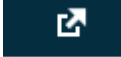


West Ada School District *Fast Forward* Guide

Step 1: Complete the **West Ada *Fast Forward* Participation Form** online.

- Go to the PowerSchool Parent Portal.
- Click on “*update student information*” upper right corner. The link appears like this 
- **You must update your demographic and medical information before the *Fast Forward* participation form will be visible.**
- Available forms will display. Click on *Fast Forward*. The process for the *Fast Forward* Participation form will only have to be completed once per student during their high school career.

Step 2: Obtain **college course information** from student’s high school teacher.

- High School teachers will provide student with the college concurrent credit course information or exam name (AP, CTE, or IB).

Step 3: Create an account in the **Advanced Opportunities Portal**.

- Only one account can be created per student. If a student has an existing account, they will proceed to “Step 4” below to request funding.
- To create an account:
 - Log in to the Advanced Opportunities Portal (<http://advancedops.sde.idaho.gov/>) and create an account.
 - Use Chrome as your browser (most other browsers will work too). **Do not use Internet Explorer!**
 - Follow instructions provided by high school teacher or located on West Ada District webpage under “*Academics*” and “*Fast Forward Program*”.
 - Student full legal first and last name as it appears in PowerSchool must be used when creating account.
 - West Ada is listed as Joint School District No. 2

Step 4: Request funding through the Advanced Opportunities Portal.

- Log in to the Advanced Opportunities Portal (<http://advancedops.sde.idaho.gov/>) to request funding for EACH class or exam.
 - Use Chrome as your browser (most other browsers will work too). **Do not use Internet Explorer!**
- Follow instructions provided by high school teacher or located on West Ada District webpage under “*Academics*” and “*Fast Forward Program*”.
- West Ada is listed as Joint School District No. 2 in drop down menu Funding **MUST** be requested during the same semester that the student registers for the course or exam. Most year-long BSU, ISU, NNU courses register in the fall. Most year-long CWI courses register in the spring. IB exam registration is in the fall. AP and most CTE exam’s register in the spring.

Step 5: Register for the course through the college/university or with the high school for an AP, IB, or CTE exam. Your teacher will provide instructions on how to enroll for the course or exam.

Important points to remember:

- ✓ Requesting *Fast Forward* funds does not register you for the course with the college (step 4).
- ✓ Registering for the course with the college does not request *Fast Forward* funds (step 5).
- ✓ **All steps must be complete prior to *Fast Forward* deadlines or payment for courses/exams will be the responsibility of the student/parent.**
 - ✓ ***Fast Forward* deadlines will be provided each semester by the teacher/school.**
- ✓ You can check the status of your *Fast Forward* funds requests by logging in to the Advanced Opportunities Portal (<http://advancedops.sde.idaho.gov/>) and selecting previous course applications.