



Creating an ApplyTexas Account Guide

Class of 2023



How to Make an Account

1. Go to: www.applytexas.org
2. Click "Get Started" and "Create Account"
 - Do NOT use your school email address
 - Do NOT use your iCloud email address
 - Create an appropriate username
 - Make sure all password requirements are met
 - Write down your username and password

This screenshot shows the "Sign up with a new account" form. At the top is the ApplyTexas logo and tagline. The form title is "Sign up with a new account". It contains four input fields: "Username" (with the placeholder "Username"), "Email" (with the placeholder "name@host.com"), and "Password" (with the placeholder "Password"). Below the fields is a dark blue "Sign up" button. At the bottom, there is a link: "Already have an account? Sign in".This screenshot shows the "Sign up with a new account" form with the "Email" field highlighted. The "Username" field contains "classof2023" and the "Email" field contains "clasof2023@gmail.com". The "Password" field is filled with asterisks. Below the fields, there are four green checkmarks indicating password requirements: "Password must contain a lower case letter", "Password must contain an upper case letter", "Password must contain a special character", and "Password must contain a number". The fifth requirement, "Password must contain at least 12 characters", is not checked. At the bottom, there is a dark blue "Sign up" button and a link: "Already have an account? Sign in".

Personal Information

- Click on “Start/Edit Profile”
- Fill out the following information
 - Click “Yes, I agree”
 - Social security
 - Last/Family Name
 - First Name
 - Middle Name (If Applicable)
 - Date of Birth
 - City of Birth
 - Country of Birth
- Make sure the name and birth information is correct

Edit your ApplyTexas Profile

[Start/Edit Profile](#)

Need to change your email? Use [this form](#).

By checking this box, I represent that I have read, understood and agreed to the terms and conditions of the Privacy Policy (unless I am under the age of 18, in which case, my parent or legal guardian has also read, understood and agreed to the terms and conditions of the Privacy Policy (see below)).

Yes, I agree
[click here to read the Privacy Policy](#)

Social Security Number

#####

No spaces, dashes, or letters

Re-enter Social Security Number

#####

No spaces, dashes, or letters

Last/Family Name *

Enter your legal last name. Please do not include diacritical marks such as accents (´) or tildes (~).

First Name *

Enter your legal first name. Please do not include diacritical marks such as accents (´) or tildes (~).

Middle Name

Enter your legal middle name. Please do not include diacritical marks such as accents (´) or tildes (~).

Date of Birth *

MM/DD/YYYY

Enter your date of birth (MM/DD/YYYY)

City of Birth *

Country of Birth *

Name and Date of Birth confirmation

First Name: Cristina
Last Name: Barragan
Date of Birth: _____

It is important that your first name, last name, and date of birth are entered correctly. Please confirm that your name and date of birth are saved correctly before continuing

By checking this box, I confirm that my name and date of birth are represented correctly above *

Yes, they are entered correctly

Citizenship: Yes

- Select “Yes”
- Answer the next 4 questions:
 1. Status as a current U.S. military servicemember, veterans, or dependant:
 2. Are you Hispanic or Latino?
 3. Please select the racial categories with which you most closely identify.
 4. Your gender

Are you a U.S. Citizen? *

Yes
 No

Status as a current U.S. military servicemember, veteran, or dependent:

veteran (former U.S. military servicemember)
 current U.S. military servicemember
 spouse or dependent of a veteran or a current U.S. military servicemember
 spouse or dependent of, or a veteran or current U.S. military servicemember with an injury or illness resulting from military service (service-connected injury/illness)
 spouse or dependent of a deceased U.S. servicemember

Please select any that apply to you

Are you Hispanic or Latino?

Yes
 No

Please select the racial category or categories with which you most closely identify.

American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)
 Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine islands, Thailand, and Vietnam.)
 Black or African American (A person having origins in any of the black racial groups of Africa.)
 Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.)
 White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

Check as many as apply

Your gender:

Female
 Male

Citizenship: No

- Select "No"
- Answer the following three questions:
 1. Of what country are you a citizen?
 2. Do you hold permanent resident status for the U.S.?

-If yes, enter date permanent card issued and alien number
 3. If you have an Individual Taxpayer Identification Number (ITIN) and do NOT have a Social Security Number filled in above, please enter it here. Otherwise, please leave blank.

Are you a U.S. Citizen? *

Yes
 No

Non-U.S. Citizens:
Because you indicated that you are not a U.S. Citizen, please answer the following questions:

Of what country are you a citizen? *

Do you hold Permanent Residence status (valid I-551) for the U.S.? *

Yes
 No

If Yes, please submit a copy of both sides of the card

If you have an Individual Taxpayer Identification Number (ITIN) and do NOT have a Social Security Number filled in above, please enter it here. Otherwise, please leave blank.

