

# CHECKLIST FOR ADMITTED DUAL ENROLLMENT STUDENTS

## CONGRATULATIONS ON YOUR ACCEPTANCE TO THE DUAL ENROLLMENT PROGRAM (DEP)!

Follow these steps to ensure you are ready for the first day of class.

### GET CONNECTED TO KSU

#### LOOK UP YOUR NETID AND PASSWORD

- You will need to know your NetID and initial password before you can set up KSU's multi-factor authentication (MFA) or access Owl Express, KSU email, D2L, and other KSU-provided systems. Visit [ksuhub.com/start-netid](https://ksuhub.com/start-netid) to look up your NetID and password.

#### ACTIVATE MULTI-FACTOR AUTHENTICATION (MFA)

- KSU uses Microsoft's MFA to keep your account secure, and it is required to access anything you need to log in to. Visit [mfa.kennesaw.edu](https://mfa.kennesaw.edu) to start the process.

#### LOG IN TO YOUR KSU EMAIL

- Your campus email is the primary means of communication between the Dual Enrollment Program and you.
- To access your email, visit [ksuemail.kennesaw.edu](https://ksuemail.kennesaw.edu) and log in with your newly activated NetID and password.
- Learn how to forward your KSU email to your personal email inbox by following the steps listed at [ksuhub.com/EmailForward](https://ksuhub.com/EmailForward).

Need technology help? Contact the KSU Student Technology Helpline at 470-578-6999.

### DUAL ENROLLMENT ORIENTATION

- Sign up for a **mandatory** Dual Enrollment Orientation. The session covers Dual Enrollment expectations, funding, Talon Services (parking, student ID card, and course materials), registering for classes, and an overview of advising. Sign up online at [ksuhub.com/DEPAccepted](https://ksuhub.com/DEPAccepted).

### LAWFUL PRESENCE VERIFICATION

- You can submit your lawful presence verification documents in-person or online by following the steps found at [ksuhub.com/LPV](https://ksuhub.com/LPV). Please complete this before attending your Orientation session. This hold can prevent you from registering for classes.

### DUAL ENROLLMENT FUNDING APPLICATION

- Complete your funding application through [ksuhub.com/DEPGAF](https://ksuhub.com/DEPGAF) **before attending** the Dual Enrollment Orientation.
- To complete the application, sign in to your GAfutures account, choose My Dual Enrollment Profile, and click on Apply Now.
- Note: As a DEP student, you are not eligible for other forms of student financial aid. The Dual Enrollment funding cap is 30 semester or 45 quarter hours.*

