

Welcome to Dual Enrollment at El Camino College!

The first step is to apply for admission to create your El Camino College student account, then sign into the MyECC student portal.

For support to complete these steps, follow Steps 1-2 on this webpage:

tinyurl.com/dualsteps

Before you can use DualEnroll

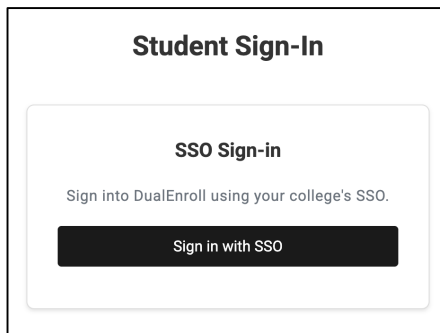
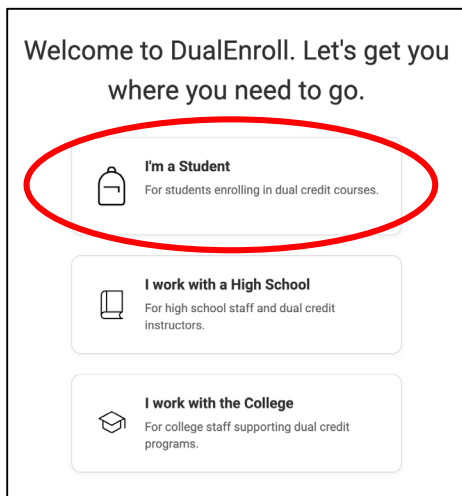
You will need to:

- **Know your @elcamino.edu email address** – this is sent to you in your Welcome Email. If you did not receive your Welcome Email, follow this link: tinyurl.com/welcamino
- **Sign into MyECC** – the first time you sign in, you will need to create a new secure password. You can also reset your MyECC password using the *Forgot My Password* feature.
- **Set up Multi-Factor Authentication** – this is a required security feature to access MyECC while off campus.

For support with these items, go to tinyurl.com/dualsteps and see Step 2.

Sign into DualEnroll

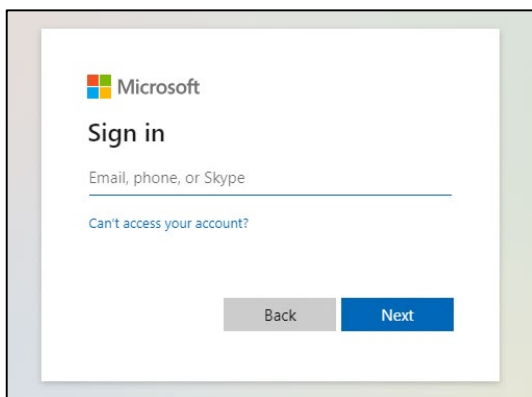
- Go to elcamino.dualenroll.com
- Click the button which states “I’m a Student,” then “Sign in with SSO.”



Sign into DualEnroll (Cont'd)

After clicking **Sign in with SSO**

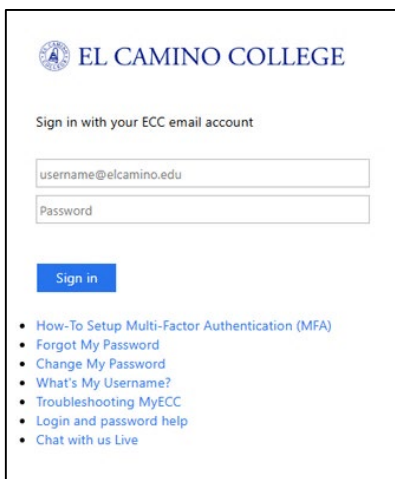
- If you are already signed into MyECC, you will proceed directly to DualEnroll.
- If not, you will see the Microsoft Sign In screen below:



The image shows a Microsoft Sign in screen. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field with the placeholder "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom are two buttons: "Back" and "Next".

1. Enter your **@elcamino.edu email address**, then click the **Next** button

Do not enter a personal or high school email address.



The image shows the El Camino College sign-in screen. At the top is the El Camino College logo and name. Below it is the text "Sign in with your ECC email account". There are two text input fields: the first is labeled "username@elcamino.edu" and the second is labeled "Password". Below the input fields is a blue "Sign in" button. At the bottom is a list of links: "How-To Setup Multi-Factor Authentication (MFA)", "Forgot My Password", "Change My Password", "What's My Username?", "Troubleshooting MyECC", "Login and password help", and "Chat with us Live".

