**Apply Texas On-line Application Instructions**

Go to [www.applytexas.org](http://www.applytexas.org)

Click on… Create your account now

Fill out the My Profile page

Only complete Required parts of Profile

You must have a working, active Email address to complete the on-line application

The password must contain at least one number, and be at least 8 characters long

Once you SAVE, you must click on the Required ‘bubble’ above your address, and SAVE again

Please print or save your ApplyTexas **Username** at this time.

Reminder: Completing a profile in Apply Texas does not
mean that you have completed an application.

Click on the My Applications tab at the top of the page

Click on the Create a new application now

**Select:** create a new 2 year college admissions application

**Target College:** El Paso Community College District (El Paso)

**Select a semester:** Spring 2014

**Select Major:** Pick any two majors; preferably two that match your Program of Study (POS)

**Application Checklist:** Select ‘continue to my application’

**Biographical Information:** Scroll down to the bottom of the page and select ‘Save Changes’

**Educational Background:**

 Select the Find Your High School tab

 On the pop-up window, type in your high school, city, and state

 Select: Submit

Pick your high school from the list provided (Bubble)

 Enter your Expected Graduation Date: Jr’s – June 2015, Sr’s – June 2014

 Are you Home-Schooled? Select ‘NO’

 Scroll down to bottom of page and select ‘Save Changes’

 Did you take a Tech Prep course or courses for college credit? ‘NO’

 **Admission Basis: Dual Credit**

 **Reason Attending:** You may pick any of the reasons

**Residency Information**

Do you file your own federal income tax as an independent tax payer? **- REQUIRED** **Most students** **‘No’**

Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? **– REQUIRED Most students ‘Yes’**

Is the parent or legal guardian upon whom you base your claim of residency a U.S. Citizen?**- REQUIRED** Yes **or** No

If Yes – skip to #5, #6, #9, and #10 and Save and Continue

If No – complete all questions and Save and Continue

 **Skip the ‘General Comments’…save and continue to next question**

 **Residency Information review…scroll to bottom of page and ‘save page and continue with application’**

 **Several questions may be asked at this time…answer as you see appropriate (I recommend sharing information with UTEP)**

 **Certification of information – REQUIRED**

 **Please select the ‘three’ boxes as this allows the CCTE dual credit counselor to see your student information from the El Paso Community College**

\*Please keep a record of your ApplyTexas username and password for future
reference. Remember that the usernames, passwords and electronic identifiers
assigned to you by a college or university cannot be used to
log in to ApplyTexas.

\*You can edit your ApplyTexas information at any time by visiting the profile section of applytexas.org.

**You are now asked to ‘Submit Application Now’**

You will receive an Email from EPCC within a few days. This Email will contain your EPCC ID# (800xxxxx)

\*\*\*Upon receiving your EPCC ID#, you may now take the on-line\*\*\*

Pre-Assessment Activity Module at:

[www.epcc.edu](http://www.epcc.edu), Campus Resources, Testing Services, Placement Testing…

Select **Pre-Assessment Activity Module (PAAM)**

**(15-20 minute max)**

Complete the pre-assessment and **Submit**

\*This will clear you to take the new TSI placement test required for Dual Credit eligibility\*