



Dual Enrollment Consortium  
Quick Base Application  
*New Applicant Tutorial*

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# Overview

- How to Apply
- Create a Quickbase Account
  - Quickbase invitation
  - Creating login credentials
- Login to Quickbase
  - View login homepage and applicant dashboard
- Edit and view student applications
  - Understand the edit and view icons
  - Upload documents to student applications
- Upload supporting documents
  - Submit completed application



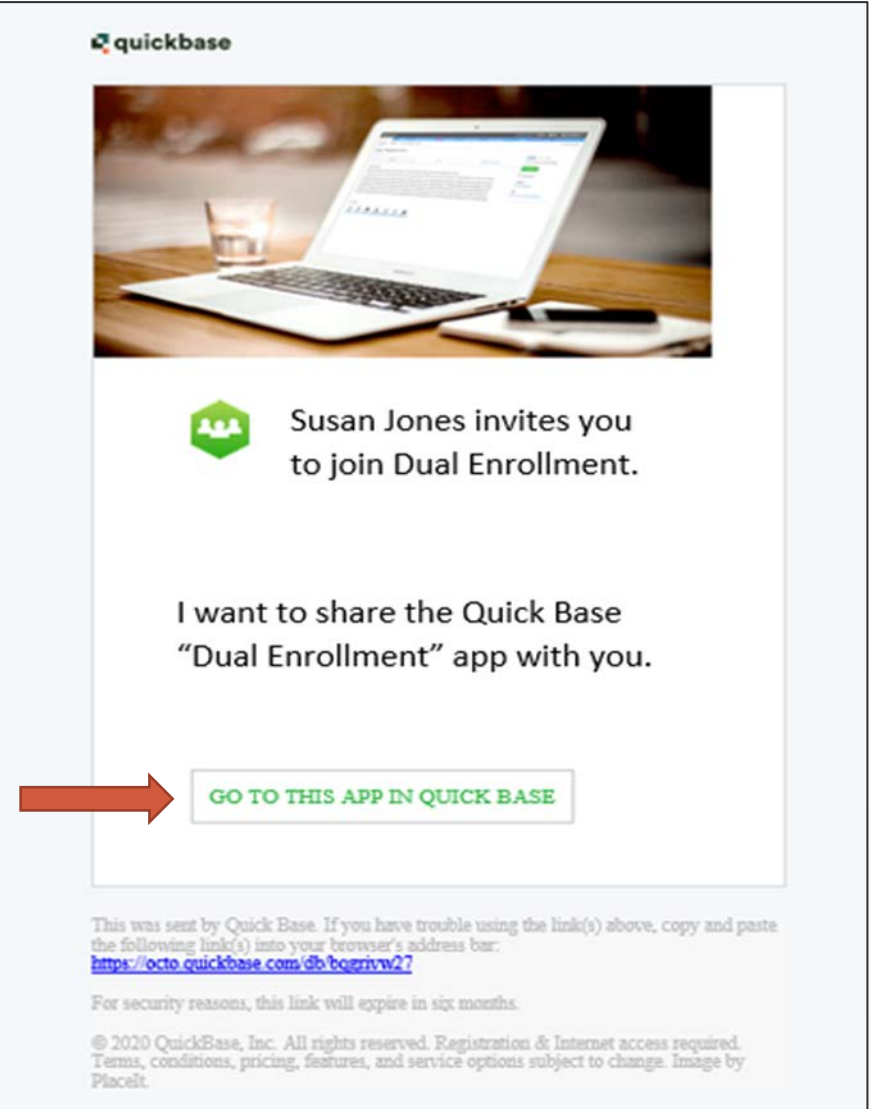
# How to Apply - Overview

- Students can apply by visiting the dual enrollment consortium application website below:  
[octo.quickbase.com/db/bmsi2h8z2](https://octo.quickbase.com/db/bmsi2h8z2)
- To begin your application, click the **“New Application”** button and complete **Part One**.
- After you complete **Part One**, you can choose to a) click the **“Save & close”** button and finish your application later, OR b) immediately complete **Part Two** of the application, click the **“Save & close”** button.
- Applicants will not be able to log back into their application until they receive an email notification from the Quickbase system within **24-48 hours** of clicking the **“Save & close”** button.
- The notification will provide you with directions on how to create a profile and log back in to your application to complete it.

