A-State Concurrent Enrollment Program Application Instructions for UpSkill Students Fall 2021

- 1. Using Google Chrome browse to <u>www.astate.edu</u>.
- 2. Hover over the word "Admissions" in the red bar at the top of the page.
- 3. Click on "Apply Now" in the middle of the page.



4. Click on the "Concurrent High School Students" icon.



5. You will be taken to the CEP website. To become part of our program, select "CLICK HERE".



6. Click "First-Time Users: Create an Account".



7. Complete the information requested. Be sure to include a personal working email address (not a high school email address) as a temporary PIN will be sent to the email given. Click "Continue".

VFO FOR: FUTURE STU	IDENTS CURRE	NT STUDEN	TS PAREN	ITS FACULTY & STAI	FF ALUMNI	COMMUNITY
REGISTER						
To register for an accou	nt, please enter the i	information	requested belo	ow.		
First Name						
Last Name						
Birthdate	\$	٥	٠			
Continue						

8. Check the given email account for the temporary PIN and write it down for entry on the next screen. Enter your birthdate and click "Login".



9. Set a password. Follow the five requirements for the password. Click "Set Password." Notice the red "X's" will turn to green checkmarks when the requirement has been met.



SET PASSW	IORD				Concernent Program
	UND		-		
New Password New Password (again)	of your account, pease spec	Py a new password, inc.	At least one letter At least one capital letter At least one number Be at least 12 characters. New pesswords must mate	nity requirements	
Set Password	6				

10. Start the application by clicking on "Start New Application".



11. The screen below will appear. Click "Create Application".



12. The following screen will appear. Click on "Open Application".



13. Select the appropriate semester. Select "Yes" regarding the UpSkill Program question. Click "Continue".



14. Click "Add Institution".

ARKANSAS STATE UNIVERSITY		Giving Library Athletic	s News Calenda	ar myCampus A-Z Index
STATE	ADMISSIONS ACADEMICS	CAMPUS LIFE	RESEARCH	ABOUT A-STATE
INFO FOR: FUTURE STUDENTS	CURRENT STUDENTS PARENTS	FACULTY & STAFF	ALUMNI	COMMUNITY
Home Welcome to the Concurrent Application! High School Information Personal Background	HIGH SCHOOL IN Click "Add Institution" to add your Start typing the name of your high Choose "High School" for level of	FORMATION current high school. school and pick the one is study. Only enter your cur	with the correct city rrent high school.	Cindy Brawley Logout and state.
Additional Questions	ARGEOR		Dates A	ttended
signature Review	Add Institution Continue			
ARKANSAS STATE UNIVERSITY Jonesboro, Arkansas (870) 972-2100 Open Records Appropriate Use 17.	Security Accessibility ASU System AST	Directories Safe	ty Maps & Direct	ions Employment Feedback

15. Enter the high school in the "Institution" area. Enter the date student started at the high school and May of the year the student will graduate. Select "High School" for the "Level of Study" and Click "Save".



16. The high school information should appear. Click "Continue".

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Home Welcome to the Concurrent Application! High School Information Personal Background	HIGH SCHOO Click "Add Institution" to a Start typing the name of y Choose "High School" for	IL INFORMATIO dd your current high school. our high school and pick the level of study. Only enter yo	One with the correct cit	Cindy Brawley Lopost
Additional Questions Signature Review	Institution Add Institution Jonesboro High School		Dates / 08/201	Attended 8–05/2022 Edit
ARKANSAS STATE UNIVERSITY Jonesboro, Arkansas (870) 972-2101 Open Records Appropriate Use IT) Security Accessibility ASU System	Directories	Safety Maps & Direc	ctions Employment Eeedback

17. Complete the "Personal Background" page. Name should auto populate. Verify it is correct.

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INFO FOR: FUTURE STUDENTS	CURRENT STUDENTS	ARENTS FACULTY & STAFF	ALUMNI	COMMUNITY
Home Welcome to the Concurrent Application!	PERSONAL E *Denotes Required Fiel Name			Cindy Brawley
Personal Background	Prefix	\$		
Additional Questions Signature	First (Given)* Middle	Cindy		
Review	Last (Family/Surname)*	Brawley		
	Suffix	\$		
	Preferred First Other Last Names Used			

18. Complete the "Address" portion.

Addresses		
Permanent Address	*	Delete
Country	United States	
Street Address		
City		
State	Select State \$	
Postal Code		
Mailing Address		Delete
	Same as permanent	
Country	United States	
Street Address		
City		
State	Select State	
Postal Code		
Valid From optional	\$	
Valid Until optional	÷ ÷	
Insert Address		

19. Enter a personal email address (not a high school address) along with the other requested information.

Email Address		
Current Email	cbrawley@astate.edu	Change
Telephone Numbers	(include +country code)	
Daytime		
Evening		
Mobile*		
Biographical Inform	ation	
Sex Assigned at Birth*	\$	
Birthdate	\$	
Birth Country	United States	
Birth City		
Birth State	Select State	

20. Under "Citizenship", select United States.

Citizenship Informat	ion	
Citizenship*		\$

21. Enter the Social Security Number with NO dashes. Select the appropriate answers to complete this page and click "Continue".



22. Under "Residency" select Yes or No. If No, enter legal state of residence.



23. This section seeks information on parents. Did either of the student's parents receive a 4-year degree from A-State? If so, please provide the name(s) at graduation, date of birth, and year of graduation. Provide emergency contact information.

Parent/Guardian	Information					
Deveu bave a pare	De wey have a parent/legal guardian who has a bachelor's degree?*			Parent/Guardian Informa	tion	
Ves				Do you have a parent/legal	guardian who has a bach	nelor's degree?*
¥¥#€ are they an	Arkansas State University alumnus	;?		Ves No		
E Ho	arente name at anadustion, date o	f hith and upar of graduation		Person to notify in case of e	mergency:	
II TES, enter your	arent's name at graduation, date o	r birtin, and year of graduation.	>	Name (First & Last only)	Email Address	Phone Number
Person to notity in	ase or emergency.					
Name (First & Last	Name (First & Last only) Email Address Phone Number					

24. Select Yes or No regarding the "Criminal Background" questions. If Yes, enter the explanation in any applicable boxes. Click "Continue".



25. Type the student's electronic signature and click "Confirm."



26. If signature is not entered, this box will pop up and prevent further advancement.



27. If there is any missing information on the application, it will show on the "Review" page. The information can be added from this page.



28. If all information is added correctly, "Submit Application" will be on the "Review" page. Click "Submit Application" to continue.



29. Click "Ok" to the popup box after submitting application.



30. If asked to verify any information, editing may be completed by clicking the "Edit" link on this page. Admission documentation will be pulled by the Concurrent Enrollment Program.



- Disregard. This information will be provided by high school counselor or pulled by CEP Program
- 31. Congratulations! Your application has been completed.