AANA and NBCRNA Dual Enrollment Program Instructions

- Access the SRNA DualEnroll website at [SRNA DualEnroll](#).
- Select either the AANA or NBCRNA button to begin.
- Use corresponding credentials to login.
- From the **Student Enrollments** landing page select **Add a Cohort.**
- Under **New Cohort,** populate the following required fields; **Official Enrollment Date**, **Official Completion Date**, **Length of Program**, **Degree to be Awarded**. Calendar icons and drop-down boxes are provided to facilitate data entry.
- If there is a **Post-Master's Certificate to be Awarded** in the cohort of new enrollees use the drop-down box and select certificate type.
- In the **AANA Associate Member Dues** area select Student or Program to indicate payment responsibility.
- Enter the **Total Number of Student Enrollments** in the box provided.
- Under **Add Students,** copy and paste an email list of your new enrollees. This can be copied from an Excel file or an Outlook email address file.
  NOTE: Currently enrolled students who are moving to a different cohort do not need to be added to the new cohort list. These students can be managed with a **Change of Student Status.**
- Click on the blue button to **Save and Invite.**
- Your new enrollees will receive an automatic email with a link inviting them to create an account, complete an enrollment form and make a membership payment if indicated. The license number and expiration date of a current RN license are required to complete the form.

- Once the invitations have been sent, the students will be listed under **Edit Cohort.** If a duplicate invite needs to be sent, click the button labeled **Resend Invite**. Use the **Remove** button if the email is incorrect; a corrected email can be added in the **Add Students** window if needed. *Note: Invites can sometimes be diverted to junk/spam folders. It is advised that students check these folders if they are unable to locate the invite.*
- As students complete their enrollment forms, their information, as they've entered it, will be available to view. Review for accuracy, and if a correction is required, select the **Return to Student** button. If the information is accurate select the **Approve** button.
- As the students are approved, they move into **Students Pending Submission**
- If a student followed the email link and created an account but did not complete the NBCRNA enrollment form, they will appear as **Registered/Incomplete.** These students will need to access their account and select **Student Enrollment** to complete the process.
- Once all the students have completed the enrollment process, the Program Administrator completes the final step by selecting **Submit Enrollments**.
- Once this is completed, the AANA and NBCRNA will process your new student enrollments.