



Application Portal

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Abstract

This document is designed to provide you with information necessary to receive prospective student applications submitted directly from the Internet, saving data entry time and allowing more prospective students to apply to the institution. The Application Portal is designed to be user-friendly and easily customizable. Its integration with CAMS Enterprise allows real-time reporting on new applicants.

The Application Portal allows applicants to post questions and receive answers without the need for email allowing recruiters and counselors to quickly meet the needs of the applicants.

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Application Portal

The Application Portal allows student applicants and prospects to submit their application online with or without the interaction of a recruiter or counselor. At a college fair, a kiosk could be set up that will allow all interested prospects to directly enter their information into the Application Portal automatically creating an account.

Applicants can enter:

- Personal data, including demographic and residency information
- Educational data, including high school and colleges attended
- Parents / Guardian data, or other contacts
- Ask questions and view the answers directly in the application portal

Creating an Application Portal Account

Applicants must create an account before they can access the application portal.

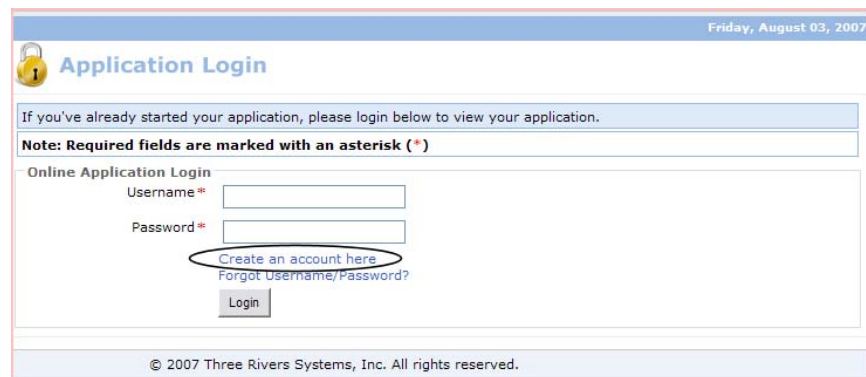


Figure : Create Account



Step-By-Step Create an Account

1. Click **Create an account here**. The Create an Account screen displays.

Applicant Information

Start Applicant Information Education Parents Guardians Submit

Information

First Name *

Middle Name

Last Name *

Email *

Verify Email *

Expected Entrance Term * [None Selected] ▼

Address Information

Address Line 1 *

Address Line 2

Address Line 3

City *

Home State [Home State] ▼

Zip Code

Home Country * [Home Country] ▼

Login Information

Username *

Password *

Verify Password *

Password validation requires at least one upper case letter [A-Z], one lower case letter [a-z], and one number [0-9]. No spaces, password must be a minimum of six (6) characters long.

Create an Account Cancel

Figure : Create an Account

- The applicant must complete all required fields. These can be specified by the institution. The Username field cannot be the same as an existing username.
- Click **Create an Account**. The applicant will enter the application portal.

An email will also be sent to the applicant with the URL to the applicant portal for future reference. The text of the email can be modified in the code of the cePortalProcess.asp page. The system also sends an email to the admissions office with the applicant information. This email is specified in the Application Portal global.asa file. This is located under the AdmissionEmailAddress setting. It is recommended that applicant information be sent to a group and not an individual.



Note: If an applicant already has created an account they will only need to log in with their username and password. If the applicant forgets their username and password they can click the Forgot Username/Password link and enter their email to receive their login information.

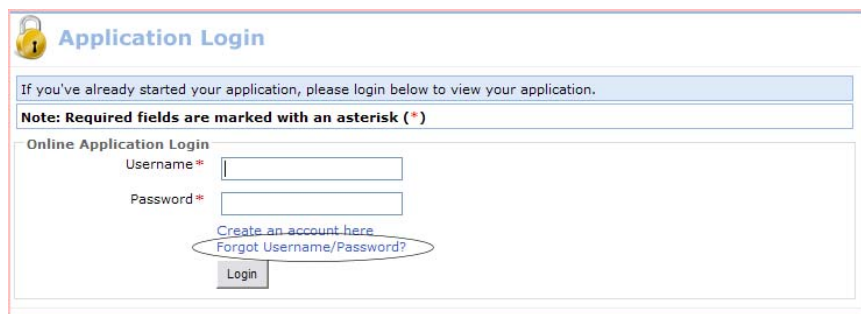


Figure : Forgot Username/Password

Begin the Application Process

The first screen will display the Applicant News page. This is similar to the student and faculty portal news pages, where the institution can post items of interest to applicants.