2. On the next screen, enter your password for MyECC, then click the **Sign in** button.

You may also need to authenticate using the method you chose for Multi-Factor Authentication.

- For support with these items, go to tinyurl.com/dualsteps and see Step 2.

The first time you sign into DualEnroll, you will need to complete your **Profile** – see below.

Returning users who have already completed their Profile are taken directly to the **Courses** tab – proceed to Page 4.

First time in DualEnroll? Complete your Profile

Fill in all fields carefully and accurately. Required fields are marked with an *asterisk.

Click the **UPDATE** button at the bottom of each page to proceed.

Robin Camino | Help Desk | Logout

Profile Courses Status

Robin Camino - Not Yet Assigned

Please complete the Application Steps for El Camino College

First Name * Middle Name Last Name *

Robin [] Camino []

Preferred First Name []

Gender * Birth Date *

[] 01-01-1900 []

Street Address * []

Town/City * State * Zip *

[] [] []

Cell Phone College Email *

[] robin_camino@elcamino.edu

Personal Email * []

Your profile information was populated from your CCCApply application. If your contact information shown above is incorrect, please update your information via this [form](#).

If it has been over a year for a previous term but through CCCApply to application status, please [admissionshelp@elc](#)

UPDATE

APPLICATION STEPS

Account

Student Information

Student Number

Terms and Conditions

FERPA Consent

Parent Information

High School

Academics

Documents

Notes

Page 1: Student Information

Enter your personal identifying information, including name, date of birth, address, cell phone, and personal email address.

Your College Email is pre-populated and cannot be changed.

Do not enter a parent's cell phone or personal email address.

Click the **UPDATE** button when done.

Robin Camino - Not Yet Assigned

Please remember your student number for your records. This number identifies your El Camino College student account, both while you are a K-12 Dual Enrollment student and if you attend El Camino College after high school as a college student.

Make sure to provide your ECC ID when connecting with El Camino staff in order to correctly identify your student account.

El Camino College Student ID Number: 0563821

UPDATE

APPLICATION STEPS

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Page 2: Student Number

Your El Camino College Student ID Number is displayed.

Read this page and remember this number for your records.

Click the **UPDATE** button when done.

Complete your Profile (Cont'd)

Robin Camino - Not Yet Assigned

El Camino College Terms and Conditions

Concurrent Enrollment - Expectations and Responsibilities

Student, Parent or Guardian and principal or designee, by signing this Concurrent Enrollment Application you acknowledge that you have read and understand the following:

1. Before deciding to concurrently enroll at ECC, you should review course offerings in the schedule of classes and current ECC Catalog, noting dates, prerequisites, locations, and times of class(es). Courses with a credit/no-credit grade option only may not be used for high school credit.
2. Enrollment fees are waived for California residents. Non-residents, out of state students, and international students are required to pay enrollment fees.

APPLICATION STEPS

- Account
- Student Information
- Student Number
- Terms and Conditions**
- FERPA Consent
- Parent Information

Robin Camino - Not Yet Assigned

El Camino College FERPA Consent

In compliance with the Family Educational Rights and Privacy Act (FERPA), El Camino College is prohibited from releasing information from student records to a third party, such as information on grades, attendance, enrollment status, billing, tuition and fees, and other student record information without the student's consent, unless such consent is not required by law.

I authorize the release of my academic records and/or personal information to the staff and administrators at my high school. The reason for release of records and/or personal information: Student is a high school student under care of a parent/guardian through Dual Enrollment.

☐ Authorize

UPDATE

APPLICATION STEPS

- Account
- Student Information
- Student Number
- Terms and Conditions
- FERPA Consent**
- Parent Information
- High School

Robin Camino - Not Yet Assigned

Parent or Guardian Contact Information

Parent Or Guardian Name: *

Relationship: *

Contact Preference: *

Parent Or Guardian Email: *

Verify Parent Or Guardian Email: *

Parent Or Guardian Cell Phone: *

Verify Parent Or Guardian Cell Phone: *

APPLICATION STEPS

- Account
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- Parent Information**
- High School
- Academics
- Documents
- Notes

Robin Camino - Not Yet Assigned

High School (change if incorrect)

Not Yet Assigned

HS School ID: High School Grade *

Intended High School Graduation Year *

Counselor *

☐ I have an IEP or 504 Plan

Note: If you have an IEP or 504 Plan go to the El Camino website and search for Special Resource Center to request services.

