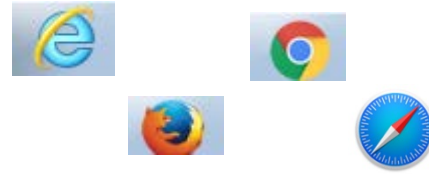


1. RECOMMENDED BROWSERS:

The latest versions of IE, Chrome, Safari, and Firefox. Make sure the browsers are up to date




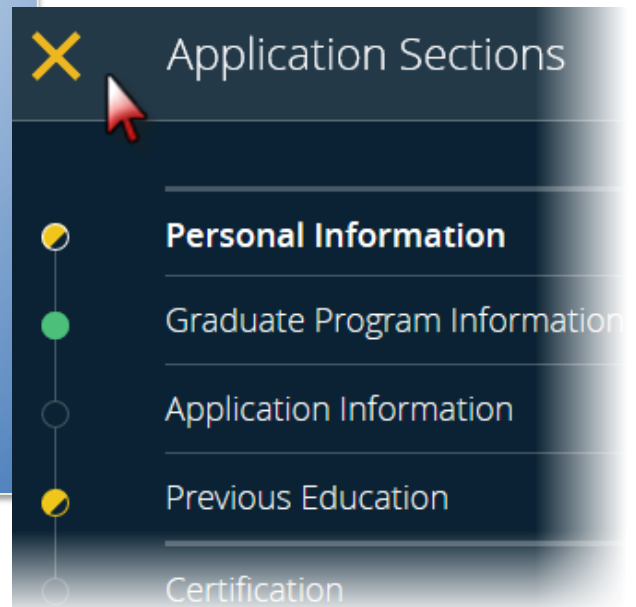
2. APPLICATION SECTIONS:

The menu bar to the left side of the screen will assist in navigating through the different application sections. Click on the three-bar icon located at the top left corner



When selected, a menu will open. The Application Sections may be accessed individually without having to scroll up or down throughout the application. Simply click on the section you need to access

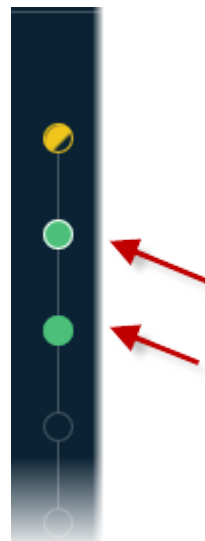
Click the  to collapse the menu



3. STATUS BAR:

This bar measures the progress of the application. As each section is completed, the circular icon will change color

- The circular icon will partially change to yellow when data is first entered
- If the circular icon remains yellow, it is an indicator that a required field has been left blank
- The circular icon will change to a solid green when all the required information is entered



When all of the circle indicators are green, the application is ready for submission





Application Sections

UPDATE APPLICATION TYPE

4. **UPDATE APPLICATION TYPE:** A future *Term* will need to be selected if the current one is about to end. If an incorrect *Level* is selected (undergraduate/graduate), it can be changed if the application is not submitted. Click on *Update Application Type* to make changes, located at the top left corner, three bar icon



Update Application Type

PLEASE NOTE: Updating your responses to the Application Type may change the application form.



Close

5. **PLEASE NOTE:** A message will appear. Select *CONFIRM* to proceed with the change

6. **SELECT A NEW LEVEL OR TERM:** From the dropdown menu, the new *Level* or *Term* needs to be selected. Click on *Update Application*

Update Application

Level

Please select one

Select the dropdown menu

Term

Please select one

CANCEL

UPDATE APPLICATION

Update Application

Level

Graduate

Term

Spring 2018 -- Sessions Start: 1/8/18 & 3/5/18

Update Application Type

PLEASE NOTE: Updating your Application Type responses may change the application form. Previously entered data will not be lost.

CONFIRM

Close

CANCEL

UPDATE APPLICATION

7. **CONFIRM UPDATE:** Click on *Confirm* to accept the changes. This will navigate back to the application for completion

8. ENTERING INFORMATION: The light gray line (field space) will expand, and a blue box will appear as information is entered

Social Security Number **BEFORE**

Social Security Number

111-11-1111 | **AFTER**

Please complete the missing fields.

* Social Security Number

This field is required.

9. REQUIRED FIELDS MISSING

INFORMATION: If the message: *Please complete the missing fields* appears at the end of the section, required information is missing. Scroll back to the top of the section and look for fields highlighted in red. Required fields have a red asterisk and the message: *This field is required* will appear

NOTE: The application cannot be submitted with incomplete required fields

10. SAVING THE APPLICATION: At the end of each section, the *Continue* button must be clicked to successfully save the application. Failing to do this, may result in losing information entered. Two messages will appear at the top of the screen:

- Saving Application* (in green)
- Saving Complete You May Continue to Next Section* (in blue)



Saving Application

Saving Complete You May Continue to Next Section

You must live in CA to apply to this program

Error: Invalid data entered. Please click here to enter a valid response.

11. CALIFORNIA RESIDENTS:

There are programs offered only to California Residents. The message: *"You must live in CA to apply to this program"* will appear on the application if this requirement is not met. The message *Error: Invalid data entered...* will also appear at the top of the screen when the application is saved