

# ApplyTexas Go-Live Webinar

June 4, 2024

# Welcome

# Today's Agenda

Welcome

Overview of Upcoming Go -Live

ApplyTexas : Key Changes

Testing Summary

FAQs

Q&A

# Overview of Upcoming Go-Live

# Key Dates

- June 7th: Go-Live Deployment begins

**\*\* ApplyTexas will not be available to applicants or admins during this time\*\***

- June 10th\*: ApplyTexas site is live
- July 1st: 2025 -2026 ApplyTexas application cycle opens



# Go-live Reminders

- The ApplyTexas site (Applicant and Admin Portals) will be down starting the morning of June 7<sup>th</sup> during cutover
- Admins will receive an email once the site is live on June 10<sup>th</sup>
- The URLs are not changing for the Applicant and Admin Portals
- Admins and Applicants will need to click “Forgot Password” to reset their passwords the first time they log in to the new system
- Multi-Factor Authentication (MFA) is required for all users. A code will be emailed to users to complete their login

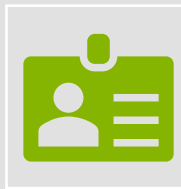
# Accessing ApplyTexas: Admin Portal



After deployment is complete, log in to the Admin Portal using the same URL you use today <https://admin.applytexas.org/>



Use the same email address you currently use to login. Select **Forgot Password** to set a new password.



Complete your **login by using Multi Factor Authentication (MFA)**. You will receive a code to your email to complete login.

# Getting Started

Once you're able to login to the new system, take the following actions:

- Validate **current application settings**, including majors, and **configuration for the 2025-2026** application cycle.
- Test data created for majors in UAT will need to be cleaned up to reflect each IHEs' unique list. **Majors data from UAT will be migrated as is**

# Migrating Institution and Application Configurations: Staging to Staging

To begin the **Admin Portal** configuration process for 2025-2026 semesters, you will first need to migrate existing settings from previous semesters between the staging tables.

**Step 1:** On the **Publish Settings** page, set the Environment to 'Staging to Staging' and input the following semesters for each of the 3 record types and select '**Publish settings**' so the data between the staging environments can be synced

- **Note:** If you did not set up data for certain 2024-2025 semesters, you can instead publish from an older cycle or start your 2025-2026 cycle configuration from scratch.

**Step 2:** Now you may begin updating additional application configurations in the staging environment for all the semesters listed in the 'Semester to' column (e.g., school-required questions, custom major questions, graduate essays, graduate major essays, etc.)

Semester from	Semester to
Summer I 2024	Summer I 2025
Summer 2024	Summer 2025
Summer II 2024	Summer II 2025
Fall 2024	Fall 2025
Spring 2025	Spring 2026

# Migrating Institution and Application Configurations: Staging to Live

Once you have completed updating any settings, you will conduct the same activity in Publish settings as before but now between the **Staging** and **Live** environments

**Step 1:** Set the environment to '**staging to live**' for 13 record types and reference the semesters listed below. **(Please go in chronological order)**

**Step 2:** Once you validate the data looks acceptable to migrate, select '**Publish settings**'. Now your settings will be reflected in the **Applicant portal**

## Semester to migrate from

Summer I 2025

Summer 2025

Summer II 2025

Fall 2025

Spring 2026

# Overview of Key Changes

# Overview of Key Changes: Admin Portal

- ✓ **Dual Credit:** IHEs have the option to open dual credit apps as soon as they are ready, after deployment. If IHEs are not ready to ingest dual credit apps, they can elect to not configure/open dual credit applications, and then no dual credit files will be sent. The naming convention for EDI files will remain the same, except for dual credit which where the first two characters will be "dc" followed by the regular name. EX: "dcxxxxx."
- ✓ **TEA TREx Integrations:** The new site will support transcript requests through TEA TREx integrations. Check to be sure your IHE can receive transcripts through TREx from TEA. Only applicable to participating IHEs
- ✓ **Payment System:** Payment will not be accepted within ApplyTexas and students will be prompted to pay institutions directly.
- ✓ **Field Changes:** Due to improvements to the application, there will be some small changes to fields in data submission. Your institutional IT lead will need to make necessary adjustments to ensure you are able to receive all application fields successfully.

