

# ApplyTexas Deployment Updates

June 12, 2024

# Welcome

# Today's Agenda

Welcome

Status Update

Resolved Issues

Q&A

# Status of Maintenance

# Updates on Issues & Reminders

- Issues accessing Admin Portal
- Issues Publish Settings update
- Fixed: Email Notification Issues
- Maintenance Reminder: Friday, June 14<sup>th</sup> 7pm – 12am
- Reminder: Make sure you're using Production

# 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**



**REVIEW AND  
PRIORITIZATION**



**COORDINATION  
REQUIRED**



**DEPLOYMENT  
SCHEDULE**



**COMMUNICATION  
OF RESOLUTIONS**



**CONTINUOUS  
REPORTING  
PROCESS**

# Resolved Issues

# 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