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**Getting Started: Spring 2024 Student Guide**

**Step 1: Enroll in Jayhawk Blueprint course(s) at your high school.**

Meet with your high school counselor to enroll in Jayhawk Blueprint course(s) at your high school. This happens during typical enrollment times set by the high school. [Click here to view the current course list](https://blueprint.ku.edu/courses-transferability).



**Step 2: Submit the required Jayhawk Blueprint sign-up form or application.**

After enrolling at your high school, you will need to complete the necessary sign-up form or application.

* **If you took a Jayhawk Blueprint course in fall 2023**, complete the [Jayhawk Blueprint sign-up form](https://kusurvey.ca1.qualtrics.com/jfe/form/SV_e98CKcxosvqRJ0F).
* **If you DID NOT take a Jayhawk Blueprint course in fall 2023 (or ever)**, complete the [non-degree seeking student application](https://go2.ku.edu/apply/?sr=73d510ca-582e-4942-8258-d38cb7a9a594). This requires student and parent/guardian signatures.

The Jayhawk Blueprint team will enroll you in your course(s) as long as you don’t have an outstanding tuition or fees balance at KU. If we are not able to enroll you at KU, you will not earn college credit.

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**Step 3:** **Access your KU ID number.**

**If you took a Jayhawk Blueprint course in fall 2023 (or prior)**, you already have a KU ID number. It was included in your admissions letter from KU via standard mail. If you need assistance accessing your KU ID number, contact your high school counselor.

**If you did not take a Jayhawk Blueprint course in fall 2023 (or prior)**, wait to receive your admissions letter from KU; it will arrive via standard mail and will include your KU ID number. A week after submitting your application, you are welcome to contact blueprint@ku.edu to check on the status of your ID number before it arrives in the mail.



**Step 4: Set up your KU Online ID and password.**

****Once you have your KU ID number, [set up your KU online ID and password](https://myidentity.ku.edu/setup/login), if you have not done so already. You will need your KU ID number and birth date to do this. You will use your KU Online ID and password to log into Enroll and Pay, your KU email, and other KU systems.

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**Step 5: Log in to your KU email account and forward your emails to a different account.**

Once you have your KU online ID and password, [log in to your KU email account](https://mail.ku.edu) using these credentials. Important emails regarding your tuition bill will be sent to this email account. We HIGHLY recommend that you [forward this email address](https://blueprint.ku.edu/email) to another (non-USD) email account you check regularly.

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**Step 6: Give delegate access to a parent or guardian.**

[Log in to Enroll & Pay](https://sa.ku.edu) and [give delegate access to a parent or guardian](https://blueprint.ku.edu/designate-a-delegate). This will allow that person to communicate with KU staff members and access the bill pay system. Share the [“Student Delegation” handbook](https://sis.ku.edu/sites/sis/files/documents/E%26P%20S%26D/Course%20%26%20Catalog/Delegate/Delegate%20User%20Guide-Delegates.pdf)  with your delegate.

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**Step 7: Pay your bill.**

****Once you have been enrolled by a Jayhawk Blueprint staff member, you will receive your tuition balance invoice via email and be able to [pay your bill online](https://blueprint.ku.edu/paying-your-bill). Remember, it will go to your KU email address unless you have it forwarded to a different email account. **Bills for spring 2024** **will be due on March 15th**.

**For more information**: blueprint@ku.edu | (785) 864-0934 | <https://blueprint.ku.edu>