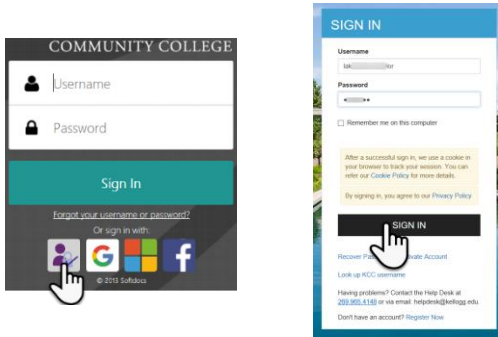


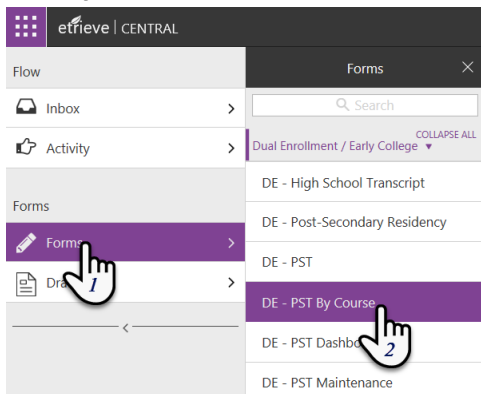
DE-PST By Course

This form is to authorize a group of students enrolling in the same course. Information included: appropriate semester, authorized course, students names, and payment information.

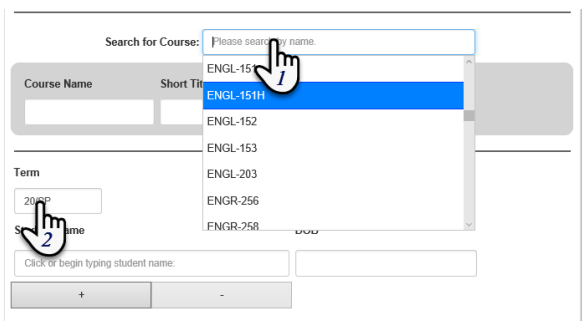
- Go to <https://etcentral.kellogg.edu>, click on the Purple Icon at the bottom of the page to bring up the Ethos login page.
 - Enter the username and password you were given. Click **Sign In** at the bottom of the page.



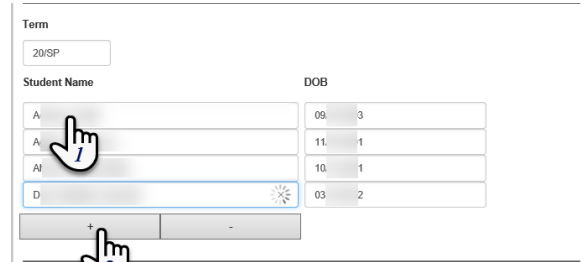
- Once logged in, click on the **Forms** and select **DE-PST By Course**.



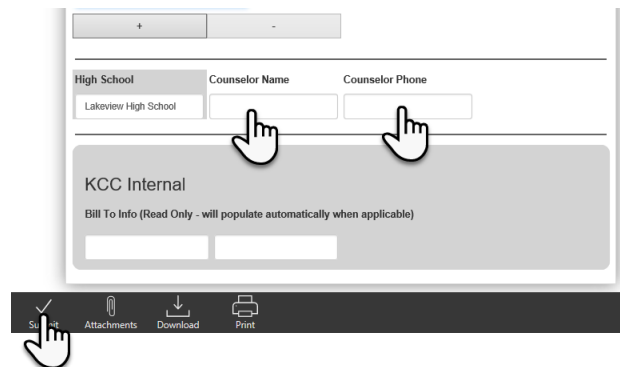
- Select a course from the **Search for Course** dropdown either by scrolling or typing the short name (ENGL = English). Enter the **Term** from the dropdown menu below.



- In the **Student Name** either scroll down or start typing their last name to jump to a particular student. To add another student click the + plus sign.



- Enter **Counselor Name** and **Counselor Phone** number. At the bottom of the page click to **Submit**.



Still need help, Contact:

Dual Enrollment (269) 565-2042
dualenrollment@kellogg.edu

Help Desk (269) 965-4148
helpdesk@kellogg.edu