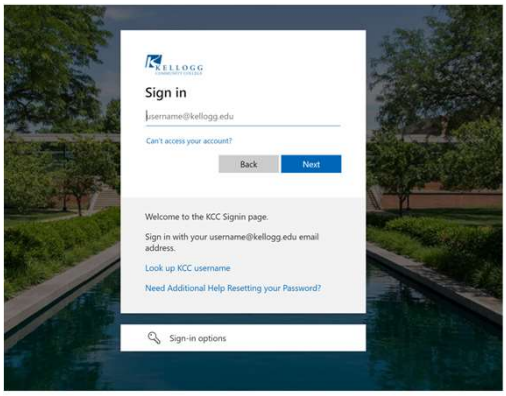
DE - PST

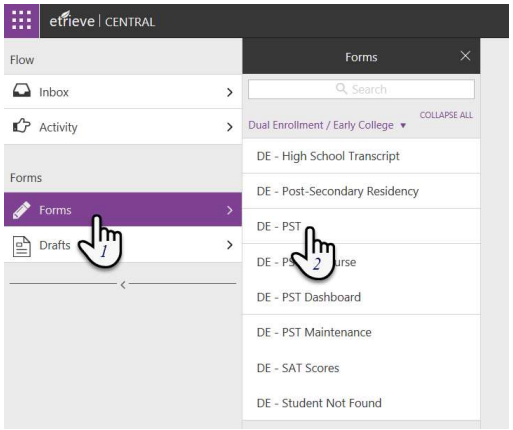
KELLOGG COMMUNITY COLLEGE
Information Services

This form is to authorize individual students to enroll in KCC courses. Information included is appropriate semester, student name, authorized course(s), and payment information.

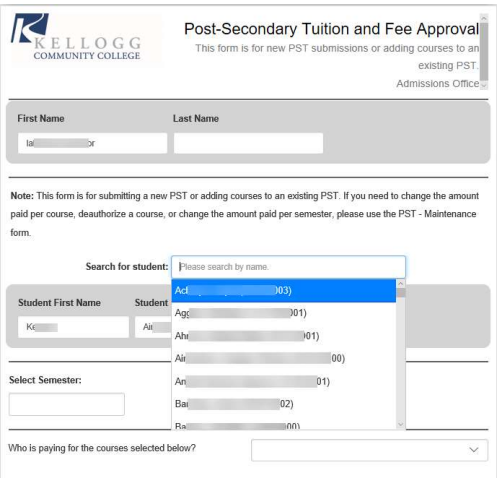
1. Go to https://kelloggcentral.etrieve.cloud/idp-callback/kelloggad Enter the username and password you were given. Click **Sign In** at the bottom of the page.



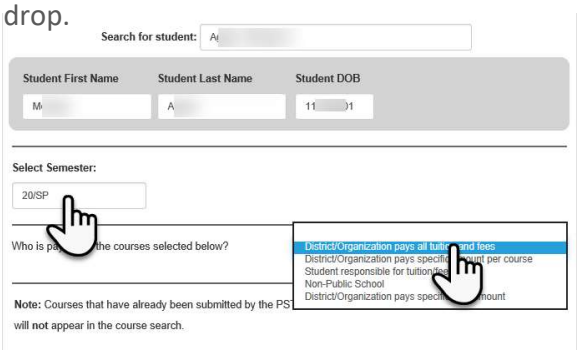
2. Once logged in, click on the **Forms** and select **DE-PST**..



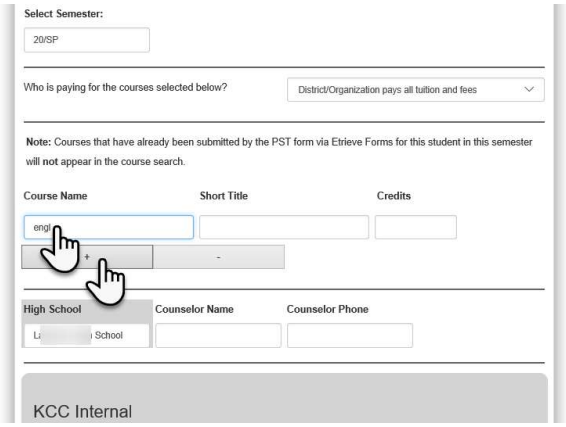
3. In the **Search for student** drop down menu, you can either scroll down or start typing the student's name.



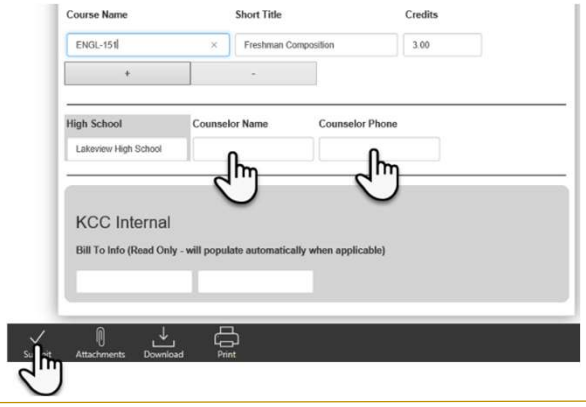
4. Using the mouse, click on **Select Semester**, this will list the available semesters. Then choose **Who is paying for the course selected below** from the drop.



5. Select the **Course Name** by typing in the box provided or by scrolling down the menu. Click the **+** sign to add another course for the selected student.



6. Enter **Counselor Name** and **Counselor Phone** number. At the bottom of the page there are options to **Submit**, Download, and/or Print.



Still need help, Contact:

Dual Enrollment (269) 565-2042 or dualenrollment@kellogg.edu
Help Desk (269) 965-4148 or helpdesk@kellogg.edu