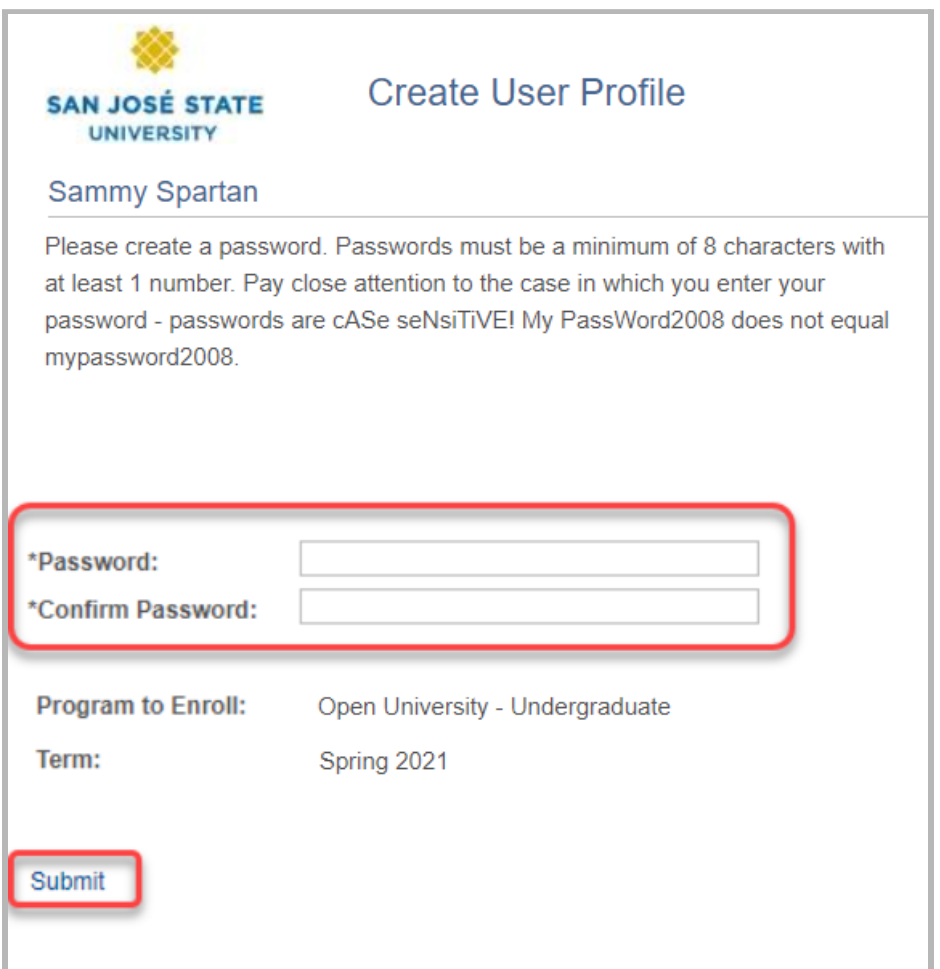
According to our records you may already be in our database. An email has been sent to the Registrar's Office that contains the information you have provided in the previous User Registration page. You will be contacted via email within 2 business days with your SJSU ID and the next steps to register for classes.

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.



SAN JOSÉ STATE UNIVERSITY

Create User Profile

Sammy Spartan

Please create a password. Passwords must be a minimum of 8 characters with at least 1 number. Pay close attention to the case in which you enter your password - passwords are cAsE seNsITIVE! My PassWord2008 does not equal mypassword2008.

*Password:

*Confirm Password:

Program to Enroll: Open University - Undergraduate

Term: Spring 2021

Submit

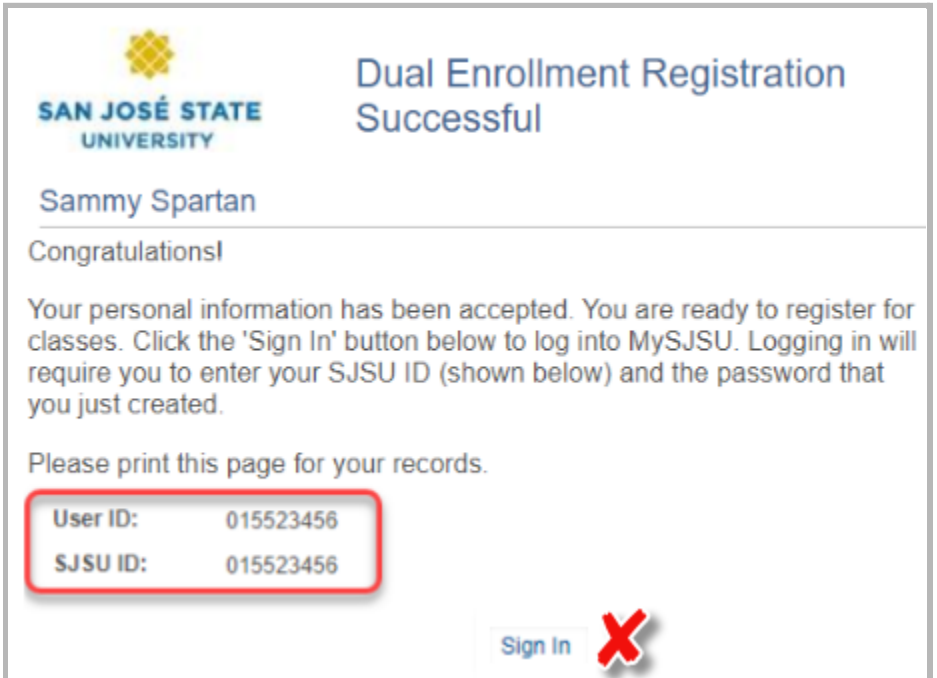
The Dual Enrollment Registration Successful page displays.

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.

You must now wait 24 - 48 hours before you continue with the next step.



The screenshot shows the 'Dual Enrollment Registration Successful' page for Sammy Spartan at San José State University. The page includes a congratulatory message and instructions to log in using the newly created SJSU ID and password. A red box highlights the User ID and SJSU ID, both of which are 015523456. A 'Sign In' button is visible with a red 'X' over it, indicating it should not be clicked.

SAN JOSÉ STATE UNIVERSITY

Dual Enrollment Registration Successful

Sammy Spartan

Congratulations!

Your personal information has been accepted. You are ready to register for classes. Click the 'Sign In' button below to log into MySJSU. Logging in will require you to enter your SJSU ID (shown below) and the password that you just created.

Please print this page for your records.

User ID:	015523456
SJSU ID:	015523456

[Sign In](#) **X**