

# South Bend Adult Ed Student Portal Help Sheet

Go to [southbendadulthoodeducation.com/student-enrollment](https://southbendadulthoodeducation.com/student-enrollment). When you click the I'M READY! Button, follow these steps to complete your registration:

Enter your information and click GET STARTED.

The screenshot shows the 'Create Your Portal Account' page. The form is divided into 'Student Information' and 'Confirmation' sections. The 'Student Information' section includes fields for Email Address, Password, First Name, Last Name, and Phone Number. The 'Confirmation' section includes a 'Get Started' button. A red box highlights the 'Student Information' fields, and another red box highlights the 'Get Started' button.

**Student Information**

Email Address *	Confirm Email Address *
sample456@gmail.com	sample456@gmail.com
Password *	Confirm Password *
.....	.....
Medium	
A medium password is required with at least 8 characters. To make it stronger, use both upper and lower case letters, numbers, and symbols.	
First Name *	Last Name *
Susie	Sample
Phone Number	
3179464736	

**Confirmation**

Your personal data will be used to process your enrollment, support your experience on this website, and for other purposes described in our Privacy Policy.

**Get Started**

You will then see the Student Registration Portal appear on your dashboard.

You will see the confirmation in the corner that the 2022-23 Student Registration Portal is added to your dashboard. Click the first step (Registration Form) to get started!

The screenshot shows the Student Registration Portal dashboard. The top navigation bar includes links for Dashboard, Connectable Support, Need Help?, Sign Out, and a user profile icon. A notification in the top right corner states 'Course enrollment success! Congratulations! You enrolled in Student Registration Portal'. The main content area features a banner for the Student Registration Portal and a 'Get Started' button. Below the banner, there is a 'Registration Steps' section with a list of steps: Registration Form (1 of 4), Photo ID (2 of 4), Student Goals (3 of 4), and Make Your Appointment (4 of 4). A red arrow points to the 'Registration Form' step. On the right side, there is a 'Progress' section with a 0% progress bar and a 'Steps' section with a dropdown menu for 'Registration Steps'.

**Course enrollment success!**  
Congratulations! You enrolled in Student Registration Portal

**Progress**  
0%

**Steps**

- Registration Steps
- Registration Form
- Photo ID
- Student Goals
- Make Your Appointment

**Registration Steps**

Registration Form	1 of 4
Photo ID	2 of 4
Student Goals	3 of 4
Make Your Appointment	4 of 4

## Step 1: Registration Form

Complete the registration form. When you click SUBMIT, you will be alerted to any errors because they will be highlighted in red. You will need to fix those before you can submit, as in the example below.

The screenshot shows the 'Registration Form' page. At the top, there is a navigation bar with 'Dashboard', 'Connectable Support', 'Need Help?', 'Sign Out', and 'Select Language'. The main content area is titled 'Registration Form' and includes a 'Progress' bar at 0%. Below the progress bar, there are 'Steps' listed: 'Registration Steps' (Registration Form, Photo ID, Student Goals, Make Your Appointment). A red error message box is overlaid on the form, stating: 'There was a problem with your submission. Please review the fields below.' Below this, a question is displayed: 'Cultural Barriers to Employment \* Do you have any cultural barriers that affect your job opportunities?' with radio button options for 'Yes', 'No', and 'Unknown'. A red box highlights the text 'This field is required.' below the options.

## Step 2: Photo ID

You will see the confirmation of lesson completion at the top of the page.

Review the instructions for uploading an ID, then upload your ID (if you have not already given it to a staff member) and click **SUBMIT** to advance to the next lesson. This step is best completed on a phone or mobile device.

