

Getting Started

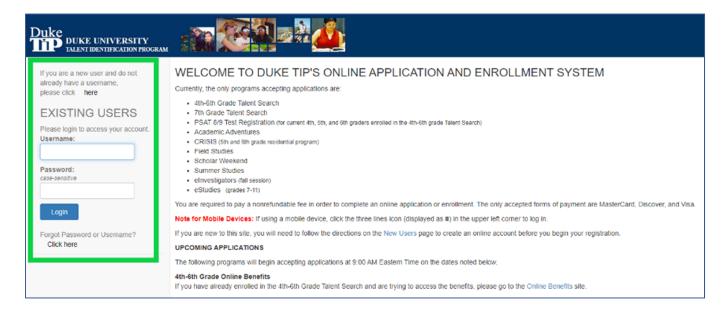
Before beginning the online enrollment, locate the 7th Grade Talent Search invitation that your child received from their school. There is grade-level qualifying assessment score information on the invitation that will assist you in completing the Qualifying Test Information page of the online enrollment.

If you do not have the invitation and do not have your child's grade-level assessment scores from sixth or fifth grade, please check with your child's school. Duke TIP does not have access to your child's gradelevel assessment scores. Your school must provide those to you.

If you did not receive an invitation and have your child's grade-level assessment scores from sixth or fifth grade, but are unsure if your child is eligible to enroll, please visit tip.duke.edu/7qualify to review the eligibility criteria.

Instructions

- 1. Go to tip.duke.edu/enroll.
- 2. If you have never created an online account with Duke TIP, click the link to in the upper left-hand corner to create a new account and fill out the NEW USER REGISTRATION form. In this form, you will create a username and a password. Make sure to save your login credentials in some way for future reference. After creating your account, you will be automatically logged into 'DUKE TIP'S ONLINE APPLICATION AND ENROLLMENT SYSTEM'. If you have created an account already, log in with your username and password under 'EXISTING USERS'. If you have registered previously but do not know your username and password, click the link below 'Forgot Password or Username'.

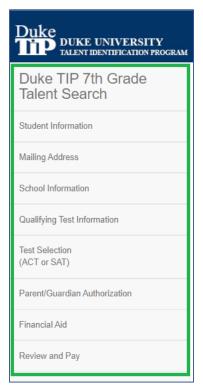




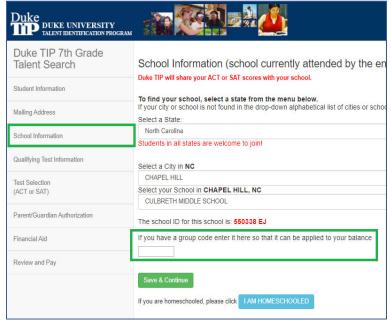
3. From the list of 'AVAILABLE APPLICATIONS' on the left, select the '7th Grade Talent Search'. It may indicate 'in progress' if you have already started it, but not completed it.



4. Complete each page of the online enrollment listed along the left-hand side of the screen (see image of the list of pages below). Make sure to click the 'Save & Continue' button at the bottom of each page to move automatically to the next page.



Group Code: If your child's school provided a group code you will enter it on the 'School Information' page. The group code field will appear after selecting your child's school.



- 5. After all pages are complete, you will be directed to the Review and Pay page. After reviewing your information, click the green 'Enroll Now' button at the bottom of the Review and Pay page. No payment is required for those with a group code. If you are prompted to pay, go back to the School Information page and click the blue 'Here' button next to 'If this is incorrect please click here'. Go through the school selection process again and make sure you enter the group code in the group code field, as well as click 'save and continue'. Then proceed to the Review and Pay page again, and click the 'Enroll Now' button at the bottom of the page.
- 6. Upon submission of the online enrollment, a confirmation email with crucial information will be sent to the parent email address welcoming the student into the talent search.

For further assistance, visit tip.duke.edu/contact.