UPDATE

APPLICATION STEPS

- Account
- Student Information
- Student Number
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School**
- Academics
- Documents
- Notes

Page 3: Terms and Conditions

Read and accept the terms by checking the checkbox.

Click the **UPDATE** button when done.

Page 4: FERPA Consent

Read and authorize FERPA Consent by checking the checkbox.

Click the **UPDATE** button when done.

Page 5: Parent Information

Enter a parent's contact information and contact preference.

Your parent will be sent a link to provide their consent.

Parent email and cell phone cannot match student's email or cell phone.

Click the **UPDATE** button when done.

Page 6: High School

Select your High School from the list. Enter your High School ID Number, grade level, graduation year, and select your counselor.

If your high school is not listed, select "Other- School Not Listed." Further instructions will appear on the next screen.

The counselor (or other authorized user) you select will receive a notification each time you select a course in DualEnroll.

Click the **UPDATE** button when done.

You can always go back and update this information by clicking on the **Profile** tab at the top of the DualEnroll screen.

Select College Campus or Online Courses

After your Profile is complete, you will be taken to the **Courses** tab to select your courses.

Make sure to use the Online Class Schedule before selecting classes in DualEnroll! DualEnroll does not display which classes have seats available, which are waitlisted, and which are closed.

The screenshot shows the 'Courses' tab in the DualEnroll system. On the left, there are search filters. The 'BY TERM' filter is set to 'Fall Semester 2026'. The 'BY COURSE TYPE' filter is expanded, showing four options: 'College Campus', 'High School', 'Online', and 'Regional Center'. All four options are selected with checkboxes. Below these filters, there are fields for 'Start Time' and 'End Time'. The main area displays a list of courses. The first course is 'ENGL 1000 Academic Reading and Writing'. A pop-up window shows the details for this course, including the course number, subject, credits, college, and a description. Below the description, there is a table of 'Available Sections' with columns for Section, Type, Instructor, Location, Days/Time, Start/End Date, and Options. The table lists three sections, all taught by Rashondra Woods at TORRANCE HIGH, with different times and dates. Each section has a 'Select' button next to it.

1. Narrow Your Search

In the menu on the left, click the checkboxes to filter by Term and Course Type.

The "Online" Course Type displays both **Online** AND **Hybrid** classes.

You can also search by Keyword. Example: to find section HIST-C1001-2461, enter "HIST," "HIST-C1001," or "2461"

2. Click a Course Title

Click the link displaying the Title of your course.

3. Select your desired Class Section

Find the class section displaying the term, instructor, location, days/times, and start/end dates of your desired class.

Click the **Select** button next to your correct class section to start the registration process for this class.

You have initiated registration for this class!

You may now choose one of the following options:

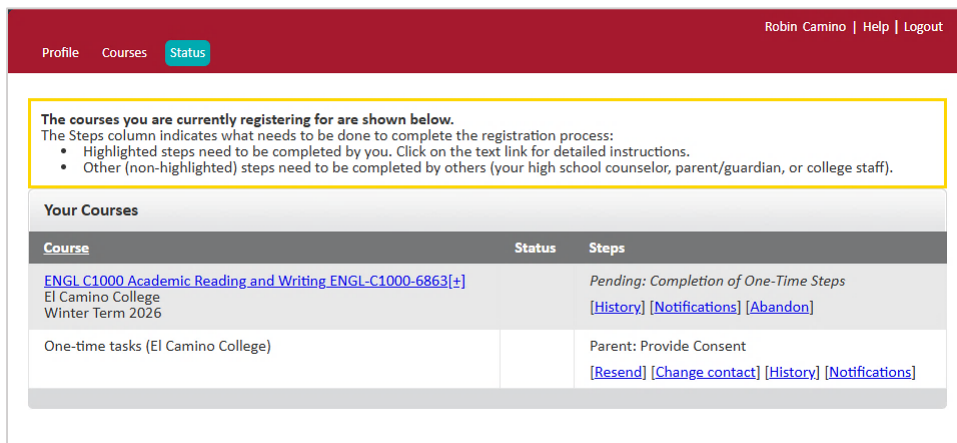
- **Request another class** (click to repeat the above steps)
- **View current status**
- **Logout**

The screenshot shows the 'Status' tab in the DualEnroll system. At the top, it says 'Academic Reading and Writing was successfully queued.' Below this, there is a section titled 'The courses you are currently registering for are shown below.' It lists the course 'ENGL 1000 Academic Reading and Writing' and provides instructions on how to complete the registration process. A pop-up window titled 'No Further Actions Required' is displayed, stating that the user has completed the registration request and will be notified via email or text message. It asks the user to select one of the options below: 'request another class', 'view current status', or 'logout'.