Your gender:

Female
 Male

* Required Field

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Do you hold Permanent Residence status (valid I-551) for the U.S.? *

Yes
 No

If Yes, please submit a copy of both sides of the card

If yes, date permanent resident card issued: *

Enter your date of birth (MM/DD/YYYY).

Alien Number *

If you have an Individual Taxpayer Identification Number (ITIN) and do NOT have a Social Security Number filled in above, please enter it here. Otherwise, please leave blank.

Permanent Address

- Enter your permanent address information:
 - Street Address
 - City
 - Country
 - State
 - Zip Code
- Do not repeat your address in the “line 2” and “line 3” section. Only fill out “line 2” if you need to include an apartment number.
- Verify your address and make sure it is correct.

The screenshot shows the 'Permanent Address' section of a user profile on the ApplyTexas website. The page has a dark blue header with the 'ApplyTexas' logo and navigation links for 'My Profile' and 'Research'. A 'Profile Page' button is in the top right. The form contains several input fields: 'Permanent Street Address *' (with a note 'address only - do not enter your name'), 'Permanent Street Address line 2' (with a note 'be sure to include your apartment number, if you have one'), 'Permanent Street Address Line 3', 'Permanent Address City *', 'Permanent Address Country *' (a dropdown menu), and 'Permanent Address Postal/Zip Code'. Below these is a 'Permanent Address Verification Status (Required)' section with a blue 'Click to Verify Address' button. A '* Required Field' note is present. At the bottom, there is a 'Save' button and a 'Previous' button. The footer contains the text 'System created by the ApplyTexas Team' and a red star logo.

Physical Address Information

- Do not fill out the “Physical Street Address” if it is the same information you entered for the permanent address information
- You do not need to verify your address if you did not fill out this section

The screenshot shows a web form titled "Physical Address Information" on the ApplyTexas website. The form includes a header with "ApplyTexas", "My Profile", and "Research" links. Below the header, there is a note: "This is the current street address where you reside. If your Physical Address is the same as the Permanent Address you entered on the previous page, please leave these fields blank." The form contains several input fields: "Physical Street Address" (with a sub-note "if different from permanent address"), "Physical Street Address line 2" (with a sub-note "be sure to include your apartment number, if you have one"), "Physical Street Address Line 3", "Physical Address City", "Physical Address Country" (a dropdown menu), and "Physical Address Postal/Zip Code". At the bottom of the form, there is a "Physical Address Verification Status (Required)" section with a "Verify My Address" button. A legend indicates that an asterisk (*) denotes a "Required Field". A "Save" button is located at the very bottom of the form.

ApplyTexas My Profile Research

This is the current street address where you reside. If your Physical Address is the same as the Permanent Address you entered on the previous page, please leave these fields blank.

Physical Street Address

if different from permanent address

Physical Street Address line 2

be sure to include your apartment number, if you have one

Physical Street Address Line 3

Physical Address City

Physical Address Country

Physical Address Postal/Zip Code

Physical Address Verification Status (Required)

Verify My Address

* Required Field

Save

Phone Number

- Enter your preferred phone number
 - Numbers only
 - Do not put dashes, dots or parenthesis
- International preferred phone country code is applicable
- Preferred phone type
- Alternate phone number if applicable
- International alternate phone country code if applicable
- Alternate phone type if applicable

★ ApplyTexas My Profile Research

Edit Your Ap

NOTE: This form will au

Prof

Preferred Phone Number *

#####

Numbers only, no dashes, dots, or parentheses, please. Please include your area code.

International Preferred Phone Country Code

None

International phone numbers ONLY. If you are in the US, do NOT enter your area code here.

Preferred Phone Type *

Alternate Phone Number

#####

Numbers only, no dashes, dots, or parentheses, please. Please include your area code.

International Alternate Phone Country Code

None

International phone numbers ONLY. If you are in the US, do NOT enter your area code here.

Alternate Phone Type

* Required Field

Save

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System created by the ApplyTex

Emergency Contact

Enter your Emergency Contact Information

- Emergency Contact title (Mr., Mrs. Ms., etc.)
- Emergency Contact Last Name
- Emergency Contact First name
- Does your emergency contact have a phone?
 - If yes, enter phone number
- Emergency Contact Street Address
- Emergency Contact Address City
- Emergency Contact Address Country
- Emergency Contact Address State
- Emergency Contact Address zip Code
- Emergency Contact Email Address if applicable

The screenshot shows a web form for adding an emergency contact. The form is titled "Emergency Contact" and is located on the "My Profile" page of the "ApplyTexas" website. The form contains the following fields and options:

- Emergency Contact Title:** A dropdown menu.
- Emergency Contact Last Name *:** A text input field.
- Emergency Contact First Name *:** A text input field.
- Does your emergency contact have a phone? *:** Radio button options for "Yes" and "No".
- Emergency Contact Street Address:** A text input field.
- Emergency Contact Street Address line 2:** A text input field.
- Emergency Contact Address City:** A text input field.
- Emergency Contact Address Country:** A dropdown menu.
- Emergency Contact Address Postal/Zip Code:** A text input field.
- Emergency Contact Email Address:** A text input field.
- Emergency Contact Email Address confirmation:** A text input field.

