



INDIANA UNIVERSITY

ADVANCE COLLEGE PROJECT

Office of the Vice Provost for Undergraduate Education
Bloomington

STUDENT INSTRUCTIONS

Online Registration for ACP Classes - Fall 2011

August 22, 2011 8:00 a.m. through September 9, 2011 5:00 p.m.

Before starting you will need:

- Use of a computer with a reliable printer.

URL: <http://acp.indiana.edu/student>

1. LOGIN

- *Returning Students* – login using username and password you created. Forgotten username can be retrieved online. Forgotten password will be sent to the email address listed on your last application; or your Guidance Counselor can provide a forgotten password.
- *New Students* – follow instructions for “New Student User”

2. PERSONAL INFORMATION

- *Returning Students* – verify information shown, click “**verify**” at bottom of screen
- *New Students* – enter all personal information, click “**verify**” at bottom of screen

3. REGISTRATION FOR ACP CLASSES

- Select “**Apply for ACP Classes**” using left menu bar
- Select Department associated with the class, click “**Enter**”
- Select the course associated with the class, click “**Enter**”
- Select the class number provided by your Guidance Counselor or Teacher, click “**Enter**”
- Proceed through screens until you are prompted to select “**Continue to the Final Step**”

4. COMPLETE APPLICATION PROCESS

- Make certain your printer is online and ready to print
- Click “**Create ACP form to print and complete application process**”
- Three pages should print:
 - (1) Original Signature Application Form which requires signatures - **return to your school**
 - (2) A copy of the Signature Application Form – **keep for your records**
 - (3) An information sheet containing important details including instructions for creating your Indiana University Email account. **Information sent from IU regarding your ACP course (including your bill) will only be sent to your IU Email account.**

5. LOGOUT – using left menu bar

Contact Information:

Phone: 1-800-255-7943 or 812-855-3671 **Email:** acp@indiana.edu