

# ApplyTexas Support Services

April 24, 2024

# Important Launch Dates

May 17-19, 2024:

ApplyTexas Application Cutover

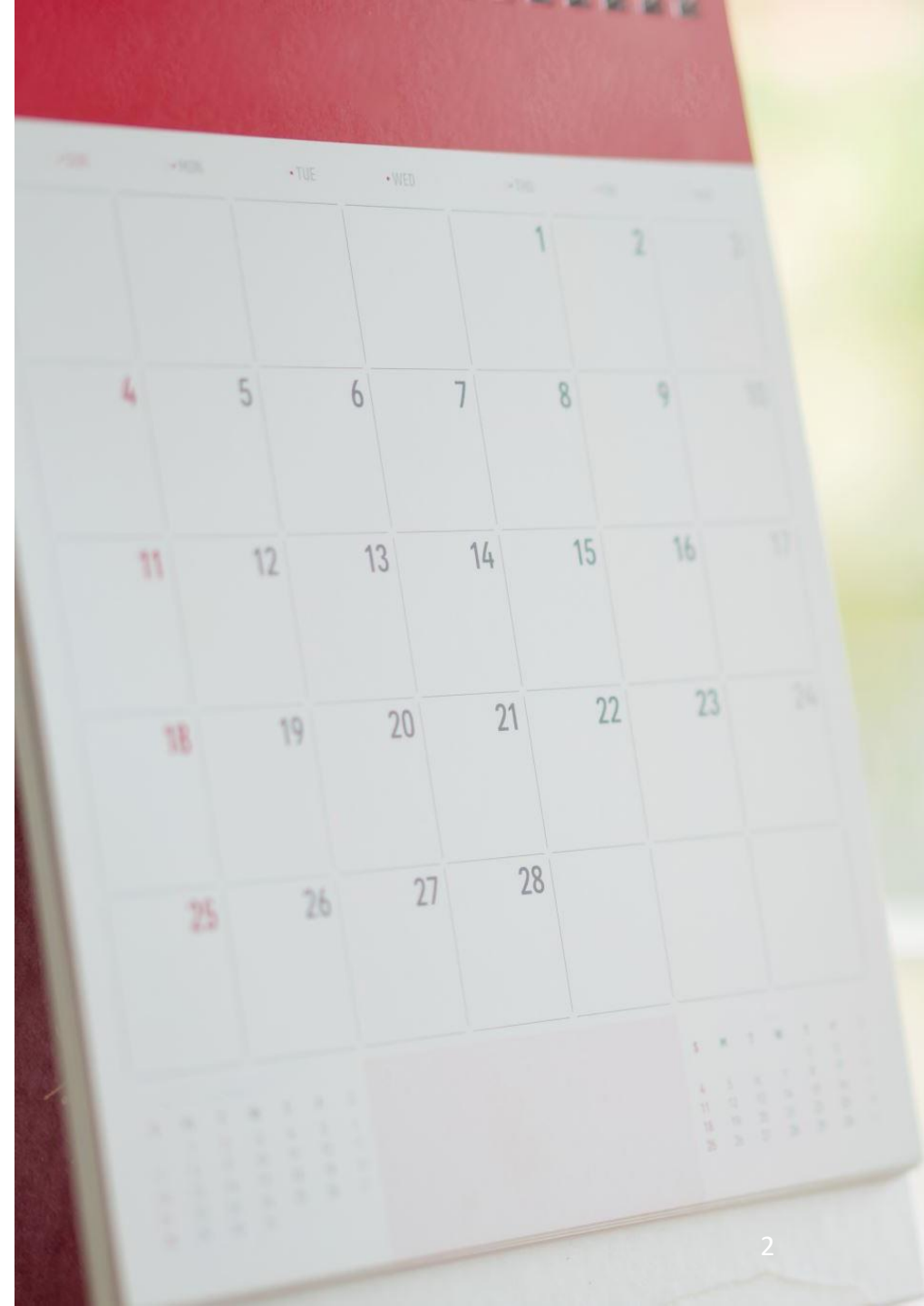
**\*\*current system will be unavailable to all users\*\***

May 20, 2024:

ApplyTexas Application Launch

July 1, 2024:

2025-26 ApplyTexas application cycle opens



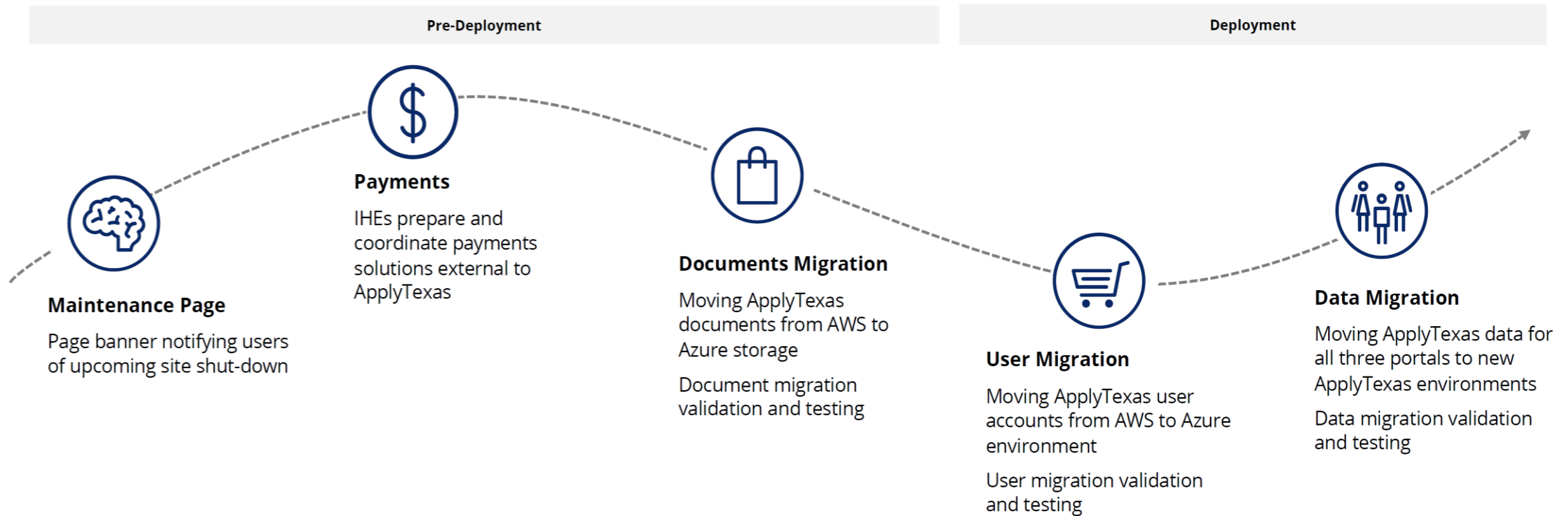
# Critical Actions

- Institutions will need to update their end points using the [EDI specifications and technical changes](#) document.
- Institutions will need to have their payment processing plan in place by May 20, 2024.
- Institutions will need to participate in [end-to-end testing April 22-26, 2024](#)

# Items for Consideration

- Active applicants will receive information about the system change through the ApplyTexas banner.
- Institutions may want to send additional messaging to applicants.
- Deadline accommodation for applicants to account for the system being down May 17-19, 2024.

# Deployment Experience for ApplyTexas Users



# What to Prepare



## **EDI Specification Updates (if applicable)**

While EDI changes are minimal and no changes have been made to existing application structures, be sure to check that your institution is able to collect Dual credit as a separate application type.



## **Verify connectivity to TEA TREx**

The upcoming ApplyTexas site will support transcript requests through TEA TREx integrations. Check to be sure your institution can receive transcripts through TREx from TEA.



## **Updating the User Experience**

While no immediate action is needed, be sure to note these new features that will be configurable in the Admin portal post-release:

- Configurable CIP to Major code mapping
- Configurable Rich Text/Plain Text essay formats
- Configurable application for Dual Credit

Please review the [technical changes document](#) emailed out in February 2024 for more details.

# End-to-End Testing Plan

## TESTING PILLARS

Through a three-pillared approach, THECB will coordinate with institutions and vendors to set stakeholders up for success during the cutover of ApplyTexas between May 17-20, 2024.



### EDI GENERATION & RECEIPT

THECB will submit 1 application per institution; Institution to confirm receipt of the EDI file in the test folder

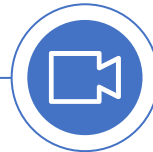
***April 22-26, 2024***



### EDI SAMPLES (ALL TYPES)

THECB will publish 1 EDI file per application type to the ApplyTexas web page for optional institution/vendor testing

***Targeting April 26, 2024***



### APPLYTEXAS VIDEO DEMOS

THECB will publish a video demo series of the new applicant and admin suites for institution/vendor awareness

***Targeting May 3, 2024***

# ApplyTexas Support

Users will access help desk support through same emails:

For student technical issues: [support@applytexas.org](mailto:support@applytexas.org)

For admin support: [admin@applytexas.org](mailto:admin@applytexas.org)

For counselor suite support: [hsc@applytexas.org](mailto:hsc@applytexas.org)