# Overview of Key Changes: Student Portal

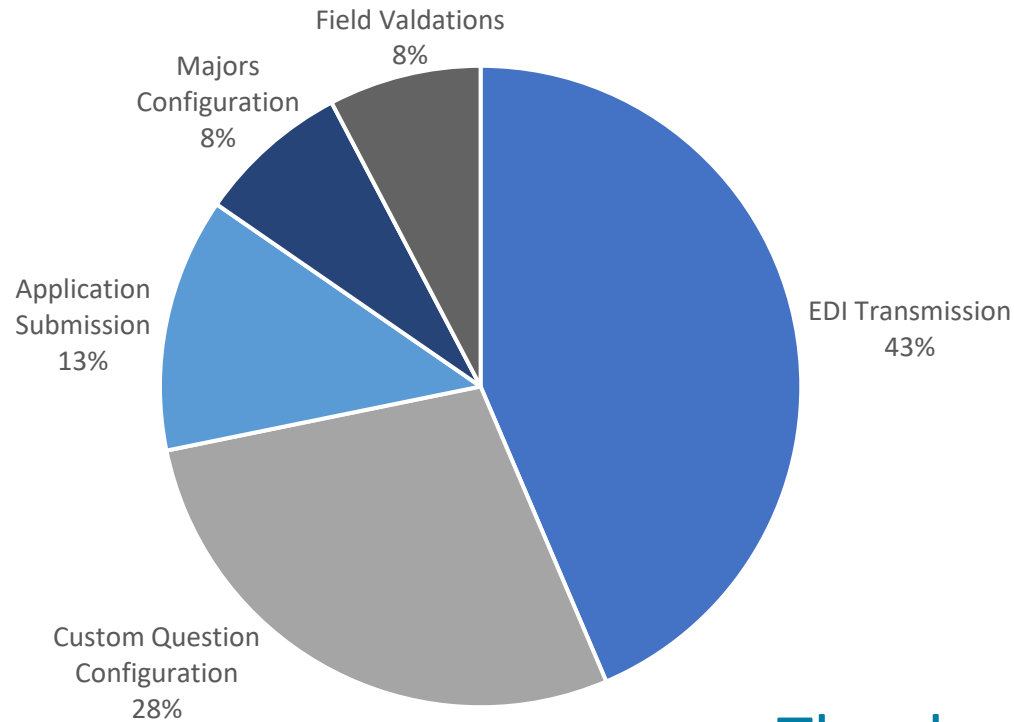
- ✓ Applicants will now answer the Application Screener Questions -> Core Questions -> School-Required Questions to submit an application
  - **Applicants will now fill out Application Screener questions** after they create an account so that they will be directed to apply for the right application types. *For example:* a high-school freshman will not be directed to a graduate school application.
  - Applicants will now get **Core Questions that are the same for all IHEs** so IHEs can't configure them. These questions improve the user experience by providing consistency across applications, so they only need to answer them once.
- ✓ **Majors:** The school search contains more majors than are available at individual schools. This is intended to allow students to filter down potential applications based on a major instead of a specific school. Once they open an app for your IHE, they will only be able to select the IHE's majors offered.

# Testing Summary

# IHE Testing Overview

IHEs participated in testing May 20 – May 30 and reported results and any issues encountered. We'll review a summary of issues resolved for deployment. The remaining issues reported will be fixed after the go-live deployment.

## Issues reported and resolved for Go-Live



## Issues to be resolved after Go-Live

- Copy edits on conditional questions
- Enhancements to field validations
- Residency and zip code updates
- Payment setting screen design

Thank you for testing!

# Resolved Issue Summary

The following issues reported during IHE testing have been resolved for deployment as of 6/4/2024

Category	Issue Resolved
<b>EDI Transmission</b>	EDI fixes implemented. Applications that were not received during testing were replayed for submission. Individual troubleshooting with IHEs continues as needed.
<b>Configuration of Majors</b>	CIP Codes were missing on the Schools and Majors page; assisted IHE to synch CIP codes
	Fixed the returning error when trying to update major on Schools and Majors
	Majors for specific IHEs that migrated are fixed to reflect their majors
	Fixed duplicate majors displaying when migrating from staging to live
<b>Custom Questions</b>	Fee waivers now save
	Added CTA to remove multiple choice possible answer
<b>Student Experience - Field validations</b>	Updated validation pattern to present more timely error messages and force users to resolve errors on the page before moving ahead within the flow
	Enforced maximum character limits for volunteer hours, college history hours, residency years/months, first/middle/last names, phone numbers, ZIP codes, years languages spoken, additional residency comments, people in the household, award name, etc.
	Enforced character type restrictions for years, months, hours, email addresses, phone numbers, ZIP codes, etc.
	Enforced restriction of non-ASCII text across the system to prevent downstream EDI issues
<b>Student Experience - School search</b>	Automatically applied filters to only show applications with future deadlines and sort applications by app deadline (closest to furthest); student can still refine filters and sort criteria to suit their needs
<b>Student Experience - Majors</b>	Enforced majors sorting in alphabetical order
	Resolved issue with IHE setting to allow/restrict the applicant from selecting a second major

