Bridge Program
for Advanced Language Learning

THE UNIVERSITY OF UTAH®

BEFORE YOU BEGIN

The 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.)

PREPARE TO ENROLL

1. Know your FULL legal first, middle, and last name(s) _____

2. Access to a non-high school email for a registration code_____

3. Access to parent/guardian email _____

4. Student identification type and number, if applicable (see below) _____

6. Bridge Course and Section (Ex: CHIN 317-030) _____

5. Credit Card and billing information ready to pay $15 tuition for online registration

STUDENT IDENTIFICATION TYPES

Note: Citizenship status <u>does not</u> 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 clickling or scanning the QR code

STEP 1:

ENROLL WITH USHE

STEP 2:

REGISTER AND PAY

See instructions on other side

① STEP 1: ENROLL WITH USHE

ENROLL WITH THE UTAH SYSTEM OF HIGHER EDUCATION (USHE)

1. Enroll with USHE at their website for concurrent enrollment
2. Watch the tutorial video on our help page or the USHE website.
3. You will receive an email confirmation after you have completed USHE to confirm completion. If there is an issue with this form, or you do not receive an email confirmation, you need to contact USHE directly.

NOTE: Payment is not needed on the USHE website. You will pay the University of Utah on STEP 2.

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.
3. Look at your high school schedule. Choose the correct LANGUAGE and PERIOD/SECTION of the course.
4. Use a credit card to pay for your course ($15) and enter the corresponding billing information with a guardian's permission.

UofU CE Registrars: 801-581-7155

LOGGING INTO CANVAS

CANVAS

1. IF you have completed steps 1 & 2, you will receive a confirmation email from Continue Education with your University of Utah I.D. number, called a "UNID".
2. To access your University of Utah course go to canvas.utah.edu

Canvas Username: 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.

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 <u>check every time</u> 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." This requires users to download the Duo Mobile App.
2. A unique six-digit code is generated through an app on a smartphone or tablet (network connectivity is not required). Students without a phone can also call the <u>Help Desk (801-581-4000, Option 2) for a code.</u>
3. A unique six-digit code is generated by pressing the green button on the hardware token. Hardware tokens are available for purchase through the<u> University of Utah campus store.</u>

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 <u>Duo Management Portal</u> 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. How do I log into Canvas?

Note: If you need a temporary Duo bypass code to access the portal, please call your respective help desk to request one. Help desk staff must speak with you directly to verify your security information before assigning a temporary code. The code is only valid for a short time.

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