HIGH SCHOOL COUNSELOR
DYNAMIC FORMS FAQS
CCAP/DUAL ENROLLMENT

Last updated: 08/03/2020 SSR
Email Invitation

- Once a student and parent complete the form, you will be sent an email from dontreply@forms.cuesta.edu

- The Email subject will be Cuesta College: Dual Enrollment Consent for “Student’s First Name”

- Click on the link “Click here to complete your section of the form”

- You will see a login screen

- You will need to create a new account (once an account is created, you can just enter your user name/password)
Account Creation

1. Enter a user name. (must contain 8 characters and at least one letter)
2. Set Password (must be at least 8 characters long, cannot contain your user name and must have 3 out of the 4 following:
   1. Upper Case Letters
   2. Lower Case Letters
   3. Numbers
   4. Special Characters
3. Enter First Name/Last Name
4. Email Address (must be the same as the email you received the original form invite in)
5. Choose the Secret Question
6. Enter the Secret Question Answer
7. Enter a Secret Question Answer Hint
8. Click on “Create Account”
Counselor Form Completion

1. Once signed in: you will see the student and parent portion of the form completed.

2. Scroll to the bottom and click on “Next” to approve.

3. You may also click on “Reject” if you choose to not sign the form.
Counselor Form Completion

4. Please read and check each section to indicate agreement

5. Click on the “Signature”

6. When the pop up window appears, type your name in the Name Fields

7. Click “Submit Form”

The form will now go to the high school principal for approval/rejection.
The student will receive a confirmation when the form is completed.

Students will register in their CCAP class using a specialized CCAP Enrollment Form.