

# CHALLENGE STUDENT REGISTRATION OVERVIEW



## Before You Start:

Determine whether you will need to upload any documentation in order to complete your registration. This is the case if:

- You have less than a 3.0 cumulative GPA. You will need to upload a transcript for consideration. This must include both your GPA information and past course grades.
- You are eligible for financial assistance. You need to upload either your Free or Reduced lunch letter from this year or last year, a school-issued letter verifying need (usually from a counselor or a teacher), or a signed Challenge Program Financial Aid Verification form (which you can get from your teacher or the Challenge Program website).

## Challenge Student Registration:

Go to [pdx.edu/challenge-program](http://pdx.edu/challenge-program), scroll down the page, and click on REGISTRATION PORTAL. Select from the options given based on the descriptions on the webpage.

- **New Student** – If you are a new student to PSU, enter your preferred email (the one you check most frequently, as this will be critical to completing registration). You will be asked to check your email to verify your identity.
- **Existing Student** – If you have an existing PSU account, follow the steps to log in or reset your password.
- **Returning Applicant** – If you have started (but not completed) the application process, enter the preferred email you used when beginning the process as a new student to resume from where you left off.

New to PSU	Existing Account
<b>Request Classes:</b> <ol style="list-style-type: none"> <li>1. Check your email for one titled <b>High School Dual Credit Program: Verification email (1st EMAIL)</b> with a “Verify Email” link. Click on the link to go to the application.</li> <li>2. Complete the Student Account Application Form. Continue to the Registration for Dual Credit Courses Form, selecting program (Challenge), school, grade level, GPA, and financial assistance eligibility. Upload documentation if required. Select your class(es).</li> <li>3. When you click this SUBMIT button, you will see a jumping Viking with the message that “Your registration has been submitted.” Check your email for a <b>registration submission confirmation email (2<sup>nd</sup> EMAIL)</b>.</li> </ol>	<b>Request Classes:</b> <ol style="list-style-type: none"> <li>1. Complete the Registration for Dual Credit Courses Form, selecting program (Challenge), school, grade level, GPA, and financial assistance eligibility. Upload documentation if required. Select your class(es).</li> <li>2. When you click this SUBMIT button, you will see a jumping Viking with the message that “Your registration has been submitted.” Check your email for a <b>registration submission confirmation email (1st EMAIL)</b>.</li> </ol>

New to PSU	Existing Account
<p>✪ Any additional communication about your registration request will come to your preferred email you entered on the first page. If you need to change or add anything, log back in by going back to <a href="https://pdx.edu/challenge-program">pdx.edu/challenge-program</a>, clicking on “Registration Portal,” and selecting Existing Students (if you have an Odin account) or Returning Applicants.</p>	
<p><b>Program Approval (and PSU Odin Account Setup):</b></p> <ol style="list-style-type: none"> <li>1. Challenge will be monitoring these requests as they come in, checking for appropriate documentation and any mistakes while the Registrar’s Office creates your PSU computer account, called an Odin account. <b><i>This process can take from 10 minutes to a few days. Check your email for any related communication.</i></b></li> <li>2. During this time, you will receive notice (<b>3<sup>rd</sup> EMAIL</b>) that your <b>PSU account is ready to be activated</b>. This email will include your Odin username, PSU ID number, Odin Account Activation Code, and a <b>link to oam.pdx.edu (Odin Account Management system)</b>. Click on this to activate your Odin account. (Keep this email so that you have a record of your PSU ID number.)</li> </ol> <p><b>ACTIVATING YOUR ODIN ACCOUNT IS NECESSARY TO COMPLETE REGISTRATION AND PAYMENT.</b></p>	<p><b>Program Approval:</b></p> <ol style="list-style-type: none"> <li>1. Challenge will be monitoring these requests as they come in, checking for appropriate documentation and any mistakes. <b><i>This process can take from 10 minutes to a few days. Check your email for any related communication.</i></b></li> </ol>
<p>✪ You will NOT be registered until you have paid for the course(s). <b>Payment deadlines vary by term. Check our website for deadlines.</b> The cost is \$224.40 per course (which includes a 2% credit card fee) or \$51 per course for those with documented financial need. We do not accept checks.</p>	
<p><b>Payment</b></p> <ol style="list-style-type: none"> <li>1. Once your registration request is approved and you have activated your Odin account, you are ready for the final step, which is to pay. You will receive a <b>Next Steps email (4<sup>th</sup> EMAIL)</b>. If you have not activated your Odin account, it will remind you to do so.</li> <li>2. Click on the link to review and pay, signing in with your Odin login and password. After review, click on the “Pay Now” button, which will take you to the secure payment page. Once you submit your payment, you will receive a payment receipt by email (<b>5<sup>th</sup> EMAIL</b>).</li> </ol>	<p><b>Payment</b></p> <ol style="list-style-type: none"> <li>1. Once your registration request is approved you will receive a <b>Next Steps email (2<sup>nd</sup> EMAIL)</b>.</li> <li>2. Click on the link to review and pay, signing in with your Odin login and password. After review, click on the “Pay Now” button, which will take you to the secure payment page. Once you submit your payment, you will receive a payment receipt by email (<b>3<sup>rd</sup> EMAIL</b>).</li> </ol>