At the bottom of the form, there is a "Save" button and a note: "* Required Field".

High School Details

- Search for your High School information.
- Type your high school name in the search box.
 - Make sure you select Pasadena Memorial High School
- Fill out the Expected Graduation Date
 - Put 05/25/2023 as the date
- If you have attended additional high schools click the (+ Add previous high school) and enter the information
- Select “No” you do not have a GED or completed another high school equivalency program.

Your high school details:

Enter your high school/secondary school details on this page. Start by using our school search to find the school you graduated from or expect to graduate from. If you attended multiple high schools, you must click on the checkbox below to search for and enter additional high schools. If you are or were home-schooled, please type 'HOME SCHOOLED' in the search box and select either of the entries depending on whether you were home-schooled in Texas or not. You can also search by city by typing the city your high school is located in or adding it before your high school's name. If you never attended a high school/secondary school, type 'NEVER ATTENDED' and select the 'NEVER ATTENDED HIGH SCHOOL OR SECONDARY SCH' option.

Search for your high school/secondary school: *

To reset selected school details, type 'reset search' in the search box

✓ Your school: PASADENA MEMORIAL HIGH SCHOOL - PASADENA, TX (US)

Expected Graduation Date *

Enter your graduation date (MM/DD/YYYY).

Previous High Schools

You have no saved previous high school.

[+ Add previous high school](#)

Do you have a GED or have you completed another high school equivalency program?

- Yes
 No

Answer yes only if GED completed in U.S.

* Required Field

[Save](#)

College History

- If you have any Dual Credits, select “yes”
- Select “No”, you will not have a bachelor's degree
- You will then need to click on “Add Previous College”
 - Enter the name of the college you attended
 - Attended starting from (When you started dual credit)
 - Attended to (enter your graduation date)
 - Total Hours (you can find this on your San Jac transcript)
 - Leave the Degree Earned, College Degree Type, and Date Degree Earned or Expected sections blank
- Select whether or not you are on academic suspension

Have you ever taken any college courses? *

Yes
 No

Do you already have or will you have a bachelor's degree or an equivalent degree prior to the start of the semester for which you are applying? *

Yes, I already have or will have a bachelor's degree (or an equivalent degree)
 No

Do you consent and agree that ApplyTexas and its partners (the Texas Higher Education Coordinating Board and AdmitHub) may communicate with you by email or text message (including SMS and MMS messages)? These messages may be about your account; provide information relevant to the college admissions process, scholarships and financial aid, and the college experience; or provide information and resources to help with finding a job. *

Yes
 No

Message and data rates may apply. You can unsubscribe at any time. [Privacy policy](#)

College Attended Information

Please list all post-secondary colleges or universities you have previously attended or are presently attending, including for extension, correspondence, and distance learning credit, starting with the most recent. **Failure to list all colleges will be considered an intentional omission and may lead to forced withdrawal.** Have an official transcript sent to each university to which you apply. It is your responsibility to submit official transcripts to each university applied from each institution attended.

Previous Colleges
You have no saved colleges.

[+ Add Previous College](#)

Are you currently on academic suspension from the last college or university attended?

Yes
 No

* Required Field

Add Previous College ✕

Search for College 1

To reset selected school details, type "reset search" in the search box

Attended starting from *

Enter your starting attendance (MM/DD/YYYY).

Attended to *

Enter your ending attendance (MM/DD/YYYY).

Total Hours

Enter the number of credit hours you earned at this institution.

Degree Earned or Expected/Major Area of Study

Please indicate if you have earned or will earn a degree by the time you plan to attend.

College Degree Type

Finishing Setting up Profile

- The College History page is the last part
- Click the “Done” button on the bottom of the page
- It will take you back to the starting page where you will then be able to start a college application

Have you ever taken any college courses? *

- Yes
 No

Do you consent and agree that ApplyTexas and its partners (the Texas Higher Education Coordinating Board and AdmitHub) may communicate with you by email or text message (including SMS and MMS messages)? These messages may be about your account; provide information relevant to the college admissions process, scholarships and financial aid, and the college experience; or provide information and resources to help with finding a job. *

- Yes
 No

Message and data rates may apply. You can unsubscribe at any time. [Privacy policy](#)

Are you currently on academic suspension from the last college or university attended?

- Yes
 No

* Required Field

Done

Welcome back c.barragan!

Get Started

Edit your ApplyTexas Profile

Start/Edit Profile

Need to change your email? Use [this form](#).

Apply to a few schools

Start/Edit Applications

Steps to completing an ApplyTexas application

1. Edit and complete your profile

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2. Start an application to a school

+

3. Submit your application and wait for contact

+