

# ApplyTexas Training

July 11, 2024

# Welcome

# Agenda

**Welcome**

**Training Objectives & Overview**

**Applicant Portal Flow**

**Applicant Portal Demo**

**Knowledge Checks**

**Applicant Portal Q&A**

# Applicant Portal Training

# Objectives



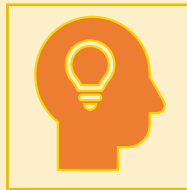
## **Understand Portal Navigation and Initial Access:**

Understand how applicants use the ApplyTexas Portal, including searching for a college and creating an account.



## **Familiarize with Steps to Complete an Application:**

Familiarize with the steps applicants take to complete an application, including application screener questions, core questions and school required questions.

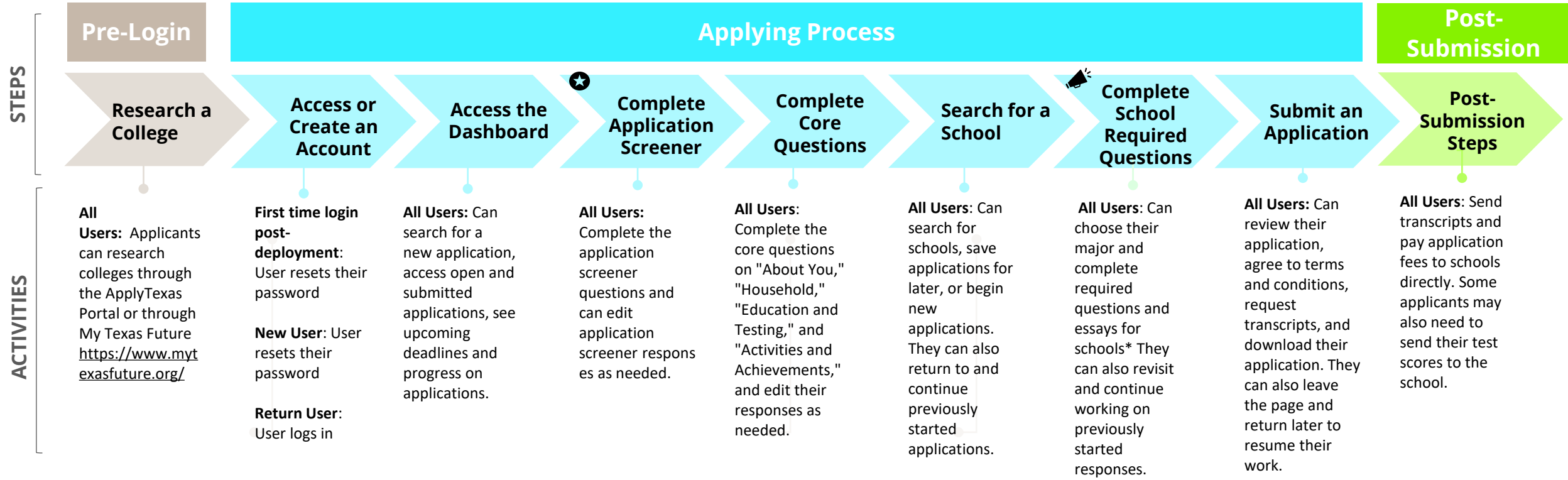


## **Troubleshoot Common Issues and Misconceptions:**

Learn common issues Applicants face like incorrect email logins, lost email access, filling out application screener questions, and clarify misconceptions about direct fee payments and transcript uploads through the ApplyTexas Portal.

# THE JOURNEY OF AN APPLICANT USING APPLYTEXAS

The Journey Map below provides a **general high-level picture** of the existing ApplyTexas Student application process and associated reminders and common issues.



Reminders

1. Students don't need to answer Core Questions or sign up to search for school applications on ApplyTexas.
2. You must use Multi-Factor Authentication (MFA) every time you log in; usernames are not used anymore.
3. Applicants can see all their answers to the Core Questions on the "Core Questions" links in their dashboard.
4. If applicants aren't ready to start a school application, they can mark the school as a favorite to save it for later. These saved applications will appear on their dashboard.
5. Each school decides what to ask and show to students in the School Required Questions.
6. Applicants can submit applications without including test scores, even if the program requires them.



Common Issues

1. Applicants may try logging in with an email that's not associated with their account or the user no longer has access to the email
2. Applicant sees message that they are ineligible for an application due to selecting an application not matching their screener
3. Applicants want to pay the application fee and upload transcripts directly in the ApplyTexas Portal.



**New Feature!**  
This is meant to help applicants find the right program



**Unique to each IHE!**  
Each IHE has the ability to customize their school required questions and essays

# Applicant Portal Changes

Applicants will now answer the application Screener Questions -> Core Questions -> School-Required Questions to submit an application.

## New Changes!

1

Applicants will now fill out app screener questions after they create an account so that they will be directed to apply for the right application types, example: a high-school freshman will not be directed to a graduate school application.

2

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.

# Demo: Applicant Portal

# Knowledge Check Questions

## 1. What can new users do after completing the core questions in the student portal (but before submitting an application)?

- A) They can only view their responses but cannot edit them.
- B) They can delete their responses permanently.
- C) They can edit their responses at any time.**
- D) They must wait for administrative approval before making edits.

## 2. What action is required by a new user upon their first login following the deployment of the student portal?

- A) The user must create a new account.
- B) The user must log in using an existing username.
- C) The user must reset their password.**
- D) The user can log in without any changes to their account settings.

## 3. Which of the following is NOT a feature available to returning users on the student portal?

- A) Edit responses to the application screener.
- B) Start a new application without viewing past submissions.**
- C) Access open and submitted applications and see upcoming deadlines.
- D) Return to previously started answers.

## 4. Which of the following statements is true regarding the submission of applications through the student portal?

- A) Applicants must send test scores even if not required by the school.
- B) Transcripts and application fees must be uploaded directly through the ApplyTexas Portal.
- **C) Applications can be submitted without including required test scores.**
- D) All of the above

# Upcoming Trainings

Please plan to attend and invite anyone within your institution who has access to the Admin Portal. All sessions will be recorded and posted online.

Date and Time	Topic	Details
Thursday, July 11 3 p.m. CST	Applicant Portal management	<ul style="list-style-type: none"><li>• Overview of the Applicant Portal</li><li>• Navigation through the dashboard</li><li>• Review of the application screener</li><li>• Core questions</li><li>• Searching for schools</li><li>• School required questions</li><li>• Submitting an application</li></ul>
Wednesday, July 17 3 p.m. CST	Admin Portal access and Configuring a semester/application	<ul style="list-style-type: none"><li>• Overview of roles within the Admin Portal</li><li>• How to set-up, modify, and remove access</li><li>• Examples of access permissions (application viewers and executive updaters)</li><li>• Overview of different application types</li><li>• Configuring schools and majors</li><li>• Setting dates, fees, essays, and school required questions</li><li>• Customizing major questions for graduate programs</li><li>• Adjusting display, payment, and publish settings</li><li>• Managing scholarship settings</li></ul>
Wednesday, July 24 3 p.m. CST	Application tracking	<ul style="list-style-type: none"><li>• Application search and exports</li><li>• Monitoring application counts</li><li>• Managing application transmission</li><li>• Managing school and district changes</li><li>• Updating contact information and other school details</li><li>• Handling school codes, data, and migration requests</li><li>• Integrating college scorecard data</li></ul>
Wednesday, July 31 3 p.m. CST	Admin Portal access and Configuring a semester/application (repeat)	<ul style="list-style-type: none"><li>• Review Admin Portal access &amp; Configuring a semester/application</li></ul>

# 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