# Quickbase Invite

- New applicants will receive a Quickbase invitation email (If the user does not receive an email from Quickbase within 24-48 hours, the user may need to check their "Spam" folder. User email account filter may have classified the email notification as spam).
- Click the “Go to this app in Quickbase” link to create a username and password.

CLICK HERE



# Create Login Credentials

- Username - school or personal email address.
- Password – secure password the user will remember. Quickbase does not have access to user passwords.
- Click the check box after user has agreed to Quickbase terms and privacy policy.
- Click “Register.”

Sign Up for Quickbase

All fields marked with an asterisk (\*) are required.

First name \*

Last name \*

Email address libralady.wms@gmail.com

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Choose a password \*

Retype password \*

Password strength:

- ✓ Must be at least 8 characters
- ✓ Must include both numbers and letters

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Please set up a security question in case you ever need to reset your password.

Question: \*

Answer: \*

Retype Answer: \*

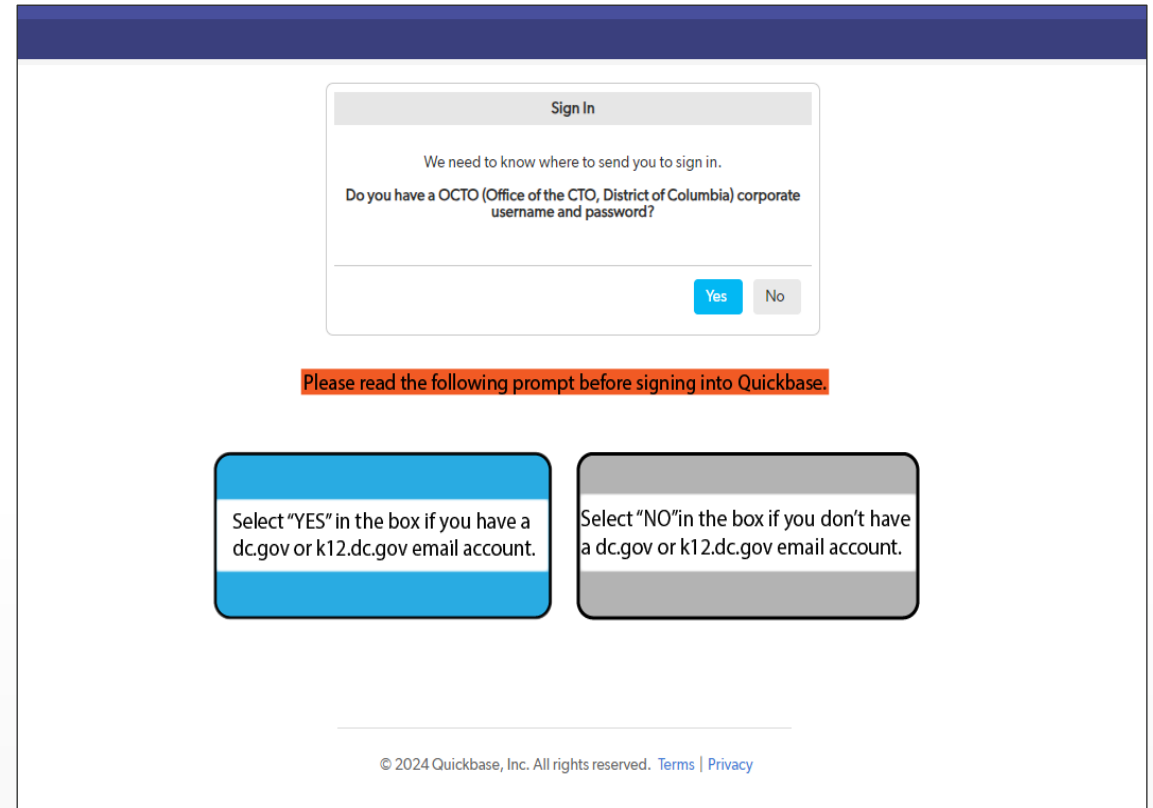
- ✓ Security answers must match
- Your answer is not case sensitive.