The screenshot shows the 'Photo ID' page. At the top, there is a navigation bar with 'Dashboard', 'Connectable Support', 'Need Help?', 'Sign Out', and 'Set'. A red box highlights a confirmation message: 'You Completed a Lesson Congratulations! You finished Registration Form.' with a progress bar at 25%. Below this, there is a 'Progress' bar at 25%. The main content area is titled 'Photo ID' and includes instructions for uploading a photo ID. It shows a 'Photo Library' interface with a 'Take Photo or Video' button and a 'Choose File' button. Below the library, there is a photo of a person holding a phone to take a picture of an ID. At the bottom, there is a form with fields for 'Name \*', 'SocId', 'Phone \*', and 'Email \*'. A red box highlights the 'SUBMIT' button at the bottom of the page.

### Step 3: Student Goals

You will see the lesson completion message in the top corner of the page. Your previous answers will already be completed. Select the goals that apply to you, provide any additional information you would like for us to know, then provide your electronic signature and click **SUBMIT** to advance to the next lesson.

**ADULT EDUCATION** Dashboard Connectable Support Need Help? Sign Out **Set** You Completed a Lesson  
Congratulations! You finished Photo ID 50%

### Student Goals

Back to: Student Registration Portal

Please answer the questions below so we can learn more about your goals and get to know you better.

**Name \***  
Suzie Sample  
First Last

**Phone \*** (111) 111-1111 **Email \*** sample456@gmail.com

**Date of Birth \*** 11 / 8 / 1975 **Gender \***  Male  Female  Non-binary **First Language \*** English

**MY GOALS - I would like to -\*** (Check all that apply)  
 Improve basic skills.  
 Earn a high school/ GED diploma.  
 Enter employment.  
 Retain employment.  
 Enter job training or military.  
 Enter postsecondary education.  
 Gain citizenship.  
 Increase involvement with my child's education.  
 Increase involvement with my child's literacy activities.  
 None of these goals apply to me.

**STUDENT BARRIERS**  
 I am in need of food assistance.  
 I need help with transportation.  
 I need help with child care.  
 I need help with medical care.  
 I would like help with employment or career training.  
 I need immigration information.  
 I need information about expungement of a criminal record.  
 I need my foreign academic records evaluated.  
 I need a letter from school stating that I am a student.  
 I do have any of these barriers at this time.

**Career/College Goal:**  
If you have a career or college goal, please describe that goal here:  
I would like to work in the medical field.

I agree that the above goal areas are those I choose to work on at this time. I understand that for successful completion of these goals I will need to attend class 6 hours per week, complete my assignments, ask for help when I need it, and make a genuine effort to learn. If changes need to be made in my learning plan, my instructor and I will make a new agreement.

**Electronic Signature \*** Please type your full name. Your electronic signature serves as your agreement to the above Learner Agreement.  
**Date \*** Please type today's date.  
mm/dd/yyyy

Is there anything else that you would like the teacher to know about you?

**SUBMIT**

### Step 4: Make your appointment

You will see the lesson completion message in the top corner of the page. For the final step of registration, tell us what you would like to accomplish with us. Answer each of the questions that follow in order, and your choices will appear based on your answers. When you click **SUBMIT**, your registration will be complete. We look forward to helping you reach your goals!

**ADULT EDUCATION** Dashboard Connectable Support Need Help? Sign Out **Set** You Completed a Lesson  
Congratulations! You finished Student Goals 75%

### Make Your Appointment

Back to: Student Registration Portal

We offer classes for students to accomplish a variety of goals. Please let us know which goal you plan to accomplish with us so that we know how to best prepare for your orientation appointment.

When you submit your answer, you will be taken to our appointment page. We are excited to meet you, so make your appointment as soon as possible!

**Name \***  
First Last

**Phone \*** **Email \***

**Date of Birth \*** MM / DD / YYYY **Gender \***  Male  Female  Other

Please let us know how to prepare for your appointment by telling us which goal you plan to accomplish **FIRST** with us.\*

I want to learn English.  
 I want to improve my academic skills to earn the High School Equivalency (HSE) diploma.  
 I want to advance in my career/career training certification.