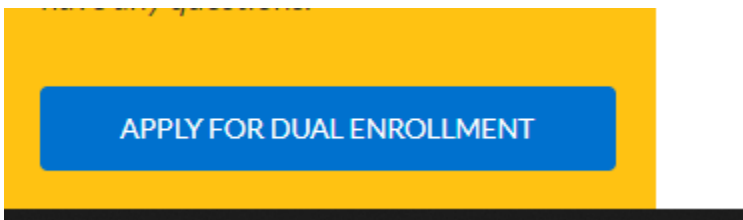


Dual Enrollment Step-by-Step Registration Instructions

Step 1 – Follow the [link](https://www.hilbert.edu/dual-register) - <https://www.hilbert.edu/dual-register> to take you to the Dual Enrollment Page. Click on Apply for Dual Enrollment



Returning Users/Students: Login to your existing account. Returning users/students received an email from Hilbert College with a direct link to register and their account username (email). You may have to request a password reset if you cannot remember your password.

New Students/First -Time Users: You will need to create an account. It is strongly recommended that you use your student BPS email address to register. You will need to access this email during the registration process.

Admissions Application Management: New and Incoming Students

**If you are using a mobile device, this page works best when holding your phone in the landscape orientation.

Returning users:

Already have an application account/password?

[Log in here](#) to access your personalized status page or finish your application.

If you created a password you can't remember or no longer like, you can request a password reset on the next screen.

[Log in](#)

First-time users:

New here? No problem! To get started, you'll need to create a free account by clicking the link below and completing four basic fields.

A confirmation email will be sent to you with a temporary PIN and an activation link, which will be used to create a unique password.

Once your password is set, you'll be able to log into your account for the first time. Please keep this information in a safe place and do not share.

[Create an account](#)

Returning Users/Students: Login to your existing account. If you forgot your password, click on [Forgot Your Password?](#)

Login

*If you are using a mobile device, please turn your device to a landscape orientation for best performance.

To log in, please enter your email address and password.

Email Address

Password

[Forgot Your Password?](#)

Login

New Students/First -Time Users: You will need to create an account.

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Continue

If you are a Returning User/Student, skip to Step 3

Step 2 - Once the information has been submitted you will receive a temporary pin to your email to activate your account. Click the “Activate Your Page” button and follow the instructions.



Lisa,

Thank you for registering online with Hilbert College!

In order to complete your account activation, please follow these instructions:

- Use the following link to access your unique activation screen:

Activate Your Page

- When asked to enter a password, please enter the following temporary PIN: **874107000**
- You will then be asked to set unique password. Please keep this password in a safe place and do not share with others!

If you ever forget this password, you can always request a password reset.

Should you have any difficulty, please contact admissions by phone or text at [716-300-6192](tel:716-300-6192)

5200 South Park Avenue | Hamburg, NY 14075 | [716-300-6192](tel:716-300-6192) Call/Text

Login

*If you are using a mobile device, please turn your device to a landscape orientation for best performance.

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	lliebzeit@hilbert.edu switch
Account	Liebzeit, Lisa
Temporary PIN	<input type="text"/>
Birthdate	<input type="text"/> <input type="text"/> <input type="text"/>

Step 3 - Once logged in, Select “Start New Application.”

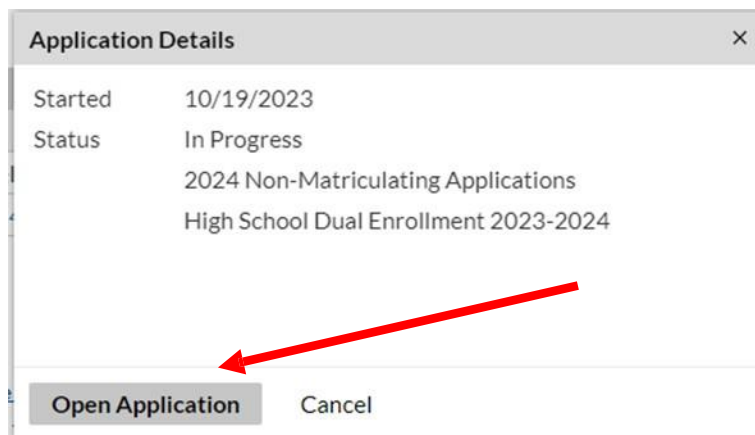
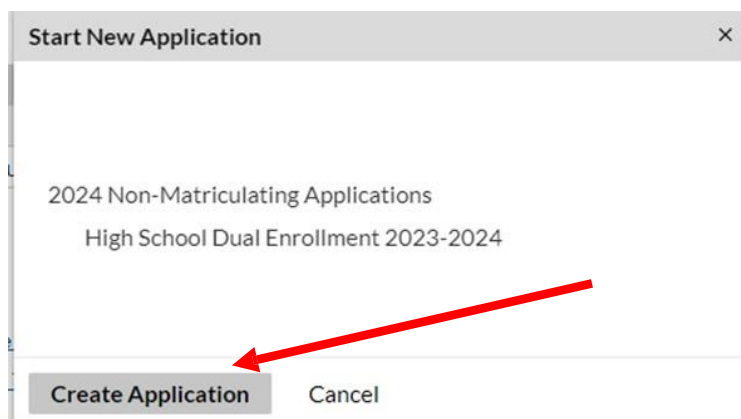
Admissions Application Management: New and Incoming Students

**If you are using a mobile device, this page works best when holding your phone in the landscape orientation.

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

Step 4 – In the next two pop-up menus select “Create Application” then on the following menu select “Open Application”.



Step 5 – Once your application is open, you will be brought to the below screen. When ready to continue click “continue” at the bottom of the page.

Step 6 – Complete all required fields in the application. You will need your Social Security Number to complete the registration process.

Home	Personal Background	
Instructions	Name	
Personal Background	Prefix	<input type="text"/>
Dual Enrollment	First (Given)	<input type="text"/>
Coursework	Middle	<input type="text"/>
Signature	Last (Family)	<input type="text"/>
Review	Suffix	<input type="text"/>
	Other Last Names Used	<input type="text"/>

Note – You can navigate through the application by using the menu at the side.

- [Home](#)
- Instructions**
- [Personal Background](#)
- [Dual Enrollment](#)
- [Coursework](#)
- [Signature](#)
- [Review](#)


Please REVIEW all your information to make sure it is correct and then click on Submit Application button.

Review

You're almost there! Please review this page for any missing application information and click the button below to submit your application for admission.

Once submitted, you'll be redirected to your application status page where you can view the required documents needed to complete your application for review and scholarship consideration!

If you are satisfied with your application and are ready to submit it, click Submit Application.

 **Submit Application**

Save for Later