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I have read and agree to the Quickbase [Terms of Service](#) and the Quickbase [Privacy Policy](#)

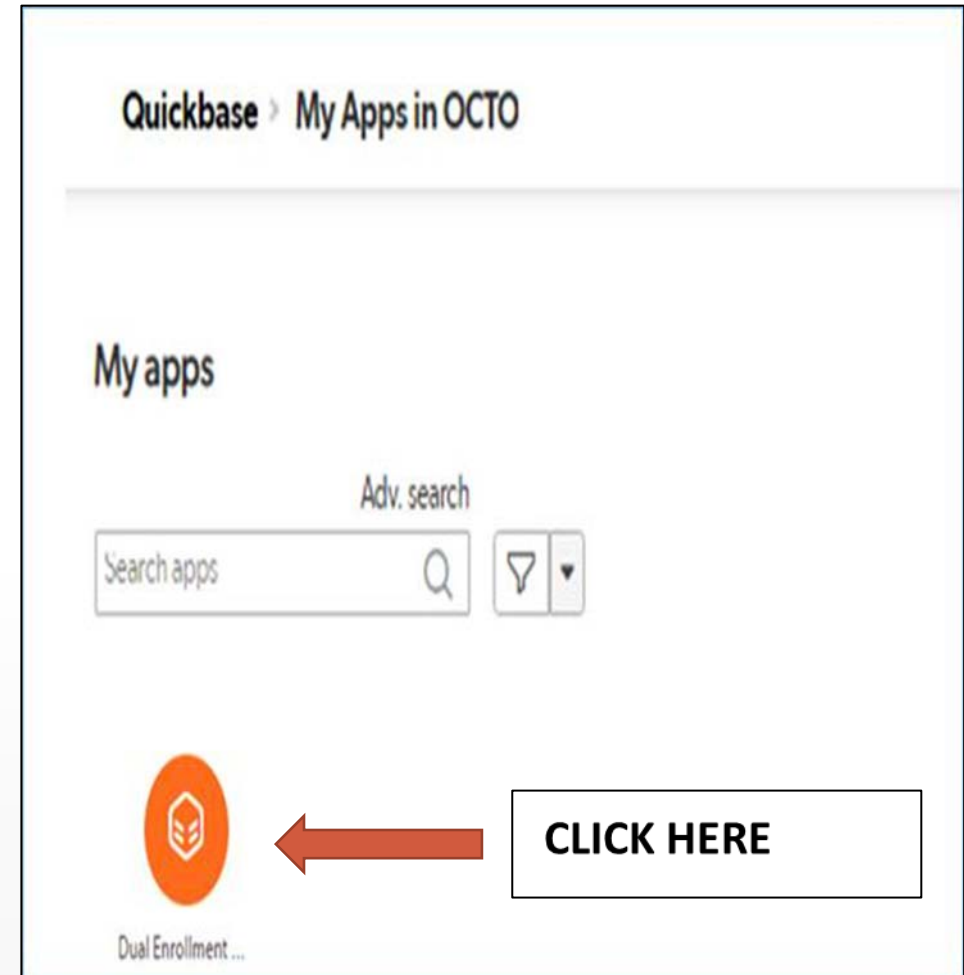
# Login Screen

- After creating user login credentials, the user will be directed to the Quickbase homepage.
- User must click “No” to precede to the login page.
- Login with username and created password.
- If user is unable to remember their password then click “I forgot my password.”
- Quickbase will send an email to user email address with instructions to recreate password.



# Quickbase Homepage

- After logging in, user will view the Quickbase “My Apps in OCTO” webpage.
- User clicks the “Dual Enrollment” icon to view the dual enrollment applicant dashboard.



