Welcome to the dual enrollment program at LeTourneau University! LETU provides a convenient online registration process using DualEnroll.com. Here’s how to register for your LETU course(s).

**First Time Students - Create an Account**

You can register by computer or right on your smart phone by entering [https://letu.dualenroll.com/login](https://letu.dualenroll.com/login) and using the link to create a new account.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide an email account and/or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you **CONTINUE**, you’ll receive either a text message with an activation code or an email with a link to confirm your account. You **must** confirm your account before you can proceed with the registration. **If using email, be sure to check your junk and spam folders for the email.**

**LETU has a four-step pre-registration process:**

Each step **must** be completed before you can be registered.

**Step 1: Complete Enrollment Application**

All fields with an asterisk are required. Click on **NEXT** when complete. Please note that some browsers auto generate fields, so make sure the student’s name is listed on the app.

**Step 2: Accept LETU Terms and Program Expectations**

**Step 3: Parent/Guardian Consent**

Enter email address for parental consent or select to print and scan your signed consent form.

**Step 4: Select Guidance Counselor/Course Approver**

Select your guidance counselor from the dropdown list box. If you are home schooled or attending a non-partner school, provide the information requested about the person responsible for your academics. (Usually your parent.) Make sure they know they will be receiving an approval email from DualEnroll.

**Click Finish when complete.**

Your account is now ready for use and you can begin registering for courses.
Returning students and Registering for Classes

If you've forgotten your user name or password, we have you covered. You can retrieve your user name and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the red Help Desk button in the upper right corner of the screen.

Once logged in, click on the Courses tab to review the course list.

Register for Course(s):
The course finder shows you which LETU courses are being offered. Use any of the filtering options on the left to narrow down your search. Remember, you will not see the correct courses if you do not select the correct filter. Click on the course name to see the detailed description.

When you've made your decision on a course, click the REGISTER button to start the registration process. You can go back to the Courses tab and repeat the process if you want to take more than one course. Don’t forget to set the filter each time.

Any task required of you will be highlighted in yellow under the Next Steps column. Make sure you have completed ALL tasks.

FERPA Waiver:
All students are required to fill out a FERPA Waiver.
Click on the blue Student: Complete FERPA Waiver active link to display the terms and conditions. Enter required fields and select to accept the terms, then click the COMPLETE STEP button.

Provide Parent Consent:
Click on the blue click here link to have your parent receive a consent form link via email. You will only have the Student: Upload Scanned Consent step if you selected to scan the parental consent during the Pre-registration process. Click on the blue Upload Scanned Consent link. You can click on Choose file, to upload the scanned consent or Click COMPLETE STEP.

Welcome to LeTourneau University!
Your Counselor/Course Approver will take it from here. Check your Status screen for periodic updates.