

Student Instructions for eConnect Access

eConnect is the online system for students and faculty of the Dallas County Community College District. Students may use this system to access all types of information regarding dual enrollment such as test scores, grades, GPA, and classes in which they are currently enrolled. Students may order transcripts and register for classes through this system. The following steps will allow you to log on to eConnect for the first time.

1. Go to <http://www.econnect.dcccd.edu> Click on **Current Credit Student Menu**
2. Go to **My eConnect account - Add me to the Registry**
3. After the two hour wait, go to **Set up my eConnect account**
4. You must set-up your account before using eConnect for the first time. To activate your eConnect account, please enter the required information and press the Submit button:
 - a. Email address hint -this must be the email address that you submitted on your original Dual Enrollment Paperwork. It might be your parents' email address. If you get stuck, contact Mrs. Hublein in the Learning Center at BL.
 - b. Enter your Student ID# which was assigned when you completed your application. You can retrieve your ID number by going to the econnect page, click on current credit student menu, then click on [Get My Student/Employee ID](#)
5. The system will take you through a series of steps to set up a password. Be sure to give yourself a password hint. Don't skip that step! This will be the password you use the next time you log in to eConnect. For security reasons, your password hint **cannot** contain your password.
6. Now, go to the **Log In** screen
7. Click on **Credit Student Menu** again

My Advising Report: This document will include your current dual enrolled classes, your previous classes, GPA, and test scores. Contact Mrs. Hublein (214.324.3607 x132) immediately if there is an error concerning the courses in which you should be enrolled.

Request Transcript: You must send transcripts to all universities where you are applying. If you have indicated to the university that you have college hours, they will consider your application incomplete until they receive your college transcript. When you request your transcript on eConnect you will need your ID number and the address of the college where you are sending the transcript. Request that DCCCD mail (send now) your credit transcript. Upon graduation from Bishop Lynch you will also send a transcript to your chosen university and to yourself. You may request that DCCCD "Hold for grades" so that the final transcript will be sent when all grades are in.

Pre Assessment Activity: This is a practice test for the TSI Assessment and must be completed before you can take the actual TSI test.