# Redesigned ApplyTexas page

## Key Changes

- Application cutover, payment system, fields, operating costs, and transcript requests

## Timeline

- Important dates about the upcoming webinars and launch dates

## Information and Resources

- Recordings and slide decks of previous webinars
- FAQs
- Memos and email communications
- Technical Documentation, including EDI Specifications
- Register to receive communications

## Information and Resources

- Recordings of previous webinars:
  - November 15, 2023 [ApplyTexas Student Portal](#)
  - December 13, 2023 [Technical Changes Overview](#)
  - February 28, 2024 [ApplyTexas Student Portal \(reprise\)](#)
  - March 6, 2024 [Application Cutover and Technical Changes](#)
  - April 24, 2024 Support Services and Onboarding
  - May 22, 2024 Post-Launch Support
- Slide decks of previous webinars:
  - November 15, 2023 [ApplyTexas Student Portal](#)
  - December 13, 2023 [Technical Changes Overview](#)
  - February 28, 2024 [ApplyTexas Student Portal \(reprise\)](#)
  - March 6, 2024 [Application Cutover and Technical Changes](#)
  - April 24, 2024 Support Services and Onboarding
  - May 22, 2024 Post-Launch Support
- A [slide deck](#) of the new ApplyTexas student portal for your use with prospective students applying for the 2025-2026 academic year
- Answers to questions from each webinar as an [FAQ](#)
- Assistant Commissioner Announcement: [ApplyTexas Payment Processing](#) (February 2024)
- Assistant Commissioner Announcement: [ApplyTexas Payment Processing Follow-up](#) (March 2024)
- Commissioner Memorandum: [Announcing change to fee structure for ApplyTexas](#) (March 2024)
- Technical documentation to prepare for the cutover:
  - [ApplyTexas May 20th Launch Testing Instructions](#)
  - [ApplyTexas EDI Specifications and Technical Changes](#)
    - Includes Core Question Inventory and Change Summary

## Register for Updates

Please sign-up to receive all communication and prepare for the launch!

Sign up

### Questions from the Field Pre-Student Experience Webinar

1. The slide deck linked below didn't have information regarding the data files we will be receiving as students apply. Will there be a separate webinar on data integration? If not, I have some questions around that. Will the EDI file formats change regarding what we are delivered? If so, when will we receive the new layout, and when will we be able to start testing with some sample students?

Yes, we will be hosting a series of webinars in the coming months to ensure institutions are adequately prepared for the new ApplyTexas. The next webinar is scheduled for December 6 from 11:00 am-12:00 pm. The webinar will provide a walkthrough for technical staff at institutions to understand at a high level the expected technical changes to prepare for leading up to launch in May 2024. Additional communications and webinars will be conducted starting in February to dive into more specifics around technical requirements, system changes, and the

### APPLYTEXAS EDI TECHNICAL SPECIFICATIONS AND TECHNICAL CHANGES

### ApplyTexas

### EDI Technical Specifications and Technical Changes

Below is an overview of key changes to the ApplyTexas system that will impact how institutions – both from a technical and programmatic standpoint – prepare for the upcoming cutover to the new ApplyTexas system in May 2024.

The application was built to be backwards compatible. Connections, fields, and APIs were all mapped, and the vast majority will still transfer over to institutional systems as before. Of note, there will be new and amended fields that institutional IT leads will need to adjust on their end, so the institution is able to accept this data. These changes will take effect at the time of cutover for both all open applications in the current cycle and all new applications in the upcoming cycle beginning July 1, 2024.

Please provide your IT teams with the information included below as soon as possible. The "EDI Technical Specifications" section includes all the information they will need for changes to your internal systems.

### EDI Technical Specifications

#### 1. Dual credit as a separate application

- a. EDI files being sent to NSC for a Dual Credit application have the prefix "dc." The naming convention for sending files to NSC will be the following: pr (Four Year applications), cc (Two Year applications), Es (Essays), sa (Scholarship), or dc (Dual Credit), and a timestamp (e.g., dc202309050908114.spe).
- b. The specifications for Dual Credit applications are the same as the Undergraduate Four Year (22ufr => us freshman for four years) and the Undergraduate Two Year (22jfr => us two year) applications. There are segments on each application listed above that identify whether an application is Dual Credit or not: **Line 457 of the ufr** (Undergraduate Four Year) and **line 392 of the jfr** (Undergraduate Two Year).
- c. Since Dual Credit applications include the same questions as Undergraduate Four Year and Undergraduate Two Year applications, the only change required in the specification is the header starting on line 50 of the two attached specifications as shown:

# Thank you!

Contact:

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# **Texas Higher Education**

## **COORDINATING BOARD**

