Completing the Apply Texas Application

1. Go to: https://goapplytexas.org/

2. Click "**Get Started**"

    ✦ If you already have an Apply Texas account, sign in and skip to step 5.

3. In the "**Sign up with a new account**" box. Create your Username (no spaces) and Password and then Click "**SIGN UP**".

    ✦ The email address you use will be assigned to your username for your ApplyTexas account and will be the email that you use to complete and submit this application. <u>MAKE SURE YOU CAN LOG INTO THE EMAIL YOU USE</u>.

4. Go to your email account, open email from ApplyTexas, and verify your ApplyTexas account. Once confirmed, click "*Continue*".

    ✦ You will receive an email confirmation of your created account form Apply Texas.

5. Input your "USERNAME" and "PASSWORD" and CLICK on "**LOGIN**".

    ✦ **Complete ALL 3 Steps for the application:** (Fill in all required fields) YOU MUST INPUT YOUR SOCIAL SECURITY NUMBER WITH PROFILE INFORMATION FOR REPORTING PURPOSES. FAILURE TO INPUT YOUR SOCIAL SECURITY NUMBER WILL RESULT IN DELAYED PROCESSING OF YOUR APPLICATION.

    ✦ 1.) **Edit and Complete your profile**

        ✦ Click "Edit Profile" at the top of the screen and fill in all required blanks. (All fields with * must be filled in.)

        ✦ On page 10, Click "**DONE**" to save your full profile.

    ✦ 2.) **Start an application to a school**

        ✦ Click "*Start/Edit Applications*" in top right-hand box.

        ✦ Click "Start a New Application". (Each page has "Instructions for this page" at the top if needed)

        ✦ Select "*Navarro College (Corsicana)"* in the select the institution drop down menu.

        ✦ Select "*Dual Credit*" in application type drop down menu.

        ✦ Select the semester you will *START* taking courses.

        ✦ Select "*Academic*" for core course(s) or associate degree or Select "*Technical*" for CTE workforce certificates or degrees.

        ✦ It is recommended for majority of dual credit students they Select "*A.S in General Studies*" for first choice major drop down menu.

        ✦ Click "*Select choices and start application*" button at bottom of screen.

    ✦ 3.) **Submit your application and wait for contact.**

        ✦ If application box does not give option to "*Submit this application*" then Click the "+" sign next to Admissions application to correct or finalize questions.

        ✦ Click "*DONE*" and in the bottom of the box Click "*Submit this application*".

        ✦ Read and Verify Required Information- *Check the boxes to verify*.

6. Click "**SUBMIT**" at the bottom of page.

    ✦ You will receive an email confirmation that your application has been successfully submitted with confirmation number. **Congratulations! You have applied to Navarro College!**