

Registering Students for AccelerateU Online Courses

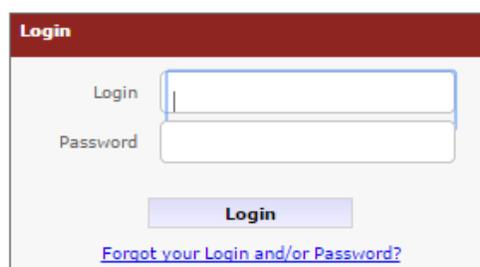
List of Online Courses

Course availability changes often, so please visit accelerateu.org for our course list. Contact us if you need a syllabus.

Registering Students

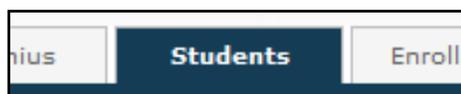
Log in to our site first.

Check with [Mike Morone](#) or [Kelly Zimmerman](#) if you need login credentials.



Step 1: Go to the **Students** tab and click **Add Student**, filling out all information. Please use actual student data. We report this information to NYSED, so it needs to be accurate. Click on **Save**.

Click the “[Click here](#)” link to request the course(s).



 **Student was successfully created. [Click here](#) to go to this student's profile.**

Step 2: After clicking on student's name, select **Requested Courses** and **Add a new course request**. Select the Term, Course, Start Date and name of person who approves payment for the course. Select the entry reason, read the language below, and click **Save** when finished.

We will enroll the student within 24 hours and send a **confirmation email** with complete instructions.

We also send an email to parents/guardians, informing them of an option to view the course and gradebook.



Course Request

Term:

Course:

Start Date:

Name of administrator approving enrollment:

Aidable cost of this enrollment:

Entry Reason:

Each one-semester course is 20 weeks in length.
Each one-semester course is worth 0.5 credit.
Please contact us if you require an adjusted end date.

For Regents Science courses – districts are responsible for supervising and documenting students' hands-on labs. The requirement is 1200 minutes of hands-on lab activities per course.

By checking this box, you authorize your district to be billed for this course by your local BOCES

I certify that this course has been approved by a school administrator

Step 3: From [our site](#) on the “**Register a Student**” tab, download the Student Contract. Review this with the student, so he or she understands our policies.

When finished, complete the two questions in the student’s account to indicate the contract was discussed. Click on **Save**.

District certifies that Contract was discussed and given to Student

Name of person who discussed Contract with Student

Contact Information

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