# Applicant Dashboard

Home

Dual Enrollment Application > Applicant Homepage

Show Quickbase Performance Bar

### Program Information

The Office of the State Superintendent of Education (OSSE) is offering eligible students from partnering local education agencies and high schools the opportunity to take courses at local institutions of higher education (IHEs) that are partners of the DC Dual Enrollment Consortium Program during the 2021-22 school year.

More information on the D.C. Dual Enrollment Consortium program can be found by visiting the [OSSE Dual Enrollment Opportunities webpage](#).

For more information regarding the application process, please contact your school's dual enrollment coordinator or Kalecia Baity at [Kalecia.Baity@dc.gov](mailto:Kalecia.Baity@dc.gov).

### How To Apply

**Part One:**

1. To begin your application, click the "New Application" button and complete **part one** of the DC Dual Enrollment Consortium Program application;
2. After you complete Part I, you can choose to a) click the "Save & close" button and finish your application later, OR b) immediately complete part two of the application and check the "Submit" box at the bottom of the application (see information on how to complete part two below) and click the "Save & close" button.

**\*IMPORTANT NOTE\*** No matter which option you choose, you will not be able to log back in to your application until you receive an email notification from the QuickBase system within 24-48 hours of clicking the "Save & close" button. The notification will provide you with directions on how to create a profile and log back in to your application to complete Part II (if you have not already done so) or update/add to your materials if you've already checked the "Submit" box and clicked the "Save & close" button.

**PLEASE WAIT TO RECEIVE THE EMAIL NOTIFICATION FROM QUICKBASE BEFORE TRYING TO LOG BACK IN. DO NOT ATTEMPT TO LOG BACK IN WITH A NEW EMAIL ADDRESS.**

**Part Two:**

1. School Counselors can upload the following documents for students: High School Transcript, Counselor or Principal Recommendation Form, and Teacher Letter of Recommendation.
2. Students should review Part II of the application to ensure all required materials listed below, are successfully uploaded.
  - Your transcript
  - A copy of
    - your GED Ready, OR
    - SAT or ACT scores (if applicable);
  - Personal statement/essay;
  - Letter of recommendation from high school teacher;
  - Counselor or Principal Recommendation Form; and
  - Signed Released of Information Form.
3. As you work on completing your application, please continue to click the "Save & close" button until you are ready to submit your application to OSSE.
4. Once you have completed Part I and uploaded all required documents to Part II of the application, please check the "Submit" box and click the "Save & close" button and your application will be forwarded to the OSSE Dual Enrollment Consortium Program Manager.

### My Application

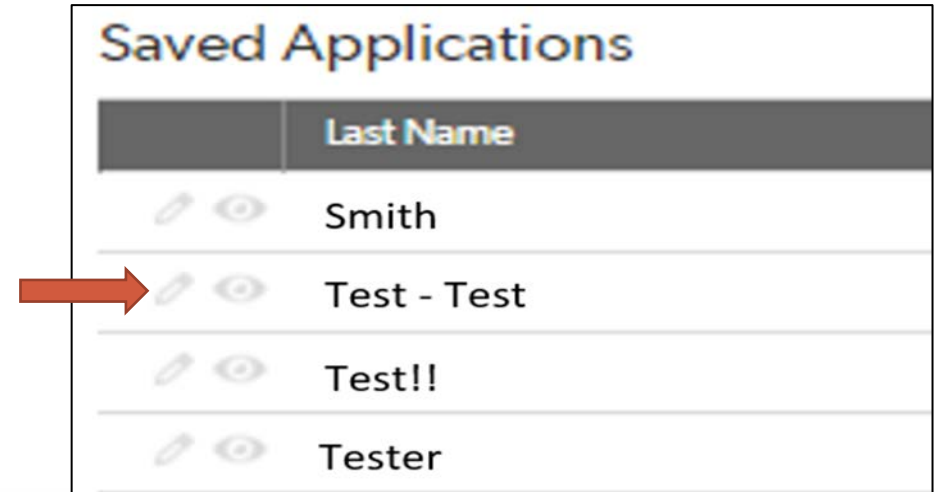
First Name	Last Name	Primary Email	Application Status	Eligible
No applications found				

- The applicant will click the “application” button to open and create a new application.
- Please note that the database may take up to 24 hours to display an application on an applicant’s dashboard.
- Applicants can view, edit and save their application. Applicants can exit and return to their previously saved application located on the dashboard to submit their completed application.