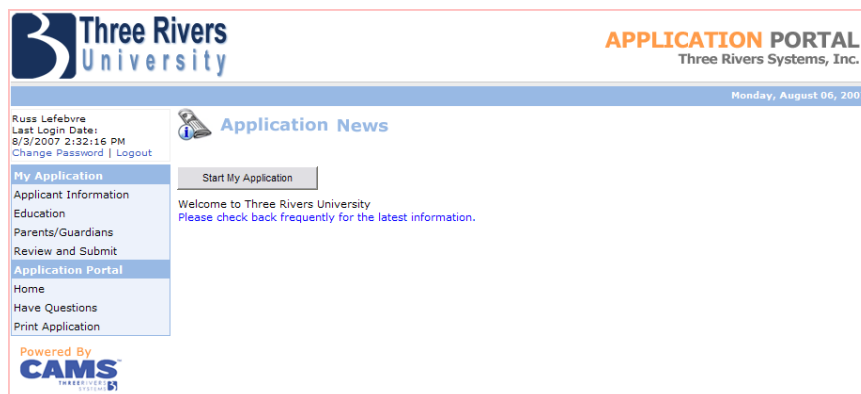


Figure : Application News

The menu will allow prospects to begin creating their application, change password, ask questions, and log out.

An applicant can complete their application over time allowing them time to gather information.

When the applicant returns to the Application Portal, they need only log in and continue completing their application.

To begin the application the applicant can begin with any of three sections:

- Applicant Information
- Education
- Parents/Guardians

Applicants can also post questions to the admissions office and view the answers directly from the portal.

Applicant Information



Step-By-Step: Enter Applicant Information

The applicant information page has several sections. Individual items in the sections can be designated as required by the institution.

1. Enter applicant information ensuring all required fields are completed.

Applicant Information

Application Status: Applicant

Expected Entrance Term:

Previously Applied: No if yes, which term?

Initial Program:

First Name*:

Middle Name:

Last Name*:

Preferred Name:

Salutation:

Suffix:

Demographics

Gender*: [Gender]

Birth Date*: (MM/DD/YYYY)

Birth City:

Birth State: [Birth State]

Birth Country*: USA

Native Language: [Native Language]

Ethnic Group: [Ethnic Group]

Religion: [Religion]

Social Security Number: (ex.123-45-6789)

Enter your United States Social Security Number (if one has been assigned). Providing a Social Security Number is voluntary, however, it will assist us in matching test scores and transcripts with your admission application and facilitate the administrative process if you are admitted. Financial support is required to provide a valid United States Social Security Number prior to receiving stipends. This information will be used only as a highly confidential, personal identifier for statutory reporting purposes. If you do not have a valid Social Security Number or do not wish to report it, please leave this field blank. Entering an invalid number will delay your application processing.

Residency Status

You do not need to fill out the Visa Type, Expiration Date and the Alien Registration Number if you select U.S. Citizen

U.S. Citizen:

U.S. Permanent Resident:

Visa Type: [Visa Type] Expires: (MM/DD/YYYY)

Alien Registration Number:

Resident State: [Resident State]

Country of Citizenship*:

Home Address

Address Line 1*:

Home Address 2:

Home Address 3:

Home City:

Home County:

Home State: [State]

Home Zip:

Home Country: [Country]

Home PO Box:

Home Phone:

Home Email:

Local Address

Same as Home Address

Local Address 1:

Local Address 2:

Local Address 3:

Local City:

Local County:

Local Zip:

Local State: [Local State]

Local Country: [Local Country]

Local PO Box:

Local Phone:

Local Email:

Figure : Applicant Information and Demographics

2. Click **Save and Next** to save the applicant information and move to the next section.

Education



Step-By-Step Enter Education Information

The education section allows applicants to enter the high school and/or colleges they attended and enter in unofficial ACT, SAT, and TOEFL test scores.

