1. Visit www.utoledo.edu/admission/dualcredit and select ‘Apply Now’

2. If this is your first time creating an account with UToledo, select ‘Create an Account’ under first-time users

3. Fill in your student information and click ‘continue’

4. Check your email for a temporary pin. This will allow you to activate your account and start submitting your application. *Make sure to check junk/spam folder

Thank you for registering online with The University of Toledo.
To activate your account, please use the link below:

Activate Account

When requested for a password, enter the following temporary PIN:

911938203

The University of Toledo
5. Once your account is activated set up your new password.

6. Within your application account if you haven’t submitted an application before, choose ‘Start New Application’

7. To start your application select College Credit Plus -> Create Application -> Open Application

8. As you go through the application, check through each tab and make sure all of your information is filled in. Afterwards, sign your full name and select ‘Submit Application’
Below you will find your confirmation that your application has been submitted. Check the list to figure out which materials will be needed to make an admission decision.

*consent approval form can be found on our homepage www.utoledo.edu/admission/dualcredit*

**APPLICATION STATUS FOR MATTHEW - TEST WILL - TEST**
**COLLEGE CREDIT PLUS APPLICATION-SPRING 2022**

You did it! You submitted your UToldeo application.
The next step is to submit all required documents seen below in order to process your application for admission.

**APPLICATION CHECKLIST**
The documents shown below are needed in order to review your application for admission to UToldeo.

All documents must be sent directly from the institution in order to be considered official. Please contact your high school and/or previous college or university in order to have official transcripts sent.

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Awaiting</td>
<td>Dual Credit Approval Form</td>
<td></td>
</tr>
<tr>
<td>✗ Awaiting</td>
<td>Dual Credit Test Scores</td>
<td></td>
</tr>
</tbody>
</table>

10. You can also check your application account to view the status of your application. Materials need to be sent to dualcredit@utoledo.edu

If you have any questions about the materials needed or your application status please contact 419-530-4200 or dualcredit@utoledo.edu.