Check Your Status

After you have selected College Campus or Online courses for registration, you can view your current status by clicking the **Status** tab at the top of the DualEnroll screen.

For each course selected, you will see your current step.



The screenshot shows the 'Status' tab selected in the top navigation bar. Below the navigation bar, there is a message box stating: 'The courses you are currently registering for are shown below. The Steps column indicates what needs to be done to complete the registration process: Highlighted steps need to be completed by you. Click on the text link for detailed instructions. Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).' Below this message is a table titled 'Your Courses'.

Course	Status	Steps
ENGL C1000 Academic Reading and Writing ENGL-C1000-6863[+] El Camino College Winter Term 2026		Pending: Completion of One-Time Steps [History] [Notifications] [Abandon]
One-time tasks (El Camino College)		Parent: Provide Consent [Resend] [Change contact] [History] [Notifications]

Steps

- *Pending: Completion of One-Time Steps* – this means your parent has not yet completed the one-time task of Parent Consent (see next page)
- *High School: Confirm On-campus or Online Selection* – this means your high school counselor or other administrator needs to approve you for this class
- *Student: Clear Prerequisite* – this means the class you selected has a prerequisite which you have not cleared, see **Step 4** of the [Steps for Dual Enrollment](#).
- *Student: Section Full - Select Option* – this means the class you selected is full. Complete this step in DualEnroll to select a different class with seats available or join the waitlist for this class. See [What if a class I wish to take is Waitlisted or Closed?](#)
- *Complete* – this means registration is complete for this class! Officially registered classes will also appear in MyECC (immediately) and in Canvas (on the Start Date for the class).

Important! Make sure to read [After You Register](#) for support after registration is complete.

For each course or task listed, you can click on **History** to view the date & time each step was initiated or completed, and the name of the user who performed the action.

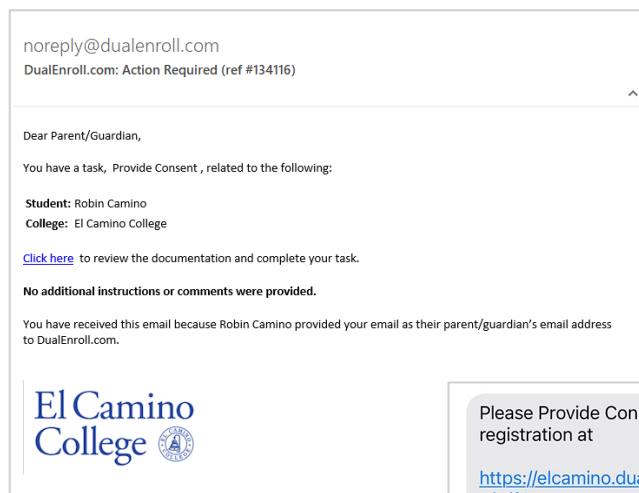
If for any reason your registration could not be completed, you may see a status of “Abandoned,” “Failed,” or “College: Resolve Failed Registration.” Click on **History** to view details.

Parent Consent

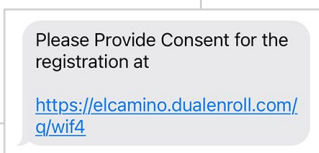
Parents — once your student provides your contact information in DualEnroll, you will receive an email and/or text message to complete the task of Parent Consent. **This step is required for Dual Enrollment.**

Sometimes the email is delivered to your Spam or Junk folder.

If this email or text is not received, students can sign into DualEnroll to confirm or change their parent's contact information to resend.



1. **Click the link in the email or text message** to go to the online consent form.



Parent: Provide Consent

Your child has signed up to take a class from El Camino College.
Robin Camino

I have read and understand the Dual Enrollment Expectations and Responsibilities and agree to all the conditions.
I hereby give my consent to my son/daughter to attend El Camino College and enroll in the classes for which a recommendation has been made.
Note: Parent consent only needs to be granted one time.

Sign electronically by entering your first and last name:

Click 'Complete Step' to give permission for your child to take this course and agree to the above

2. **Type your first and last name** in the box to provide your electronic signature.

Then click the **COMPLETE STEP** button.

NOTE: Parent Consent is only provided one time! Parents who click the consent link again may receive an error message or be directed to a sign-in screen.

Parents do not have DualEnroll accounts; only students can sign into DualEnroll.