BEFORE YOU BEGIN

University of Utah <u>requires</u> that all incoming Bridge Program students have an **OFFICIAL AP SCORE or Portuguese NEWL Test score of 3 or higher** as proof of meeting the prerequisite for enrollment, with the test taken in grade 9, 10, or 11.
If you scored a 3 or higher, your school administrator will list you on the Bridge Program Roster and confirm your AP score with the University of Utah. **Do not enroll if you received an AP or NEWL test score of 1 or 2**, as you will be removed from the course. **On July 7th, your AP score will be available on the College Board website.**

==**Note: Plan to complete BOTH USHE and UNIVERSITY OF UTAH enrollment steps in <u>one browser session.</u>**==
==**Plan on 45 minutes to complete Step 1 and Step 2.**==

PREPARE TO ENROLL

1. How does your **full legal name** (first, middle, and last) appear on **school records**?
_____

2. What is your **non-high school email** where you will receive your registration code? (e.g. gmail, yahoo) _____

> **Note**: The information provided on this form is collected securely and will remain confidential. It will be presented only to the institution(s) you select to enroll in concurrent enrollment classes.

3. **You may enroll as a citizen or non-citizen.**
   - <u>If you have one, bring a social security number, student VISA number, or alien registration number</u> to complete the USHE form.
   - <u>Or, mark "undocumented" if you do not have a number so that no documentation is required</u>. Undocumented students are supported to enroll in Concurrent Enrollment, including Bridge Program classes, and to attend college in Utah according to state code 53B-8-106.

4. Have a **Credit Card** and billing information ready to pay $15 tuition for online registration.

5. Be careful to mark the correct university provided for this course: **<u>UNIVERSITY OF UTAH.</u>**

STUDENT IDENTIFICATION TYPES

Note: Citizenship status does not affect the ability to enroll in CE courses, and you can enroll if you do and if you do not have a Social Security Number. Just like your enrollment in high school, enrollment information with the university is never shared outside of the school registration/enrollment process.

a. U.S. Citizen – If the student is a U.S. citizen you will need to have your SSN (Social Security Number). If you do not have a SSN, you will select "International".

b. International Student – Select "International" if you do not have a SSN, and choose one of the following 5 options listed below:

i. International Student – if selected, it will show required fields for Country of Origin and Current VISA Type.

ii. Permanent Resident – if selected it will show required fields for SSN or Alien Registration Number.

iii. Undocumented – No documentation is required. Undocumented students are supported to enroll in Concurrent Enrollment, including Bridge Program classes, and to attend college in Utah according to state code 53B-8-106.

iv. U.S. Non-Citizen National – American Samoa – if selected it will show a required field for SSN

v. Refugee/Asylee – if selected it will show a required field for Alien Registration Number.

START TO ENROLL

Visit our website by clicking or scanning the QR code

STEP 1:

ENROLL WITH USHE

STEP 2:

REGISTER AND PAY

See more instructions on p. 2-3

Note: You MUST complete the first two steps in ONE SESSION - plan on about 45 minutes

1 ▶ STEP 1: ENROLL WITH USHE

ENROLL WITH THE UTAH SYSTEM OF HIGHER EDUCATION (USHE)

1. **Enroll with USHE** indicating the **University of Utah** as your service provider for the Bridge Program course.
2. Watch the tutorial video on the USHE website.
3. **You will receive an email confirmation 2-7 days after you successfully complete the USHE form.** If you do not receive an email, your form was not completed. If there is any issue with this form, or you do not receive an email confirmation, you need to contact USHE directly.

Note: no payment is needed on the USHE website. You will pay the University of Utah on STEP 2.

UTAH SYSTEM OF HIGHER EDUCATION

USHE HELP: 844-371-2326

2 ▶ STEP 2: PAY THE UofU

REGISTER AND PAY FOR YOUR BRIDGE COURSE

1. After completing USHE, choose "Register and Pay for Course" on the L2TReC Bridge website.
2. Choose the high school where you take the Bridge course. Look at your high school schedule. Choose the correct LANGUAGE course.
3. Use a credit card to pay for your course ($15) and enter the corresponding billing information with a guardian's permission.

U Bridge Program for Advanced Language Learning
Course Registration and Payment Links

UofU CE Registrars: 801-581-7155

CANVAS — LOGGING INTO CANVAS

1. **WATCH your non-school email for confirmation of enrollment, then LOG ON TO CANVAS immediately.** IF you have successfully completed steps 1 & 2, you will receive a confirmation email from "*Continue Education*" providing you with your *University of Utah I.D.* number, called a "uNID".
   - Save your uNID! You will need it to log in every day of class.
2. To access your University of Utah course go to canvas.utah.edu. **You must log in to your University of Utah Canvas Course by the end of week one.**
   - **Canvas Username:** enter your uNID, given by Continuing Education AFTER completing Steps 1 & 2
   - **Canvas Password:** Your first-time password is your birthday in the **mmddyy format** (Ex: 091404). Then you should change your password to something more secure.

DUO

NOTE: : Logging into the University of Utah's Canvas will require **Duo Authentication**. This means that you will need to **set up a phone number or device that you can check every time to log into Canvas.** You may be required to download the app on your phone. (See p.3 for help)

Need Help? 801-581-4000 or helpdesk@utah.edu

Logging into the University of Utah's Canvas will require Duo Authentication. This means that you will need to set up a device that you can check every time to log into Canvas. You may be required to download the app on your phone.

What is Duo 2FA?

Two-factor authentication (2FA) provides an extra layer of security by requiring a user to log in with a username/password combo plus a second method of verifying the user's identity. The second method is something the user has physical access to, like a cellphone or tablet. This ensures that even if a malicious actor manages to obtain a user's login credentials, the information is much more difficult to use without access to the user's secondary device.

How does it work?

Duo offers three methods of authentication:

1. The Duo server "pushes" a confirmation to a smartphone/tablet app. The user must then tap "approve" or "deny."
2. A unique six-digit code is generated through an app on a smartphone or tablet (network connectivity is not required).
3. A unique six-digit code is generated by pressing the green button on the hardware token.

How 2FA works	Duo Mobile □ Push*	Duo Mobile 🔒 Passcode	Hardware 🏷 Token
Description	Duo sends a login request to an app on a smartphone or tablet. Tap "approve" to authenticate.	Tap the key symbol to reveal a passcode generated through Duo's mobile app.	In rare cases, a physical token may be provided, allowing login via a piece of hardware instead of a phone.
Platforms	**Examples** Smartphones: iOS, Blackberry and Windows Tablet: iPad, Android tablets	Duo Push platforms, Palm, Windows Mobile and J2ME/Symbian	
Can you use it offline?	No	Yes	Yes

How do I set up my Duo account?

New users should visit the Duo Management Portal to set up a Duo account. The Duo 2FA enrollment process must be completed in one session. If your session expires, you will need to contact the UIT Help Desk for support.

"I forgot my phone at home." "I don't have a phone." How do I log into Canvas?

1.) If you need a temporary Duo bypass code to access the portal, please call the UofU IT help desk to request one **(801-581-4000, Ext 2)**. Help desk staff must speak with you (the student) directly to verify your security information before assigning a temporary code. The code is only valid for a short time.

2.) If you do not bring a phone to school, a **hardware "token"** can be purchased. Each school may decide if the school or the student will pay this cost ($23). **Go to the University Store website** to pay and ship the token. When you receive your token, you must call UofU IT Help Desk for the first log in **(801-581-4000, Ext 2)**. The Help Desk will validate the device and attach it to your uNID in Duo Security.

Main campus: UIT Help Desk, 801-581-4000 or helpdesk@utah.edu