

# ApplyTexas Deployment Updates

June 10, 2024

# Welcome

# ApplyTexas is live as of June 10<sup>th</sup>



ApplyTexas launched this morning for applicants, administrators, and counselors



New and **improved user experience** with the **needs of students** at the forefront



Recognize the need to **continue to prioritize resolution of open issues** – we commit to continue to communicate and keep you updated on progress

**Thank you** for your partnership and engagement

# Today's Agenda

Welcome

Status Update

Action Items

Resolved Issues

Q&A

# Status of Deployment

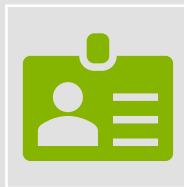
# Accessing ApplyTexas: Admin Portal



Access the Admin Portal using the same URL <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.

# Overview of issues and questions we're seeing today

- Applicant Portal: Students logging in with an email address that is not the one associated to their account
- Applicant Portal: Students not receiving verification code
- Admin Portal: Issues publishing settings
- Admin Portal: Seeing longer list of majors than actual majors

**Make sure you are using the Contact Us link on ApplyTexas to report any issues.** The previous email address [ApplyTexasApplication@highered.texas.gov](mailto:ApplyTexasApplication@highered.texas.gov) will no longer be used



# Getting Started

We recommend you:

- Validate your current application settings, including majors and the configuration for the 2025-2026 application cycle.
- Clean up any test data created for majors during UAT to reflect your institution's unique list. Remember, majors data from UAT has been migrated as is.

# Issue Tracking & Resolution

As issues are identified, they will follow the process outlined below towards resolution and communication back to the user who reported the issue



**IDENTIFICATION:**  
ISSUE IDENTIFIED  
DURING TESTING OR IN  
PRODUCTION



**REVIEW AND  
PRIORITIZATION:**  
EACH ISSUE REPORTED  
IS REVIEWED AND  
PRIORITIZED FOR  
RESOLUTION



**COORDINATION  
REQUIRED:**  
RESOLUTION MAY  
NECESSITATE  
COORDINATION OR  
ADDITIONAL REVIEW



**DEPLOYMENT  
SCHEDULE:**  
ONCE PRIORITIZED,  
ISSUES ARE SCHEDULED  
FOR DEPLOYMENT



**COMMUNICATION  
OF RESOLUTIONS:**  
RESOLVED ISSUES WILL BE  
DETAILED IN UPCOMING  
BRIEFING SESSIONS



**CONTINUOUS  
REPORTING  
PROCESS:**  
ADDITIONAL ISSUES  
REPORTED WILL  
FOLLOW THE SAME  
PROCESS

# Resolved Issues



NEW

# New: Resolved Issue Summary

The following issues reported during IHE testing have been resolved for deployment as of 6/7/2024

Category	Issue Resolved
<b>Application Submission</b>	Fixed an admin setting to remove exclamation point in questions that were blocking apps to be submitted.
	Fixed the returning error when trying to update major on Schools and Majors
	Added specific questions to one IHE profile to allow for submission of test application
	Resolved issue with IHEs not getting past citizenship question part of test application
	Corrected missing entry for new college in the contact table; fixed error message "500 internal server error"
	Resolved issue with IHE required questions missing for international transfer application
<b>Admin Portal Settings</b>	Fixed display setting values that wouldn't save for specific IHEs
	Fixed filtering on schools and majors, ensuring all application types return results
	Resolved issue with IHE settings to allow them to create new majors
	Resolved issue with IHE to save graduate major selection for graduate major essays



NEW

# Post-Deployment Issues

The following issues were reported during testing and will be reviewed and prioritized for remediation after the initial cutover of ApplyTexas. Some of these items may require additional review through the change management process, and analysis for other impacts before resolving.

Category	Issue Reported
<b>Applicant Portal</b>	Do not allow dashes to be entered in years spoken language
	Home school always showing in high school/secondary school dropdown
	Conditionally hide entire Advanced Certifications section for Graduate or Intl Grad app types
	Review Texas Residency conditional requirements from ATAC Core Questions inventory & confirm any updates to fields users need to complete
	Enhancements to field validations on Entrance Exams page to avoid entering invalid score
	International ZIP code validations
	Prevent HS transcript requests for any app types other than US Undergraduate, Intl Undergraduate, or Dual Credit
	Update content throughout app to swap Undergraduate to Freshman
<b>Conditional Logic</b>	Remove extra fields in Application Review UI appearing as required
	Copy change on Military Status conditional questions
	Clarify screener results for non-citizen with a visa
	Incorrect logic for IELTS and TOEFL test questions
	Enable student to submit more than one graduate application per admit term at same school
	Updates to questions related to deceased parents



NEW

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Category	Issue Reported
<b>Field Validations</b>	Updates to default fields in Scholarship > Merit-based recognitions
<b>Usability</b>	Post-submission app download functionality is "Print to PDF" instead of direct download
	Prevent shift in field focus when entering data in custom questions
	Enhancement to add "Start application" button directly on school search results
	\$0 Application Fee Enhancement to bypass Payment Instructions Screen
	Selecting a high school from typeahead list should auto-dismiss the dropdown
<b>Data</b>	Fix issues saving response to 'Consent to Be Contacted'
	"Remove scholarship/grant" button did not remove grant entered
<b>Segment Format</b>	Team will reach out to IHEs experiencing Banner ingestion issues
	Malformed Segments in EDI Files
<b>Application Submission Errors</b>	Team will reach out to users experiencing submission related issues to confirm resolution
	Resolve errors submitting Grad applications
	Add required icon nudge for school-required questions on Application Review screen



NEW

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Category	Issue Reported
<b>Misc Usability</b>	Update app screener logic to direct students who've completed dual credit courses to undergraduate applications instead of returning student
	Submit more than one application per term for Graduate applications
	Revise language on core question regarding jobs

# 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

# 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