



Creating an ApplyTexas Account

2018-2019

Create an account on the ApplyTexas application website:
<https://www.applytexas.org>

The screenshot shows the ApplyTexas website homepage. At the top left is the ApplyTexas logo with the tagline "Many Schools. One Application." To the right are navigation links: "About ApplyTexas", "Help", and "Counselors & Administrators log in here >". Below the navigation is a white box with the heading "Explore. Apply. Repeat." and three columns of text:

- Research your options.** Admission information for every Texas Public University, plus some private and two-year schools. [Begin your search >](#)
- Apply online.** Complete and submit your admission and scholarship applications online. [Get started now >](#)
[Preview the 2018-2019 applications >](#)
[Preview the 2017-2018 applications >](#)
- Do it again.** No need to start from scratch. Copy a completed application and use it to apply to another school. [Learn how >](#)

Below this is a red banner with two options:

- First time here? No problem.** [Get started >>](#)
- Already have an account?** [Log in now](#)

At the bottom left, it says "It's fast. It's easy. It's free." with a link [Create your account now >](#). At the bottom right, there is a login form with fields for "username" and "password", a "Log in" button, and a link [Problems logging in? Click here](#).

Learn more about ApplyTexas by reading through the links on the sign-in screen before creating an account

Click on "Create your account now" to begin.

My Account Dashboard - My Profile

[My Profile](#)[My Applications](#)[My Essays](#)[My Transcripts](#)

Enter information below to establish or maintain your free ApplyTexas profile. Additional information will be requested when you complete online applications.

If you are creating an account, your username will be assigned and presented to you.

Full legal name - **REQUIRED**

Enter your full legal last, first, and middle name. Please do not include diacritical marks such as accents (') or tildes (~). Do not use nicknames or abbreviations or commas because this information will be used for your official record if you enroll. Use your full legal name on all documents sent to the institution to which you are applying. If you have a passport, enter your name as it appears on your passport (without diacritical marks).

Last Name or Family Name or Surname	<input type="text"/>
First Name or Given Name	<input type="text"/>
Middle Name	<input type="text"/>
Suffix	<input type="text" value="Select"/>

Date of Birth - **REQUIRED**

Enter your date of birth (month, day, 4-digit year). Do not leave blank; this information is required.

Date of Birth	<input type="text" value="Month"/>	/	<input type="text" value="Day"/>	/	<input type="text"/>	◀ 4 digit year
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Enter your legal name:
Last, First, and Middle as
it appears on your birth
certificate, passport, or
other legal document.

Do not use nicknames or
abbreviations.

Use the pull-down menu
to select the month and
day of your birth and
type in the year.

Place of Birth - REQUIRED
Enter the city, state, and country where you were born.

City

State/Possession/Province

Country

Current grade level

Grade Level

Enter your city of birth.

Select a State/Possession/Province only if you were born in the U.S. or Canada. Otherwise, leave the field set as “Select One” and select your country of birth.

Use the pull-down menu to select your current grade level.

If you are a U.S. Citizen, answer “yes” and continue to the next question.

If you are not a U.S. citizen, additional questions will appear so that you can tell us more about your citizenship and residency.

Complete this section before you advance to the next question.

Are you a U.S. Citizen? - **REQUIRED**

Yes No

Are you a U.S. Citizen? - **REQUIRED**

Yes No

Non-U.S. Citizens

Of what country are you a citizen?

Citizenship country

Do you hold Permanent Residence status (valid I-551) for the U.S.?
If Yes, please submit a copy of both sides of the card.

Yes No Not Applicable

If "Yes", date permanent resident card issued with 4-digit year:

Permanent resident card / /

Alien Number

If you are not a U.S. citizen or permanent resident, do you have an application for permanent residence (form I-485) pending with the U.S. Citizenship and Immigration Services (USCIS)?
(If "Yes," submit a copy of your **Notice of Action** from the USCIS, **form I-797C**.)

Yes No Not Applicable

Non U.S. Citizen, Non U.S. Permanent Resident Information: If you are not a U.S. citizen nor permanent resident, country of legal permanent residence:

Country of legal perm residence

Email address - REQUIRED

Please make sure to use an email address that allows you to receive emails from ApplyTexas. You will not be able to receive information from ApplyTexas and the schools to which you are applying without a valid email address. Some school email accounts do not allow students to receive emails from outside the school district. If you aren't sure, check with your school counselor.

E-mail address

Confirm E-mail address

« Please re-type email address: do not copy/paste.

