Quick Guide for Dual Enrollment Registration

1. **Enclose all admission and dual enrollment related forms**
   - Dual Enrollment Permission Form
     - Counselor signature
     - Parent signature
     - Student signature
   - High school transcript
   - If not on transcript, please include copy of ACT scores
   - Valid Tennessee state driver's license
     *(Only if over the age of 18 or if you will be 18 by the first day of class)*

2. **Complete the online dual enrollment grant application**
   - Please refer to the back page for step by step instructions on how to complete the online dual enrollment grant application.

3. **Activate your Walters State account**
   - Please refer to the back page for step by step instructions on how to activate your Walters State account use for email, course information (eLEARN) and MyWS.

4. **Pay fees by tuition deadline**
   - Please see the academic calendar for specific fee payment deadline information.
     Beat the rush, **pay early!**
Instructions for completing the online dual enrollment grant application

**Step 1** Go to https://www.tn.gov/collegepays/tsac-student-portal.html.

**Step 2** Register for an account or sign in if a returning user.

**Step 3** Please verify that you are using your CORRECT Social Security number by referring to your social security card.

**Step 4** Apply for all available dual enrollment grants for each academic year in which you plan to take classes.

**Step 5** Read statement and click “Agree”.

**Step 6** Complete the student information section

**Step 7** Under additional student information, please mark the appropriate choice with either “yes” or “no”.

**Step 8** Complete the High School Information with the high school you currently attend and select, Walters State Community College as your college of choice.

*(This does not mean where you are going to college after high school.)*

**Step 9** Make sure all information is CORRECT and then click continue at bottom of page.

**Step 10** Once you have applied for the grant, click “Financial Verification.” Your grant for Walters State should be listed as “pending.”

Instructions for activating your Walters State account

*(To access My WS, Senators email, eLearn, etc.)*

**Step 1** Visit MyWS (my.ws.edu)

**Step 2** Click on “Activate your account now: link in the blue “Secure Access Login” area.

**Step 3** Click on “Look up my WS ID.”
- Enter your First Name, Last Name, Date of Birth (mm/dd/yyyy), and the last four digits of your social security number.
- Click on the “Lookup My Information” button.
- Click on “Activate Account” at the top left of that page.

**Step 4** Enter Your WS ID, first name, last name, and date of birth (mm/dd/yyyy).
- Enter “New Password” and repeat the same password in “Confirm Password.”

**Step 5** Click “Activate My Account” at the bottom of the page.