

# ApplyTexas IHE Briefing

June 25, 2024

# Welcome

# Today's Agenda

**Welcome**

**Status Update**

**Deployment Overview**

**Demo**

**Reminders**

**Q&A**

# Status Update

# Deployment Overview 6/25 & 6/27

Tonight's and Thursday's deployment window will be from 7-11:59 p.m. CST. A maintenance banner will be displayed to inform users of the downtime.

**Tuesday, June 25:** We will be deploying the following fixes:

- Enable the CSV/JSON download buttons, include user's email in the 'download results' file
- Modify the school search logic so applicants will be eligible to apply to two-year institutions for additional application types (international undergrad, international transfer, transfer, visiting student, readmit)
- Update the conditional logic for gender and phone number requirements to resolve EDI discrepancies
- Remove duplicate language and college history records in the admin portal

**Thursday, June 27:** Further deployments will focus on the following:

- Addressing additional EDI issues
- Updating international zip code validations/error messages
- Updating screener results for non-citizen applicants with visas
- Adding additional columns in the CSV and JSON download results to match legacy behavior
- Addressing remaining bugs on application details view so there are no code references

# Previous Deployment 6/20

## Admin portal enhancements:

- **Application search update:** Admins may now retrieve applications in various statuses including "saved not submitted," "deleted," and "ready to submit."
- **Application details visibility:** High school information is now displayed, with field codes replaced by names/descriptions, and corrected dates of birth for applicants to address the UTC conversion error.
- **Publish settings accuracy:** Fixed date display inaccuracies within the publish settings due to UTC conversion.
- **Province field issues for Canadian schools:** Addressed saving/editing issues related specifically to the province field.

## Applicant portal updates:

- **Visibility of essay deadlines and advanced certifications page:** Invalid essay deadlines are now hidden, and the entire advanced certifications page is concealed when no applicable questions are present.
- **School search filters:** Enhanced the school search function to return results even when specific combinations of filters are used.

**Action items:** To ensure these updates are functioning as intended, please review the following:

- ✓ **Verify application search and details:** Check the visibility and accuracy of application details in the Admin portal.
- ✓ **Review publish settings:** Adjust and verify date settings to ensure accuracy post-UTC correction.
- ✓ **School record and major edits:** Double-check school records and major details for correctness following edits.

# Demo

# Reminders

# Role Configurations

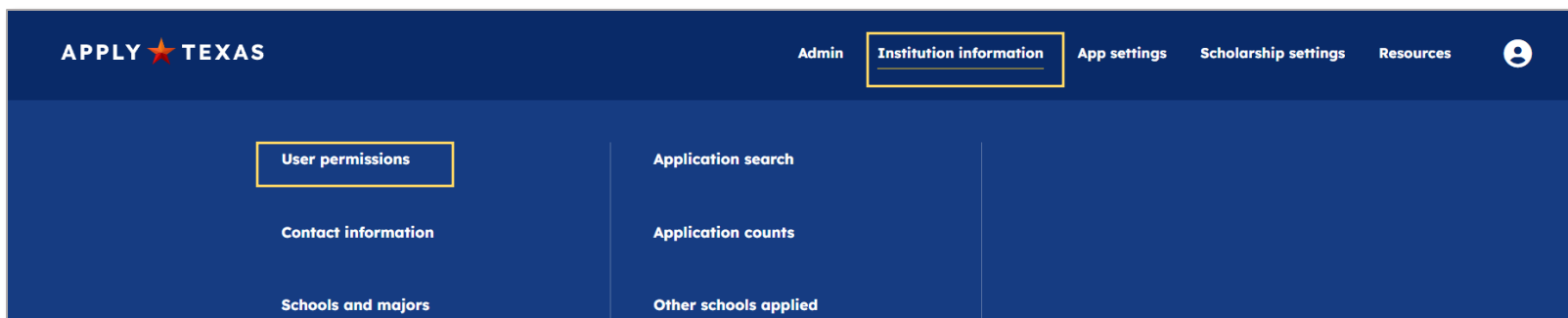
**Application Viewer and Executive Updater roles have now been consolidated under the Gatekeeper role. You can modify user permissions for all your Gatekeepers to limit what they can see. \*Note that there is no “View-only” access at this time.**

**Roles:** As a Gatekeeper, you can customize admin permission settings to manage access across the admin portal.

- Institution Information -> User Permissions -> Search for User -> Edit Permissions -> Authorization

**OR**

- Institution Information -> User Permissions -> Add a New User -> Authorization



For a detailed video of this process, please view the [Admin Portal Adding Additional Users](#) video on the THECB website.

# Role Configurations

You can customize Gatekeeper permissions by checking the sub-permission checkboxes with the additional types of permissions

Everyone who was assigned as an **Executive Updater** or **Application Viewer** in the legacy system can now be reassigned as a gatekeeper, with the following permission sets:

- Transmission settings
- Graduate application settings
- Undergraduate application settings
- Payment settings and
- Scholarship application settings

Select additional permissions user should manage \*

- Authorizations
- Transmission settings
- Graduate applications settings
- Undergraduate application settings
- Payment settings
- Scholarship application settings
- Publication of settings

# Q&A



# Texas Higher Education

## COORDINATING BOARD

Thanks for joining!



# Appendix

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

The screenshot shows the website header with the logo on the left and navigation links on the right. The main content area is titled 'Information and Resources' and contains a list of links and announcements. The list includes instructional testing videos, administrator announcements, webinar recordings, and slide decks. It also provides information about the new student portal, FAQs, payment processing updates, and technical documentation for the system cutover.

**Texas Higher Education COORDINATING BOARD**

About ▾ Our Work ▾ Explore our Data ▾ Meetings & Events ▾ News & Media 🔍

### 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

# Quick Fix Applicant Portal Issues

Issue	Cause	Next Step / Solution
Don't see previous applications	<ul style="list-style-type: none"><li>Any applications <b>prior to Spring 2022 were not migrated</b> over during the transition to the new site.</li><li>Upon initial login, applicant needs to complete Application Screener questions to view previous applications</li></ul>	<ul style="list-style-type: none"><li>If it's a more recent application, we'll need to confirm it's not tied to another account</li><li>Applicant should click on <b>Find the right application</b> link on their Dashboard to complete screener questions and then they will see their previous applications</li></ul>
Applicants complete the application screener questions and then begin application process get a message that they are "ineligible"	<ul style="list-style-type: none"><li><b>4-year:</b> The specific application type for this applicant has not been configured by the institution. <b>Transfer, Returning, and Dual Credit</b> applications are most often not available for applicants</li><li><b>2-year:</b> Institutions can only configure 2-year undergraduate and dual credit applications</li></ul>	<ul style="list-style-type: none"><li><b>4-year:</b> Institutions must configure each of the application types for which they accept.</li><li><b>2-year: <u>Stopgap solution:</u></b> Students should answer the screener questions to get to the Undergraduate 2-year application type.</li></ul>