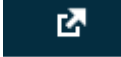


# West Ada School District *Fast Forward* Guide

**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 for 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 (<https://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 (<https://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 (<https://advancedops.sde.idaho.gov/>) and selecting previous course applications.

