

ApplyTexas Testing Kick-Off Webinar

May 20th, 2024

Welcome

ApplyTexas Testing Kick-Off

Today's Agenda

Webinar Kick-Off

Testing Overview

**Administrative Applicant
Portal Walkthrough**

Student Applicant Portal Walkthrough

Q&A

Key Dates

Key Dates

- May 20th: Testing starts
- May 24th: Testing concludes*
- June: ApplyTexas go-live
- July 1st: ApplyTexas application cycle opens



Testing Overview

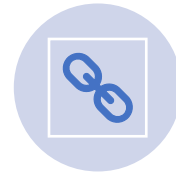
Testing Reminders



Access login credentials via email sent from noreply@sendertest.com.



Utilize the unique link and login information provided to your institution's tester to access the administrative and student portals.



Use the [survey link](#) sent in the communications to **report testing results or issues you encounter**. Our team will closely monitor and follow-up accordingly.



You are accessing a test environment where you may encounter unexpected issues, but we are working to address these issues.



You may access training videos for adding additional users, publishing settings, and application configurations on [The Redesigned ApplyTexas – Texas Higher Education Coordinating Board site](#)

Administrative Portal Walkthrough

ApplyTexas Testing Environment

Administrative Portal Reminders

- To access your EDI files, follow your regular process through the National Student Clearinghouse (NSC). Note that in the EDI file, ISA segment 15 will include a value of "T" to indicate it's a test file.

Migrating Institution and Application Configurations: Staging to Staging

Step 1: 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 2: 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 3: 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

Step 4: 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 5: Set the environment to '**staging to live**' for 13 record types and reference the semesters listed below. (Please go in chronological order)

Step 6: Once you validate the data looks acceptable to migrate, select '**Publish settings**'. Now your settings should be reflected in the **applicant portal**

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

Student Portal Walkthrough

ApplyTexas Testing Environment

Student Portal Reminders

- Within the student portal, create tester student accounts and apply to your IHE's open applications to verify the configurations.

Q&A

ApplyTexas Testing Environment



Texas Higher Education COORDINATING BOARD

Thanks for joining!



Appendix

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