Completing the Apply Texas Application

1. Go to: <u>https://goapplytexas.org/</u>

- 2. Click "Get Started"
 - If you already have an Apply Texas account, sign in and skip to step 5.

3. In the **"Sign up with a new account"** box. Create your Username (no spaces) and Password and then Click "SIGN UP".

• The email address you use will be assigned to your username for your ApplyTexas account and will be the email that you use to complete and submit this application. <u>MAKE SURE YOU HAVE ACCESS TO THE EMAIL YOU USE.</u> *Do not use School Email*

4. Go to your email account, open email from ApplyTexas, and **verify** your ApplyTexas account. Once confirmed, click "Continue". *You will not be able to login until you verify your email*

• You will receive an email confirmation of your created account from Apply Texas.

5. Input your "USERNAME" and "PASSWORD" and CLICK on "LOGIN". Complete ALL 3 Steps for the application:

1.) Edit and Complete your profile (Fill in all required fields)

- Click <u>"Start/Edit Profile</u>" at the top left box of the screen and fill in all required blanks. (All fields with * must be filled in.)
- YOU **MUST** INPUT YOUR SOCIAL SECURITY NUMBER WITH PROFILE INFORMATION FOR REPORTING PURPOSES. FAILURE TO INPUT YOUR SOCIAL SECURITY NUMBER WILL RESULT IN DELAYED PROCESSING OF YOUR APPLICATION
- Pg. 6 = Student Information / Pg. 7 = Parent/guardian Information
- On page 9, (Click NO, YES, NO) Click "DONE" to save your full profile.
- 2.) Start an application to a school
- I Click <u>"Start/Edit Applications"</u> in top right-hand box.
- I Click "Start a New Application". (Each page has "Instructions for this page" at the top if needed)
- Scroll down and Select "Two-year Community/Junior College"
- 2 Select "Navarro College (Corsicana)" in the select the institution drop down menu.
- 2 Select "Two Year" in application type drop down menu.
- 2 Select the semester you will START taking courses. (Fall 2023)
- 2 Select "Academic" for core courses
- 2 Select "A.S. in General Studies" for first choice major drop down menu.
- I Click "Select choices and start application" button at bottom of screen.

3.) Start your application and wait for contact. You will see a BLUE box and it will let you know not ready to submit

- Click the "+" sign next to "Admissions application"
 - Click "Two Year Questions": select "NO" to Tech Prep Question; select "Dual Credit" on the drop down; Select "credit for tranfer" on the drop down; *answer all required fields*
 - Pgs. 2-4 are not required and can be skipped.
 - I Click "DONE"
- 2 You will see a BLUE box -Click the "+" sign next to "Admissions application"
 - o Click "Questions specific to Navarro College": fill out questions accordingly
 - Click "NO" for ALL discipline questions (you have not attended college; delays application if yes)
 - o Click Done
- 6. Click "SUBMIT THIS APPLICATION" at the bottom of the BLUE box. (Certify all Fields)
- You will receive an email confirmation that your application has been successfully submitted with a confirmation number. Congratulations! You have applied to Navarro College!