



## **ExplorEC Guided Tutorial for Early College Students**

To follow along with the full-length Kaltura demo video, [Click This Link](#).

Each tile below also includes a link to the time-stamped section within the full demo video that corresponds with that topic.

### **ExplorEC**

- **Description of ExplorEC ([00:00:31 - 00:01:31](#))**
  - We discuss the philosophy behind this application portal and emphasize the importance of students being the ones who access their account and apply for classes, NOT the parent/guardian.
- **How to Create a New ExplorEC Account ([00:01:31 - 00:04:11](#))**
  - Guide for NEW Early College students to create an ExplorEC account.
- **How to Login to an Existing ExplorEC Account ([00:04:11 - 00:05:57](#))**
  - Guide for RETURNING Early College students to login to their existing ExplorEC account. We also go over the "Forgot Password" function if a student forgot their login information.
- **How to Search & Apply for Courses ([00:05:57 - 00:15:33](#))**
  - Guide for signing your Student Agreement (required), searching for courses, how to interpret your search results, how to apply, the Parent/Guardian Consent (required), and the High School Counselor Recommendation (required).
- **How to Submit Drop/Withdrawal Requests ([00:15:33 - 00:17:09](#))**
  - Guide for how to place a drop/withdrawal request for your Early College courses.
- **Family Educational Rights & Privacy Act (a.k.a. FERPA) ([00:17:09 - 00:19:07](#))**
  - We discuss your protections under FERPA as an enrolled college student, even you are still in high school and regardless of your status as a minor. Guide for how to fill out this optional form to indicate individuals our office is allowed to speak to about your college enrollment information.

### **Registered? What's Next?**

- **Welcome Email from UMA's Office of Early College ([00:19:07 - 00:24:24](#))**
  - We explain the timing and content within the UMA Early College Welcome Email to students once they are officially registered for college courses. We also mention, briefly, the parent welcome email that is sent to your parent/guardian, as well as common questions we get in reference to locating this email once it has been sent.
- **Accessing Your UMS Digital Student Tools ([00:24:24 - 00:26:35](#))**
  - Guide for how to access your my.uma.edu portal, the Ecampus online bookstore, and the UMS Early College Orientation in Brightspace.

### **Other UMS EC Resources**

- [Contact Us](#)
- [Course Search w/ Course Descriptions](#)
- [Aspirations Eligibility FAQ's](#)
- [Directions & FAQ](#)