

**CREATING A USERNAME AND PASSWORD**

1. Log onto GoApplyTexas.org
2. Click “Get Started”
  - a. **IMPORTANT:** If you have previously used the old ApplyTexas.org website to create an account, you will need to set up a new one on this new GoApplyTexas.org site.
3. Create a Username / Enter your email / Create a password
  - a. Your new password: must contain the following:
    - i. A lower-case letter
    - ii. An upper-case letter
    - iii. A special character
    - iv. A number
    - v. At least 12 characters
  - b. **IMPORTANT:** *Make sure you currently have access to the email you sign up with – Try to use a personal email that is not your high school email.*
4. Click “Sign Up”
5. Access you email account and follow the verification instructions that have been sent to you.
6. Return to the original GoApplyTexas screen and click “Continue”
7. Sign in with your newly created Username and Password.

**CREATING YOUR APPLY TEXAS PROFILE**

1. On the left-hand side of the screen click “Start/Edit Profile”
2. Complete each section and move forward to the next section by clicking on the arrows at the bottom of the screen
3. When you complete the last section, click on the “Done” button and then click the ApplyTexas logo in the top left corner.

**STARTING AN ADMISSIONS APPLICATION**

1. On the right-hand side of the screen click “Start/Edit Applications”
2. Click “Start a New Application”
3. Select “Four-year college/university”
4. Select “University of Texas at Tyler – (Tyler)” as your target institution
5. Select “US Freshman” for your application type
6. Select your intended entry semester – “Fall 2023” for Fall (August entry) or “Spring 2024” for Spring (January entry)
7. Select your first choice of major as “Dual Credit”
  - a. Select your second choice major as the major you wish to seek as a freshman in college.
8. Click “Select choices and start application” at the bottom of the page.

9. Scroll down and locate the orange/blue box labeled "University of Tyler at Tyler"
10. Click the "+" next to the Admissions application
11. Click on the "Freshman questions" link
12. Complete each section and move forward to the next section by clicking on the arrows at the bottom of the screen
  - a. **IMPORTANT:** *Only questions that have an asterisk (\*) beside them are required to move forward. You may skip all sections without the asterisk (\*) by pressing Next at the bottom of the page.*
13. The pages are as follows:
  - a. PAGE 1 – Biographical information *Only complete questions marked with an asterisk (\*)*
  - b. PAGE 2 – Education Information/Test Information *Skip this section*
  - c. PAGE 3 – Senior Courses *Skip this section*
  - d. PAGE 4 – Extracurriculars *Skip this section*
  - e. PAGE 5 – Community/Volunteer Service *Skip this section*
  - f. PAGE 6 – Honors/Awards *Skip this section*
  - g. PAGE 7 – Employment/Internships *Skip this section*
14. When you complete the last section, click on the "Done" button at the bottom of the page –This should navigate you back to the main screen.
15. Scroll back down to the blue/orange box
16. Click the "+" next to the Admissions application
17. Click on the "Questions specific to University of Texas at Tyler" link
18. Complete the questions on this page
  - a. US Citizen born outside the US
  - b. Address for the last 3 years
  - c. **FEE WAIVER:** Type "Dual Credit" in the box
  - d. Text message
  - e. T-shirt size
  - f. Scholarship eligibility
19. Once complete click on the "Done" button at the bottom of the page – This should navigate you back to the main screen.
20. Scroll back down to the blue/orange box - Select the "+" next to the Admissions application – Make sure both fields underneath have a "✓" next to them.
21. Click "Submit this application"