CONGRATS on your acceptance!

Hello from the Highlander Family! Choosing a college is one of the most exciting decisions you will make, and it is our pleasure to be working with you during this exciting time. This packet is designed with you in mind. The New Student Checklist will provide you with a guide to confirm your enrollment at Radford University. Included in the following pages are step-by-step instructions to help you through the process. There is also an online version of the checklist available at www.radford.edu/admitted.

We invite you to connect with our staff to make sure you have all of your questions answered. You can learn more about our virtual and in-person visit opportunities at www.radford.edu/visit.

NEW HIGHLANDER Checklist

☐ 1. Activate your account.
☐ 2. Enroll in duo authentication.
☐ 3. Confirm your enrollment by making your deposit.
☐ 4. Apply for and monitor financial aid.
☐ 5. Register for Quest.
☐ 6. Apply for campus housing.

I’M IN!
Let’s get started!

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admissions@radford.edu
540-831-5371
www.radford.edu/admitted
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How to confirm your enrollment
Pay online through One Campus on credit card or electronic check. Pay by mail by sending a check to the Office of Admissions, Box 4230, Radford, VA 24142. Include the student’s name and Radford University ID number on the check.

How to search for campus housing
• Search the Office of Housing and Residential Life website at www.radford.edu/housing.
• Click on the icon labeled “Search Housing” and search by the building or area.
• Read through the Housing Policy, then choose “Apply.” You will receive a confirmation from the departmental office, which will begin your application.

Questions about the housing application?
• Contact the Office of Housing and Residential Life at http://www.radford.edu/housing.
• Call 540-831-5625.

To register for Quest registration for fall semester will be available beginning November 1.
• Click on the icon labeled "Register for Quest".
• Follow the instructions at the top of each page and refer to complete all registration requirements.
• When you are finished, click the “Submit & Finish” button to submit your registration. You will receive confirmation via email that your registration has been submitted.

To apply for financial aid
• Complete your Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.
• Review, then choose “Continue”.
• Follow the instructions on this page until you reach the "Submit" button.
• Submit your completed FAFSA within 14 days of your first semester."
STEP 2
Enroll in DUO
DUO is a cloud-based security company providing two-factor authentication services. Two-factor authentication enhances security by adding a second layer of authentication to your logins. This method is stronger than a simple password because it requires two things: something you know (such as your password) and something you have (such as your smartphone). If you lose your smartphone, you will still have your password. If you lose your password, you will still have your phone. A quick way to check that DUO is working correctly is to try to log in without your phone or your password.

How to set up your DUO account
1. Log in to One Campus: www.onecampus.radford.edu
2. Open the Enrollment (www.onecampus.radford.edu/enroll) or the Admitted Student Task Center (www.onecampus.radford.edu/admittedstudent)
3. Click on the icon labeled "Two-Factor Authentication"
4. Click on the icon labeled " DUO Device Enrollment"
5. Enter the username and password for your Radford University account
6. Follow the on-screen instructions to enroll your device
7. Click "Continue"
8. Click your phone number
9. Select the type of device
10. Follow the on-screen instructions on your device to enroll or verify your device
11. Log in to DUO: www.duo.com
12. When you receive a code on your device, enter it in the verification window
13. Click "Verify"

Finishing your DUO setup
When you complete your DUO setup, you will be able to use it for all your Radford University services. You don’t need to do anything else to complete your DUO setup. If you have any questions, please contact the Technology Assistance Center at 540-831-7500 or seek help from the IT Help Desk.

How to confirm your enrollment
Pay online through One Campus on your computer or on electronic checks. Pay by mail or using a check to the Office of Admissions, Box 50, Radford, VA, 24142. Be sure to include the student’s name and Radford University ID number on the check.

1. Log in on One Campus: www.onecampus.radford.edu
2. Search for the Admitted Student Task Center
3. Click on the icon labeled "Apply for Housing"
4. Follow the instructions on the top of each page, and someone will respond as soon as possible.
5. Apply for campus housing
6. Your approved housing contract is complete; be sure to check the email address you used on your admissions application. Radford University offers several housing options available beginning November 1. Quest registration for fall semester will be available beginning November 1.