This email is correct and I have access to it.

We recommend that you use a personal email address on your ApplyTexas account as some school districts have security settings that will not allow students to receive emails from senders outside the district.

The email address you enter on your profile will become your ApplyTexas account username. It will also be used by ApplyTexas and colleges and universities to communicate with you.

Please check the box below the email address to confirm that you have access to the email address you entered.

Permanent Address - REQUIRED

Street Address line 1

Street Address line 2

City

State/Possession/Province

Postal/Zip Code

Country

« address only - do not re-enter your name. Include apartment number, if you have one.
« use only if street address line 1 is too long

« for U.S. or Canadian addresses only
« do not include dashes

Physical Address (current street address where you reside, if different from above)
If your Physical Address is the same as your Permanent Address, leave this question blank.

Street Address

Street Address line 2

City

State/Possession/Province

Postal/Zip Code

Country

Physical Address Good Until

« if different from permanent address. Include apartment number, if you have one.
« use only if street address line 1 is too long

« for U.S. or Canadian addresses only
« do not include dashes

A permanent address is required for setting up an ApplyTexas account and it is important that it be complete and correct, including an apartment number if applicable.

The State/Possession/Province field is used only for U.S. and Canadian addresses.

A physical address is needed only if it is different than your permanent address.


Password Information - REQUIRED

You will need your password each time you wish to access or modify any of your information. Please choose something you can easily remember. Your password can be 8-12 letters long, must contain at least one number, and cannot contain any spaces. Enter the same password in both Password boxes to make sure you typed it correctly.

Password

Confirm Password

I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

save profile

Enter and confirm the password you want to use on the site.

We have added a reCAPTCHA to our profile so that the application may not be accessed by bots. If you do not see the checkbox, try switching to a different internet web browser and try again. The box must be checked before the profile may be saved.

The screenshot shows the ApplyTexas website interface. At the top left is the ApplyTexas logo. The top navigation bar includes links for Logoff, My Account Dashboard, Admissions Information, and Application Instructions. Below the navigation bar, there is a section for Application Details with the text 'STUDENT HELPER atxstaff@gmail.com'. On the right side, there is a 'Quick Links' section with a dropdown menu for 'Application Instructions' and a 'Go' button. The main content area is titled 'My Account Dashboard - My Profile' and features a horizontal menu with four tabs: 'My Profile' (which is highlighted in red), 'My Applications', 'My Essays', and 'My Transcripts'. Below the tabs, the page displays the following information:

Your Username is: atxstaff@gmail.com
Please email us with any questions.

You have successfully saved your ApplyTexas profile.

Please note: Saving a profile does not mean that you have completed your application.

Your Username is: atxstaff@gmail.com
Many applicants do not complete their application in one session. You will need your username and password each time you log on to ApplyTexas. PLEASE WRITE THEM DOWN OR PRINT THIS PAGE FOR YOUR RECORDS.

You may now [go to My Applications](#) to complete an application.


After you successfully save your profile, you will see a message at the top of the page that shows your username (the email address you entered on your profile).

To create an application from this screen, use the “go to My Applications” link. To create an application later, use the website address, <https://www.applytexas.org>.

Your ApplyTexas Profile: Email verification

Inbox x



 **ApplyTexas** <applytexas@austin.utexas.edu>

12:37 PM (5 minutes ago) ☆



to me ▾

Hello Student,

You are receiving this message because you have recently created a new account or entered a new email on an ApplyTexas profile.

Please visit the following link to verify your email address:

https://www.applytexas.org/adappc/gen/verify.WBX?s_ticket=730CE0110134A4F3CA836C4567D8D07861FB15&s_user_id=help98

Creation Time: 02/ 6/2018 12:37:25 PM

Username: atxstaff@gmail.com

This verification link will expire on:
Thursday, March 08, 2018 at 11:59 PM CST

If you did not enter a new email address on an ApplyTexas profile please delete this message.

After a new account is created or a profile email address is changed, ApplyTexas will send an email asking you to verify the email address.

Click on the blue link in the body of the email to do the verification.

ApplyTexas email verification

Please enter the email address you are verifying for security purposes. After verification you will be redirected to the ApplyTexas login page.

Email:

Enter your email address and click on “Continue”.

You’ll be routed to the application site to begin the application process.

To create an application later, use the website address, <https://www.applytexas.org>.

Questions?

Contact the application help desk, applytexas@austin.utexas.edu

