



How to sign up for a DMACC Career Academy

STEP 1.

1. **Complete the Career Advantage Application** by visiting www.DMACC.edu/careeradvantage and click on **Classes at DMACC**.
2. Click on **Apply as a Career Advantage Student**.
3. **Create Account**
4. Once your account is created, check your email address for a DMACC email containing the link to verify your account. Click on the link in the email. Once verified, click Apply Online at the top of the page. Sign in using the username and password you created in the previous step.
5. Once you complete and submit the application, you will receive a confirmation email from DMACC.
6. In a few days, you will receive two emails from DMACC. One will contain your DMACC username and DMACC ID number, the other will contain temporary password.
*If you have taken DMACC courses previously, you will already have this information.

STEP 2. (Please note-Carroll and Newton Career Academies will not follow step 2)

1. Starting February 1st, you will be emailed a link to **fill out the Career Academy Pre-Registration Form**. Your high school counselor will receive this link as well.
2. Once this is completed, it will be routed to your high school counselor for approval.
3. Look for an email from DMACC regarding your enrollment status at a later date. *Please note that acceptance into each Career Academy will be based on availability.
4. Once accepted, you will receive information regarding your enrollment status and orientation information.

If you need help completing the Career Advantage Application, please contact admissions@dmacc.edu or at 515-965-7337

If you need help regarding your DMACC username or password, please contact DMACC Tech Support at Techsupport@dmacc.edu or at 515-965-7300

If you need help with the Career Academy Pre-Registration System, please contact your DMACC Advisor at www.dmacc.edu/careeradvantage/pages/caschoolclasses.aspx or contact your High School Counselor.