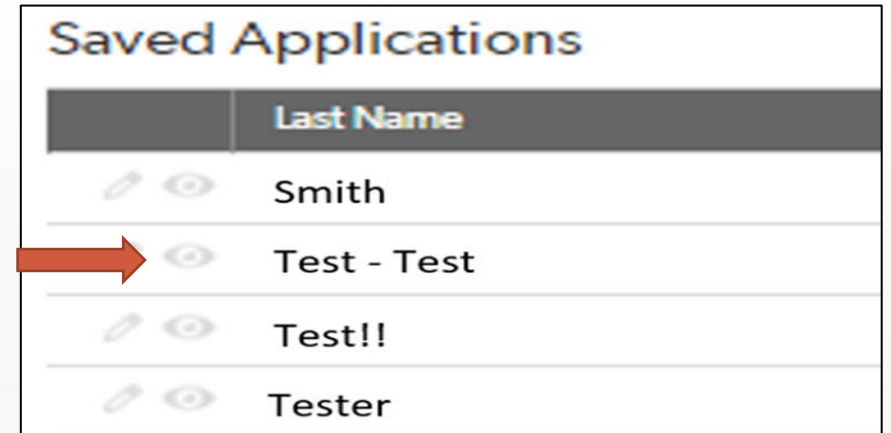
# Edit and View Student Application

- Student applications are viewed two ways:
  - Pencil icon - is used to “edit” the student application. The “edit” icon is used to upload supporting documents.
  - Eye icon - is used to “View” the student application.



A screenshot of a web interface titled "Saved Applications". It features a table with a dark grey header row containing the text "Last Name". Below the header, there are four rows of data. Each row contains a pencil icon followed by an eye icon and a text label. The labels are "Smith", "Test - Test", "Test!!", and "Tester". A red arrow points to the pencil icon in the second row, which corresponds to "Test - Test".

		Last Name
		Smith
		Test - Test
		Test!!
		Tester



A screenshot of a web interface titled "Saved Applications", identical to the one above. It features a table with a dark grey header row containing the text "Last Name". Below the header, there are four rows of data. Each row contains a pencil icon followed by an eye icon and a text label. The labels are "Smith", "Test - Test", "Test!!", and "Tester". A red arrow points to the eye icon in the second row, which corresponds to "Test - Test".

		Last Name
		Smith
		Test - Test
		Test!!
		Tester

# Application: Part One

- Students must complete **ALL** required (\*) information: Student information, parent information, academic information and colleges / semesters of interest.

The screenshot shows a web application interface for adding a new application. The breadcrumb trail is 'Applications > Add Application > Reports & Charts'. The main heading is 'Part One', with a red arrow pointing to it from the right. Below the heading are two sections: 'Student Information' and 'Parent/Guardian Information'. The 'Student Information' section includes fields for First Name, Last Name, Primary Telephone, Primary Email, Date of Birth (with a calendar icon), Gender (dropdown), Street Address (with a search bar), Street 1, Street 2, City, a State/Region dropdown, and a Postal Code field. The 'Parent/Guardian Information' section includes fields for Parent/Guardian First Name, Parent/Guardian Last Name, Parent/Guardian Primary Telephone, Parent/Guardian Email, Parent/Guardian Street Address (with a search bar), Street 1, Street 2, City, a State/Region dropdown, and a Postal Code field.

# Cont. Application: Part One



**Academic Information**

High School \*

Counselor Name

Counselor Email

Grade Level

Anticipated High School Graduation Year

Current Cumulative GPA \*

GED Ready English Language Arts Score (if applicable)

GED Ready Mathematics, Social Studies or Science Score (if applicable)

Most Recent SAT or ACT Score (if you haven't taken the SAT or ACT, place "N/A" in the space)



**Colleges / Semesters of Interest**

Rank the colleges you are interested in attending below using the drop down field. For example, one (1) is the highest rank and three (3) is the lowest rank.

