Step by Step Guide to the College Now E-Application Process

For high school students applying to take College Now classes in their high school

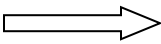**START AT THIS LINK:**
HTTPS://ESERVICES.MINNSTATE.EDU/ADM/PUBLIC/STUDENTWELCOME?CAMPUSID=075

*If a student already has a Star ID from another MinnState institution, select **"LOGIN".**

They will log into their account using that StarID and password. These students will be able to skip down to the **Application Process** below and follow those steps. Some of their application information will filter in already from their Minnesota State system account.

*If a student has not applied to another MinnState institution, select "**CREATE A STARID**" and follow the steps:

How to Create a StarID:

- Enter **First and Last Name**
- Enter and re-enter an **Email Address – (this needs to be a PERSONAL email address (not a family email) that you will have access to immediately)**
- Enter and re-enter a **Password**
- Check the **Acknowledgement box (then select "Create my StarID")**
- Student should receive a pop-up page stating "**StarID Successfully Created**". There will be additional instructions and links on this pop-up message for students to follow.
- Student needs to retrieve the confirmation email from their account. This email will include their StarID and a link to return to the online application login page.
  (The email can take up to five minutes to arrive.)
- **Note: Write down and save the Star ID you receive and the Password you created.**
- Follow the steps provided in the email to return to the login page and finish the application process.
- Students will be brought back to the Online Application page where they will select "LOGIN" and use their StarID and password to get logged into their account.

Telephone (507) 537-6708 • FAX (507) 537-6472
1501 State Street, Marshall MN 56258-1598 • www.SMSU.edu
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Application Process – (fields with asterisk are required)

Personal Information

- Fill out **Legal Name and Email Address**
- Student can add a Former Name or Preferred Name if applicable. **(then select "Next")**
- Fill out **SS#(if known) and Date of Birth** – the SSN number is not required,, but highly recommended if the student is confident that they know their SSN.   Date of Birth is required. **(then select "Next")**
- Fill out **Veteran Status (then select "Next")**
- Fill out **Parent Education (then select "Continue to Citizenship"**

Citizenship

- Fill out **Citizenship Status (then select "Continue to Contact")**

Contact

- Fill out **Residency (then select "Next")**
- Fill out **Permanent Address (then select "Next")**
- Fill out **Phone Number (then select "Continue to Education")**

Education

- Select **Yes** for are you currently a High School Student
- Fill out **High School Attended Information**

  (use June as the month and then grad year (06/XX) and select "Next")
- **You may skip Preparation Standards**

  (select "Next" through these three screens)
- Skip College/Universities Attended and click on **"Continue to Confidential"**

Confidential

- Fill out **Demographic Information (then select "Continue to Major")**

Major

- Under **"Application Term" – Select the semester in which you will take your first College Now Course from SMSU (then select "Next")**
- Under **"Application Type"** – Select **"Post-Secondary Enrollment Option (PSEO) Student"**
- Under **Educational Intent -** select **"Complete courses, but not a degree"**
- And click **"Part Time Student" (then select "Next")**
- Under **Academic Program –** click on **Next**
- Under **"Application Campus" –** Select: **"College Now for high school stdts at HS" (then select "Next")**
- Under **Application Information -** select **"NO"** haven't attended SMSU

  (then select "Continue to Additional")

Additional

- Skip the two **"Additional Information"** screens by scrolling to bottom and select **"Next"**, then **"Continue to Review"**

Application Review

- Review all provided information and make sure it is listed correctly. If you need to make changes, you can select the green box associated with that area on the top of the screen. Once all information is verified, select **"Continue to Submit Application"**

YOU ARE NOT DONE YET KEEP GOING!

Applications

- A box that says **Southwest Minnesota State University** will appear on the screen. **Check the little box** next to the SMSU application and then **enter your StarID password in the box marked**

   " *Verify StarID Password ".

- Click **"Submit Selected Applications"**

- From here students will be brought to the **Application Status Page** where they can see the status of the application listed as either **"Processing" or "Pending"** and the date it was submitted.

That is it! You should be all set with the application part! You still need to complete the registration process in order to enroll in a College Now course and earn college credit!

You are <u>not registered</u> at this time.

Need Help?
Contact: Ellie Ahmann   Phone: 507-537-6138   Email: Ellie.Ahmann@smsu.edu