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# **ExplorEC: How to register for a USM Concurrent Enrollment course**

For more information about the ExplorEC portal, please visit [ExplorEC Portal - University of Maine System](https://www.maine.edu/students/early-college/explorec-portal/).

## Step 1: Go to [explorec.maine.edu/](https://explorec.maine.edu/)

Select “High School Student.”

## Step 2: Click Start a New Application, or Login if you already have an ExplorEC account.

**Do not create a new account if you already have one. If you have an existing account but forgot your login information please contact Patricia Nickerson (****patricia.nickerson@maine.edu****) or Ryan Wilson (****ryan.j.wilson@maine.edu****)**

## Step 3: Enter your personal information

You will only have to enter this information once unless something changes.

* Along with other information, you will be asked for your Social Security Number.

(The University of Maine System is required under IRS regulations to provide a Form 1098-T to each student enrolled in a course that offers college credit. This includes high school students enrolled through their high school. The University is also required to request the student’s Social Security Number to include on the 1098-T.)

* Check that you reviewed your application carefully and that you entered your personal email address correctly and did not use a high school email account. Failure to check and respond to your email may impact your application and registration status. Verify that you typed your name, address, and birthdate correctly. This information will be used to create a PERMANENT university transcript and must be accurate.

## Step 4: Read and Sign the Student Agreement

## Step 5: Apply for Classes

*Important: Students may earn up to 12 tuition-free credits total per year at all Maine public institutions.*

1. Select “Apply for Classes” from sidebar menu.
2. Use the form to search for your Concurrent Enrollment course(s). You must select a TERM (e.g. Fall 2022) and narrow the search by selecting a SUBJECT, CAMPUS (e.g. University of Southern Maine), or LOCATION (or Web/Online).

## Step 6: Fill out FERPA Consent (Optional)

This form is optional for students 16 and older, but is strongly encouraged. Include parents, guardians, and/or family members. You do not need to include school counselors or teachers.

## Step 7: Parent/Guardian Consent

### Option 1*:* Request Parent Consent

Select “Request Parent Consent”, enter parent/ guardian name & email address. An email will be sent to your Parent or Guardian with a link to the Consent Form

### Option 2: Sign Parent Consent Now

Select “Sign Parent Consent” & have your parent/guardian sign now.

## Step 9: Approval by Your School Counselor

School counselors have access to their own portal which lists applications for all of their students. They can approve or not approve any application.

The Early College Office receives an email that your application is complete, registers you for the class in MaineStreet, and sends you a confirmation email. Incomplete applications WILL NOT be processed!

## Important: University of Maine System Email

Once you have been registered for your course, you will receive an email instructing you to activate your University of Maine System account. After you activate your account, you can access your UMS maine.edu Gmail account. Check your maine.edu email every day OR set up email forwarding from your maine.edu email account to your personal email account.

To turn on automatic email forwarding from your maine.edu Gmail:

1. Open your UMS Gmail account.
2. In the top right, click Settings   See all settings.
3. Click the Forwarding and POP/IMAP tab.
4. In the "Forwarding" section, click Add a forwarding address.
5. Enter the email address you want to forward messages to.
6. Click Next  Proceed  OK.
7. A verification message will be sent to that email address. Click the verification link in that message.
8. Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.
9. Click the Forwarding and POP/IMAP tab.
10. In the "Forwarding" section, select Forward a copy of incoming mail to.
11. Choose what you want to happen with the UMS Gmail copy of your emails. We recommend keeping Gmail's copy in the Inbox.
12. At the bottom of the page, click Save Changes.