Dual Enrollment Guide
Current Dual Students

PENSACOLA STATE COLLEGE

Off Campus

- Access MyPSC.
- Login with your full PSC email address and your current password.
  - If you need to reset your password, visit https://passwordreset.microsoftonline.com/.
- Select the **Workday** tile, which will automatically log you into your account.

On Campus

- To log in to a computer on campus, your username is just the first part of your email address, before the @student.pensacolastate.edu. *It's not your full email address.*
- Access MyPSC.
  - Login with your full PSC email address and your current password if you're not using a computer on campus.
    - If you need to reset your password, visit https://passwordreset.microsoftonline.com/.
  - Select the **Workday** tile, which will automatically log you into your account.
  - Workday Mobile Access
- Download the **Workday** mobile application from the App Store or Google Play. Or scan the QR code.
- Use your **Organization ID pensacolastate** to connect.
  - Login with your full PSC email address and your current password.
    - If you need to reset your password, click Forgot my password or visit https://passwordreset.microsoftonline.com/.
    - After Gaining Access
    - **Once you've successfully logged into Workday, check your inbox and notifications for any action items. Please complete any outstanding items on your account.**
    - If you need assistance, please contact our Help Desk at 850-471-4534 or send an email to helpdesk@pensacolastate.edu.
    - We are excited for you to explore our new student experience! To stay up-to-date on the latest updates, training resources, and more, visit https://www.pensacolastate.edu/workday-students/.

- Now you can choose courses and sections numbers. Search for courses in Workday by using the task "Find Course Sections" or you can search for sections on the PSC website. Select "Course Search".

- Once courses and sections numbers are chosen, complete the [Dual Enrollment Course Registration Form.](#)
  - Input Course Number, Section Number, Course Title, and Campus for each course.
    - Course Number – Example: ENC1101
    - Section Number – Example: P1218
    - Course Title – English Comp I
    - Campus Location – Pensacola Campus
    - Click Next once you have entered all course information.
  - Select your high school counselor.
  - Electronically sign and submit the form.

- You receive an email once you submit your request.

- Your high school counselor will approve or deny your request.

- If approved, PSC staff will register you for the approved classes and you will be notified via your PSC email within two business days.

- You can then access your schedule in your Workday account, MyPSC.

Pensacola State College Dual Enrollment Request

N noreply_forms@pensacolastate.edu

To:

Tue 5/17/2022 12:46 PM

*** This email originated from outside the Pensacola State College email system. ***
Please exercise additional caution when clicking links or attachments within this email or responding to requests for personal data.

Dear

Your Dual Enrollment Request Form has been received. You will receive an email confirmation when your request has been reviewed by your High School Counselor and the Pensacola State College Advisor. Please continue to check your email for updates.

Best wishes,
Pensacola State College