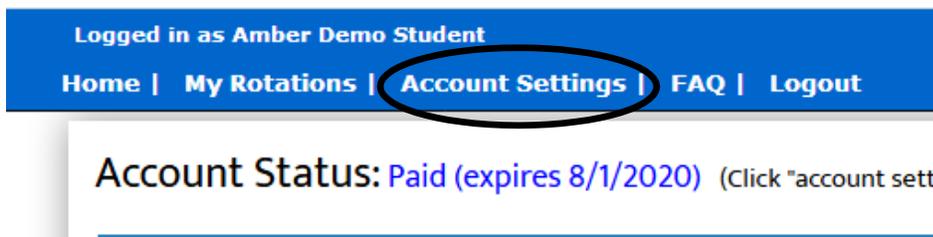


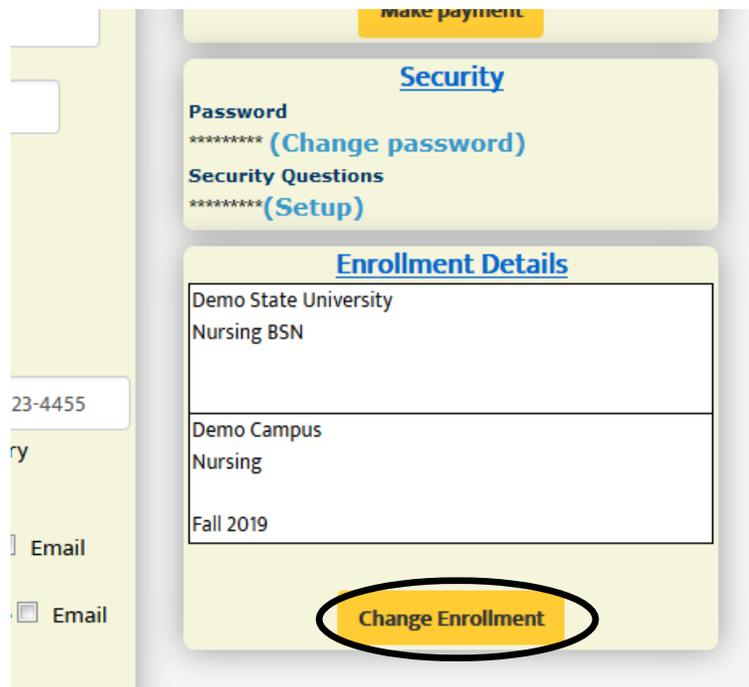
Dual Enrollment of your Account

Use these instructions if you are currently enrolled at one School and will simultaneously be attending another School. Dual enrollment will allow you to complete all your requirements under a single log-in. You will also NOT have to pay for a second account.

- 1.) Log into your pre-existing myClinicalExchange account.
 - a. If you do not have an mCE account yet, please close these directions and follow the "Register and Login" instructions. Once your account is created, you may then follow these instructions for dual enrollment.
- 2.) At the top left menu, click on **Account Settings**



- 3.) On the right side, under enrollment details, you will see your current enrollment at your School. To add another School, click **Change Enrollment**.



4.) You will be presented with a set of options. For dual enrollment, choose option 4 “Add another School to my account” and then click **Next**.

Change Enrollment

- I registered my account under the wrong school
- I registered my account under the wrong program in my school
- I completed my current program and am enrolling in a new program in my school
- Add another school to my account
- Transfer my account
- Add another program within my school to my account (Dual enrollment within the same school)

5.) You will be asked if you want to use the same email address for this dual enrollment.

Add new school to my account- STEP 1

Are you planning to use same email address ? Yes No

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Next

- a. Select YES
- 6.) Click **Next**.
- 7.) On the next screen, select the appropriate options from the drop-down menus.

Add new school to my account- STEP 3

Which state are you planning to go ?
-- Select state --

To which new school are you going ?
Select school ▾

Which program are you enrolling in ?
Select Program ▾

Degree
No Degree(s) Selected ▾

Cohort
--Select-- ▾

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Submit

State: Select the State where your new School is located; it helps with the filtering process.

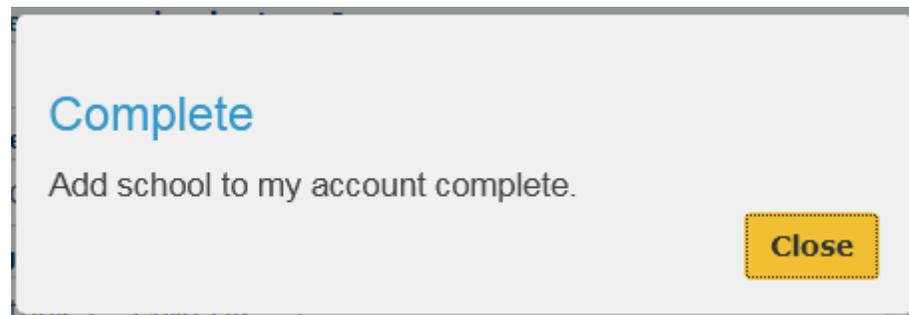
School: Select your new School

Program: Select the Program you are enrolling in at your new School

Degree: Not required but you may select from the drop-down

Cohort: Not required but you may select from the drop-down

- 8.) Click **Submit** when all fields are selected. If everything has been properly completed, you'll receive a confirmation screen.
 - a. If there are any errors on the page, the platform will mark in **red** which fields are missing. Complete this and try to **Submit** again.



- 9.) Return to your **Account Settings** menu to see your new enrollment listed. Your new Schools will now be able to access your myClinicalExchange account to assign you to rotations.