1. Enter applicant information ensuring all required fields are filled in.

Education

Start
Applicant Information
Education
Parents Guardians
Submit

High School Information
 Click on the Binocular below to search for your highschool.

High School Name

Graduation Date (MM/YYYY)

GPA of

Rank of

Transfer College Information
 Click on the plus sign below to add the colleges you previously attended.

Remove College Name
+

(ACT) American College Test Scores
 Test Date (MM/DD/YYYY)

ACT Composite

ACT Math

ACT Science

ACT Reading

ACT English

ACT Writing

(SAT) Scholastic Aptitude Test Scores
 Test Date (MM/DD/YYYY)

SAT Composite

SAT Math

SAT Writing

SAT Critical Reading

(TOEFL) Test of English as a second language
 TOEFL Date (MM/DD/YYYY)

TOEFL Score

Figure : Education

- To enter a high school, click the binoculars icon. The search screen will display.

Figure : High School Lookup

- Look up the high school using any of the combination of the criteria fields. If the high school cannot be found then click the **Can't find your High School in the search?** link and enter in the high school name. See Figure below.

Figure : New High School Name

- Click **Add New School**. An email is sent to the designated address, usually an admissions person's or admissions group email. The new High School can be entered into CAMS Enterprise and then assigned to the new prospect.
- The same steps can be used to enter in a transfer college. More than one college can be entered into the prospect's record.
- Enter in test scores.
- Click **Save and Next** to save the education information and move to the next section or **Previous** to save the education information and return to the previous section.

Parents/Guardians



Step-By-Step Enter Parent or Guardian Information

The Parent or Guardian section allows prospects to enter in this information or other contact types such as Spouse, Emergency, etc.

Figure : Contact Information

1. Enter in the first contact. Select the **Contact Type** and then enter in the contact information ensuring that all required fields are completed.
2. You **MUST** click the **Save** button immediately under the Institution field to save this contact information. Clicking **Cancel**, **Previous**, or **Next** before clicking Save will result in the loss of the contact information.
3. If there is more than one contact to be entered click Save, then select the **New Parent/Guardian** link and enter additional contact information.
4. When all contacts are entered click **Next** to move to the next section.

Submit Application

The submit application section allows you to review all sections and fields at one time to ensure that you have completed the entire application. If necessary, you can click the **Edit** link for a particular section. Until all required fields are complete, the Submit Application button will not display.

To submit the application click **Submit Application**.

Have Questions

If you have questions about the application process you can post questions to the admissions office directly from your application.



Step-By-Step Ask an Admissions Question

1. Click **Ask New Question**.

The screenshot shows a web interface titled "Have Questions?". At the top left is an envelope icon. Below it is a link with a plus icon and the text "Ask New Question". Underneath is the heading "Ask a question" followed by a label "Question" and a large empty text input box. At the bottom of the form are two buttons: "Submit Question" and "Cancel".

Figure : Ask New Question

2. Enter your question in the text box and click **Submit Question**. Click **Cancel** to exit without sending the question.

After submitting you will see the question listed.

The screenshot shows the "Have Questions?" page with the "Ask New Question" link at the top. Below it, a list of questions is displayed. The first question is "I cannot find my high school in the list. How can I enter it?". There is a horizontal line below the list, suggesting more questions are available.

Figure : Previously Asked Questions

3. Check your application to see if a response has been submitted for your question.

The screenshot shows the "Have Questions?" page with the same question as in the previous figure. Below the question, an answer is provided: "When you search for your high school if it doesn't display then click the **Click here** link next to the line that says Can't find your High School in the search?".

Figure : Question with Answer

Print Application

The application can be printed at any time by clicking on the **Print Application** link on the menu.

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