Please select the type of College you would like to attend for Dual Enrollment \*

School Year

I am interested in participating in dual enrollment for the following semesters (check all that apply)  
 Spring

**How did you know about this Program?**

How did you hear about the dual enrollment consortium program \*



- Students must complete **ALL** required (\*) information: academic information and colleges / semesters of interest.



# College/Semesters of Interest

- Applicants must click the dropdown menu to select one out of the three types of colleges below.
  - Community College (2-Year)
  - University (4 Year)
  - UDC CARE Program
- Quickbase will identify the type of college the applicant qualifies for based on the grade level and grade point average (GPA).
- Applicants must rank the colleges they are interested in attending from one (1) is the highest rank and three (3) is the lowest rank.

Colleges / Semesters of Interest

Rank the colleges you are interested in attending below using the drop down field. For example, one (1) is the highest rank and three (3) is the lowest rank.

Please select the type of College you would like to attend for Dual Enrollment \*

Community College (2 years) ▼

Montgomery College

1 ▼

NoVa Community College

2 ▼

PGCC

3 ▼

School Year

I am interested in participating in dual enrollment for the following semesters (check all that apply) \*

Summer Summer ▼



# Application: Part Two

- New and returning applicants must submit a 350-500 word essay and upload documents to their application.

## ▼ Personal Statement / Essay

### New Applicant:

Please submit a 350-500 word essay using the following prompt: "Why are you a strong candidate for dual enrollment? Please describe your strengths, future plans, aspirations and why you would be a good "fit" for the program."

### Returning Applicant:

For students who participated previously, please submit a 350-500 word essay using the following prompt: Based on your previous participation in dual enrollment during the semester (through the DC Dual Enrollment Program):

- 1) Did you have a successful semester?
- 2) What did you learn from your participation in dual enrollment?
- 3) What do you hope you gain from another year of participation in dual enrollment?

Upload your essay in the DOCUMENT UPLOADS section. (This is a mandatory component of the application).

# Mentor Services

- [Spark the Journey](#) and the [Latin American Youth Center \(LAYC\)](#) will offer mentoring services to dual enrollment consortium students and assist them in navigating high school, taking dual enrollment courses, and selecting and applying to college.
- Students are not obligated to participate in mentoring services, however we do encourage them to take advantage of this FREE opportunity for additional support.
- Under “Mentor,” students can select “Yes or No” for mentorship services.

▼ **Mentor**

Mentors will support high school students who are enrolled in District of Columbia public or public charter schools and assist them in navigating high school, taking dual enrollment courses, and selecting and applying to college.

Are you interested in having a mentor?

# Upload Supporting Documents

- Applicants must upload all required documents.
- Click the “Choose File” button to open the drive on your computer then locate the file and attach the supporting document in PDF format.
- School counselors and LEA POCs can upload student transcripts and letters of recommendations (counselor or principal form and teacher letter of recommendation).

