

Middleton School District *Fast Forward* Guide

This guide **must be followed exactly as listed and thoroughly to ensure all steps are complete and funding is secured. Any steps left out may result in an invoice being sent home with expected payment from the college/university.

Step 1: Complete the **Middleton *Fast Forward* Participation Form** and return it to the Counseling Office.

Step 2: Obtain **course information** from student's high school teacher(s).

- High School teachers will provide student with the course number (for college/university Concurrent Credit) or exam name (AP or CTE).

Step 3: **Create an account** in the **Advanced Opportunities Portal**.

- Only one account can be created per student. If a student has an existing account they will proceed to "Step 4" below to request funding.
- To create an account:
 - Log in to the Idaho State Department of Education Advanced Opportunities Portal and create a new account <http://advancedops.sde.idaho.gov/>. Use Chrome as your browser. **Do not use Internet Explorer** (most other browsers will work).
 - Follow instructions provided by High School teacher(s). Full legal first and last name must be used when creating account.

Step 4: **Request funding through the Advanced Opportunities Portal**.

- Log in to the the Idaho State Department of Education Advanced Opportunities Portal Log. Request funding for each class or exam.
- Funding **MUST** be requested during the same semester that the student registers for the course or exam. Most year-long BSU, ISU, NNU register in the fall. Most year-long CWI courses register in the spring. AP and most CTE exams register in the spring.

Step 5: **Register for the course with the college or university or with the school for an AP or CTE exam**. Your teacher will provide instructions on how to enroll for the course or exam.

Important points to remember:

- ★ Registering for the course with college does not request *Fast Forward* funds (step 5).
- ★ Requesting *Fast Forward* funds does not register you for the course with the college or university (step 4).
- ★ **All steps must be complete prior to *Fast Forward* deadlines or payment for courses/exams will be the responsibility of the student/parent.**
- ★ You can check the status of your *Fast Forward* course requests by logging in to the Idaho State Department of Education Advanced Opportunities Portal and selecting previous course applications.
- ★ All courses paid for using *Fast Forward* funds must be placed on the student's High School transcript and will count towards your cumulative GPA.