



## 1. Sign In or Create Your Account

- a. Sign In:
  - i. Enter your email and password if you already have an account.
- b. Forgot Your Password?:
  - i. Click the "Forgot Your Password?" link to reset it.
- c. New User?:
  - i. Click "Create Account" to set up a new account. Fill in your:
    1. Personal Info (Name, Email, Phone), Address Info
    2. Entry Term, Opt-in for Text Messages (Optional, but recommended)

## 2. Start a New Application

- a. From the My Applications section, select "Create an Application" (new and returning users).
- b. From Application Listing, click "Start a New Application."

## 3. Confirm Your Term & Program

- a. Ensure the Term and Program are correct.
- b. If needed, click "Change Program or Term" to make changes.

## 4. Review Your Plans

- a. Confirm the information is correct (it will auto-fill from the account).
- b. Click "Save and Continue".
- c. Use "Save Application for Later" if you need to return later.

## 5. Review Personal Information

- a. This section pre-fills from your account details. Double-check your:
  - i. Name, Address, Contact & Emergency Info
- b. Click "Save and Continue" or "Save Application" to return later.

## 6. Review Demographics

- a. Fill out or confirm details such as:
  - i. Citizenship, SSN (use 000-00-0000 if unknown, and contact Admissions)
  - ii. Ethnicity, Sex, and Preferred Gender
- b. Click "Save and Continue."

## 7. Review Family Information

- a. Choose your parents' education level. Select "Unknown" if you're unsure.

## 8. Review Academic Information

- a. High School: Search and select your school, then provide:
  - i. Graduation Month & Year

## 9. Review Signature

- a. Decision Reason: Select the most applicable reason for applying.
- b. Certification: Read and agree to the application certifications.
- c. Signature: Type your name in the signature box.



## 10. **Submit Your Application**

- a. Preview: Review your entire application before submitting.
- b. Click "Submit Application" to complete your submission.

## 11. **Supplemental Items**

- a. Log back into your account
- b. View "supplemental items"
- c. Complete Student/Parent Consent Page
  - i. Must be signed by a parent
- d. Complete Counselor Consent Page
  - i. Put your counselor's name
  - ii. Put your counselor's email

## 12. **Test Scores**

- a. Provide a copy of your test scores to your counselor.

If you need assistance with the application, please contact your Dual Enrollment Advisor or the SJRState Admissions Department.