Document Uploads

Download Release of Information Form

Upload Essay  
Choose File No file chosen

Upload High School Transcript  
Choose File No file chosen

Upload Counselor or Principal Recommendation form  
Choose File No file chosen

Upload Teacher Recommendation Form  
Choose File No file chosen

Upload signed Release of Information form  
Choose File No file chosen

Intent to Enroll Form  
Choose File No file chosen

Additional enrollment form 1  
Choose File No file chosen

Additional enrollment form 2  
Choose File No file chosen

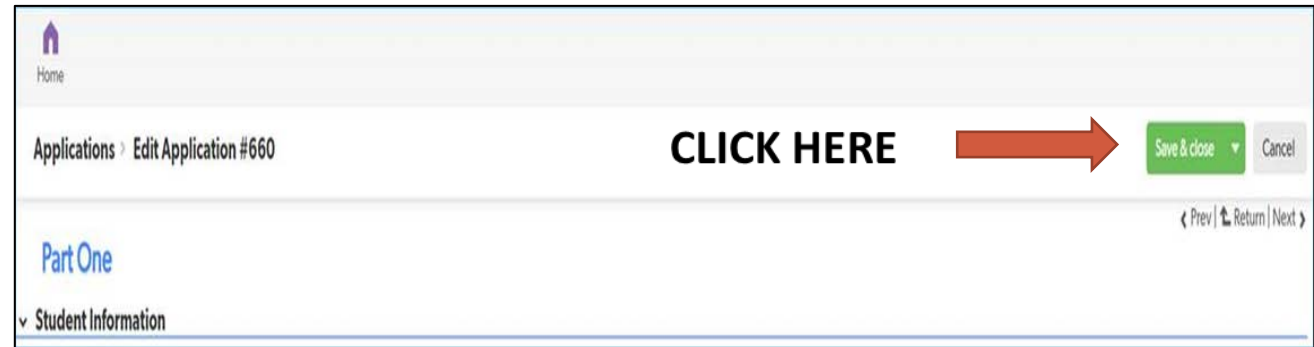
Upload Other  
Choose File No file chosen

CLICK HERE



# Saving Changes to Student Application

- After user uploads supporting documents then click the “Save & close” button.
- The "Save & close" button is located on the upper right hand corner of the page. Click this button to save changes and close the application.





# Application Submission

- Click the **“SAVE & CLOSE”** button after completing Part One and Part Two of the application.
- Students will receive an email confirming their successful submission of the DC Dual Enrollment Consortium Program application.

Document Uploads

[Download Release of Information Form](#)

Upload Essay  
 No file chosen

Upload High School Transcript  
 No file chosen

Upload Counselor or Principal Recommendation form  
 No file chosen

Upload Teacher Recommendation Form  
 No file chosen

Upload signed Release of Information form  
 No file chosen

Intent to Enroll Form  
 No file chosen

Additional enrollment form 1  
 No file chosen

Additional enrollment form 2  
 No file chosen

Upload Other  
 No file chosen

# Redirected to Applicant Dashboard

The screenshot shows the 'Applicant Homepage' for the Dual Enrollment Application. It features a navigation bar with a 'Home' icon and a 'Show Quickbase Performance Bar' link. The main content is divided into three sections: 'Program Information', 'How To Apply', and 'My Application'. The 'Program Information' section provides details about the OSSE program and contact information for Kalecia Baity. The 'How To Apply' section is divided into 'Part One' and 'Part Two', with detailed instructions and an important note about email notifications. The 'My Application' section contains a table with columns for 'First Name', 'Last Name', 'Primary Email', 'Application Status', and 'Eligible', which currently shows 'No applications found'.

**Program Information**

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**My Application**

First Name	Last Name	Primary Email	Application Status	Eligible
No applications found				

- After user clicks the "Submit Application" and "Save & close" button, user will be redirected to the applicant dashboard.
- User can continue to edit or view student application.

# Application Tips

- Attach all supporting documents in **PDF format**. Review the following steps below to convert your Word document or image to PDF format.
  - Open your **Word** document, and click the "File" button in the upper left corner.
  - Click the "Save As" button. In Word 2013, you will also need to click the "Browse" button on the "Save As" screen.
  - Next to "Save as type:", select "PDF (\*.pdf)". Then name your file and pay attention to where you are saving it. When you are done, click "Save."
  - To convert an **image** to PDF format, open the image on your computer. Go to File > Print or use the Command+P keyboard shortcut. In the Print dialog box, select the PDF drop-down menu and choose Save as PDF. Choose a name for the new PDF and select Save.
- Applicants must ensure their essays are 350-500 words (use word count to ensure you meet the application requirement).
- New applicants are strongly encouraged to gather ALL required documents BEFORE starting the application.
- ALL required (\*) fields must be completed for successful application submission.

# Contact Information

- For general questions or information about the applicant tutorial guide, please contact the Dual Enrollment Program Manager Christina Beal at [Christina.Beal@dc.gov](mailto:Christina.Beal@dc.gov).