# Resolved Issue Summary

The following issues reported during IHE testing have been resolved for deployment as of 6/4/2024

Category	Issue Resolved
<b>Student Experience – Core questions</b>	Added additional conditional requirements within Texas Residency page to: <ul style="list-style-type: none"><li>• allow non-US residents to complete the required question (selecting “None of the above” to “Of what state are you a resident?”)</li><li>• remove questions about tuition payments if the student does not have college history in Texas</li><li>• resolve issues with dependent versus independent follow-up questions based on initial question responses</li><li>• only ask parent-related questions when appropriate</li><li>• update residency affidavit copy to make it clear that only non-citizens/non-residents need to complete the affidavit</li></ul>
	Clarified College History questions by separating “Previous college/university experience” questions from “Future college/university plans” questions through separate headers
	Fixed issue with ‘Senior course info’ to allow an applicant to select trimesters instead of only semesters
	Fixed issue with parent data being mixed with the applicant’s “Other name”
	Updated conditional logic to hide teaching assistant-ship, research assistant-ship, or fellowship question unless the applicant is matched to a graduate application type

# Resolved Issue Summary

The following issues reported during IHE testing have been resolved for deployment as of 6/4/2024

Category	Issue Resolved
<b>Student Experience – Custom school-required questions</b>	Enforced order of school-required questions based on admin portal settings
	Resolved issue with required/optional school-required question setting to ensure applicants see the appropriate required fields
	Resolved issue with dropdown/checkboxes/radio button answers to school-required questions inconsistently saving
	Restricted admin portal school-required question number to 3 digits to prevent issues in app submission
	Resolved issue with custom questions for specific majors so those are properly displaying to the applicant with that major
	Fixed issue where textarea versus text questions were formatting in reverse
<b>Student Experience – Essays</b>	Enforced essay word count of 9600 characters instead of 500 words
<b>Student Experience – Miscellaneous</b>	Introduced improved error handling to accommodate TEA's transcript request date format
	Updated language in application screener to improve clarity
	Fixed issue bug with 'Required next steps' interchanging test score and transcript next step information

# FAQs

# FAQs

Question	Answer
Will there be any changes to how the EDI files are delivered?	There will not be any changes to how EDI files are delivered outside of those related to dual credit outlined in the technical changes document.
Will applications from the legacy ApplyTexas system be moved?	The live applications currently in the legacy site will be migrated during the cutover.
Will institutions be able to review their application/major settings for the current 2024 Spring 2025 cycle?	You will be able to make configuration updates after the Go-Live. See the slides in this presentation for instructions.
Can we disable the payment information, so it is not visible to the student?	You can set the application fee to '0' and update payment settings to hide all accepted credit cards.
Can an institution remove the fee waiver question or hide it?	Yes; if the IHE does not want to offer the option to apply for a fee waiver, they can configure that in the ApplyTexas admin portal.

# Q&A



# Texas Higher Education

## COORDINATING BOARD

Thanks for joining!



# Appendix

- Previous webinars, resources, and announcements - [The Redesigned ApplyTexas - Texas Higher Education Coordinating Board](#)

## Information and Resources

- Instructional Testing Videos (May 20, 2024)
  - [Admin Portal Adding Additional Users](#)
  - [Admin Portal Publish Settings](#)
  - [Admin Portal Application Configurations](#)
- Assistant Commissioner Announcement: [Important: ApplyTexas Update](#) (May 10, 2024)
- Assistant Commissioner Announcement: [Important: Change in ApplyTexas Cutover Date](#) (May 3, 2024)
- 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 20, 2024 [ApplyTexas Testing Kick-Off](#) (access password: w^7Qh\*M)
- 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 20, 2024 [ApplyTexas Testing Kick-Off](#)
- 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 Launch Testing Instructions](#)
    - Should you experience any issues, your technical staff may [Submit a Ticket](#) and a member of the ApplyTexas project team will respond.
    - View your designated [Testing Date and Application Type by Region](#)
  - [ApplyTexas EDI Specifications and Technical Changes](#)
    - Includes Core Question Inventory and Change Summary