How to register
1. Log in to One Campus: www.onecampus.radford.edu
2. Search for the Admitted Student Task Center
3. Click on the icon labeled "Register for Quest"
4. Follow the instructions at the top of each page, and someone will respond as soon as possible.
How to activate your account

1. Go to One Campus (www.onecampus.radford.edu) search for “Admit Journey”.
2. Click on the user labeled “Claim/Activate Your Account,” then input your Radford University username and claim code.
3. Follow, then accept terms of use by clicking “I Agree.”
4. After you accept the terms, please take time to read the secure email address for the user. You will need it for your logins.
5. Set up your security question and answer for each question in the boxes to the right of the question.
6. Review your personal information and, if necessary, update information that is incorrect.
7. Next, create your account password. Once you have selected a password, click “Set Your Password.” Your account will not be set up until you have set up a password that prompts you to spell a password, select a security question, and enter your username and password to complete your enrollment. You will need to access many of the enrollment tasks below.

How to set up your DUO account

1. Log into One Campus (www.onecampus.radford.edu), search for the Admit Journey Student Task Center.
2. Click on the icon labeled “Two-Factor Authentication.”
3. Click on the icon labeled “DUO Device.”
4. Follow the on-screen instructions and select “Add a device.”
5. Click on “Start Setup.”
6. Select the type of device (maleable device, such as a smartphone, often is a good choice, or a device you have available in your bookbag).
7. Enter your phone number.
8. Follow the phone-specific instructions on the screen to install the DUO mobile app.
9. After selecting the app on your device, return to the enrolled device and click “Done.”
10. Activate your phone using the barcode or win a notification (if enabled).
11. Click “Continue” to finish enrollment in DUO. You may be prompted to answer a verification question such as “What does your favorite color mean?”
12. Click on “Submit Setup.”
13. You will receive a phone number and an email to complete your enrollment process. You will need to access many of the enrollment tasks below.

How to confirm your enrollment

1. Log into One Campus (www.onecampus.radford.edu), search for the Admitted Student Task Center.
2. Click on the user labeled “Claim/Activate Your Account,” then input your Radford University username and claim code.
3. Select the “View & Pay Your Account,” then input your Radford University username and claim code.
4. Select the appropriate deposit option. You will be required to select the tuition and housing deposit. You must agree to the terms of service prior to completing the deposit button before the housing deposit is required.
5. Based on your selected payment method, enter the appropriate information and click “Continue.”
6. Enter payment information.
   a. You may pay a card via a secure online portal. Please note that there is a 3% processing fee for all credit card transactions.
   b. Confirm that your payment is correct and click “Submit.”
7. Repeat the process to complete your housing deposit, if applicable.

How to complete your housing application

1. Gather all the information you will need to complete your application.
2. Make sure to answer all of the questions and supply accurate information on your application.
3. When your application and supplemental forms are complete, please visit www.radford.edu/housing.
4. A Housing Application packet should arrive in the Center Hall Mailroom, where you will be required to sign and return the application to the Center Hall Mailroom.
5. Complete the “Housing Application” and return it to the Center Hall Mailroom.
6. Read through the Housing Policy, then submit the completed application to the Center Hall Mailroom.
7. Pay your deposit online at www.radford.edu/duo.
8. Ask for accessibility services; you may be eligible for financial aid programs.
9. You can file your FAFSA based on your 2019 tax information. You can file your FAFSA as early as possible.
10. You will be required to complete the tuition deposit before March 1, 2021.
11. You must pay your housing deposit before March 1, 2021.
12. Click on the icon labeled “Housing Application” to access your student profile.
13. Follow the instructions at the top of each page, and someone will assist you.
14. Click the “Save & Submit” button to save your progress, which will be saved until you log out.

How to register

1. Log into One Campus (www.onecampus.radford.edu), search for the Admitted Student Task Center.
2. Click on the icon labeled “Register for Quest.”
3. Follow the instructions at the top of each page and take note of completing all required steps to be set up for the semester. Your email will be required to access the on-campus housing application.
4. Log into the portal. Click on the icon labeled “Housing Application” to access your student profile.
5. Click on the icon labeled “Housing Application” to access your student profile.
6. Follow the instructions at the top of each page, and someone will assist you.
7. Click the “Save & Submit” button to save your progress, which will be saved until you log out.

How to check your housing application

1. Log into One Campus (www.onecampus.radford.edu), search for the Admitted Student Task Center.
2. Click on the icon labeled “Housing Application” to access your student profile.
3. Click on the icon labeled “View Progress.”
4. Click on the icon labeled “Housing Application” to access your student profile.
5. Click on the icon labeled “Housing Application” to access your student profile.
6. Follow the instructions at the top of each page, and someone will assist you.
7. Click the “Save & Submit” button to save your progress, which will be saved until you log out.
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