

APPLY  TEXAS

THECB Digital Team

Testing Environment Training

May 1, 2026



Agenda

1 Testing Environment Overview

- Benefits of the ApplyTexas Enhancements
- Purpose of the Testing Environment
- Types of Testing
- Environment Overviews

2 Using the Testing Environment

- Accessing the Testing Environment
- How Changes Appear in the Testing Environment
- Testing Process Flows
- Anticipated Testing Schedules
- Demo

3 Feedback and Issue Reporting



APPLY ★ TEXAS



APPLY ★ TEXAS

Testing Environment Overview



Benefits of the ApplyTexas Enhancements

We have made updates to the ApplyTexas application suite that provides the following benefits:

1. Reduces downtime and the need for a maintenance page

We are able to release updates to users while minimizing downtime. There may still be some use cases where a maintenance page is needed (e.g., when large data updates are required), but most releases will not require downtime.

2. Provides the opportunity for Institutional Partners to test features and configurations before they are released

Testing within the Testing Environment will help ensure that updates to ApplyTexas work as expected and reduce disruptions for students and staff.

Purpose of the Testing Environment

Our Aim is...

To provide Institutional Partners with an opportunity to preview new enhancements and configure applications before updates are visible to students and applicants

Institutional Partners testing occurs in two ways:

1. Feature Testing

Scheduled opportunities to review new updates before they are released

2. Configuration Testing

Testing your own application changes before making them live

Note: Changes made in the Testing Environment will not affect what students see until they are published in the Live Environment.



Types of Testing

	What it is	What you test	When to use it
Configuration Testing	Testing your own application changes before making them live	Application settings (<i>ex: majors, questions, deadlines</i>)	Before new application cycles or making mid-cycle updates during specific testing windows shared by THECB
Feature Testing	Testing new updates or functionality provided by THECB	New features and system updates (<i>ex: EDI updates, user experience updates</i>)	Before new features go live during specific testing windows shared by THECB

Environment Overviews

Environment Name	Description	What happens to changes	URL
Applicant Portal Testing Environment	Used to preview and validate test applications as a student	<ul style="list-style-type: none"> Changes are not visible to students; used for preview only 	beta.applytexas.org
Applicant Portal (Live Site)	Used by students to complete and submit applications	<ul style="list-style-type: none"> Displays live applications and published changes 	https://www.applytexas.org/
Admin Portal Testing Environment	Used to configure test applications and test new features	<ul style="list-style-type: none"> Are not visible to students Can be viewed in the Applicant Portal Testing Environment Appear in the staging area of the Live Admin Portal 	beta-admin.applytexas.org
Admin Portal (Live Site)	Used to configure, stage, and publish applications to students	<ul style="list-style-type: none"> Can be published for students to see Directly affect the live Applicant Portal (Live Site) 	https://admin.applytexas.org/

APPLY ★ TEXAS

Using the Testing Environment



Accessing the Testing Environment

The Testing Environments will have their own URLs:

1. Applicant Portal Testing Environment:

beta.applytexas.org

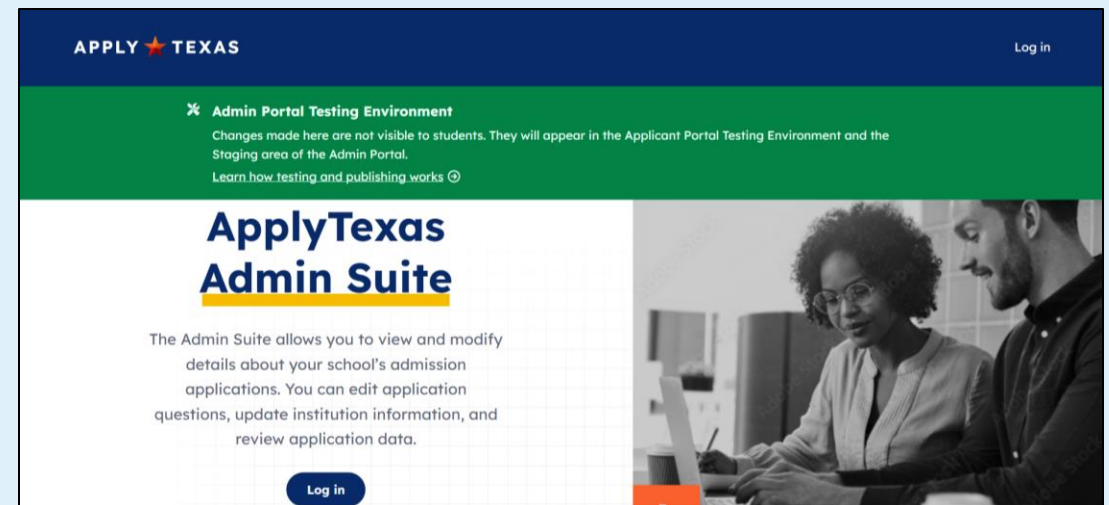
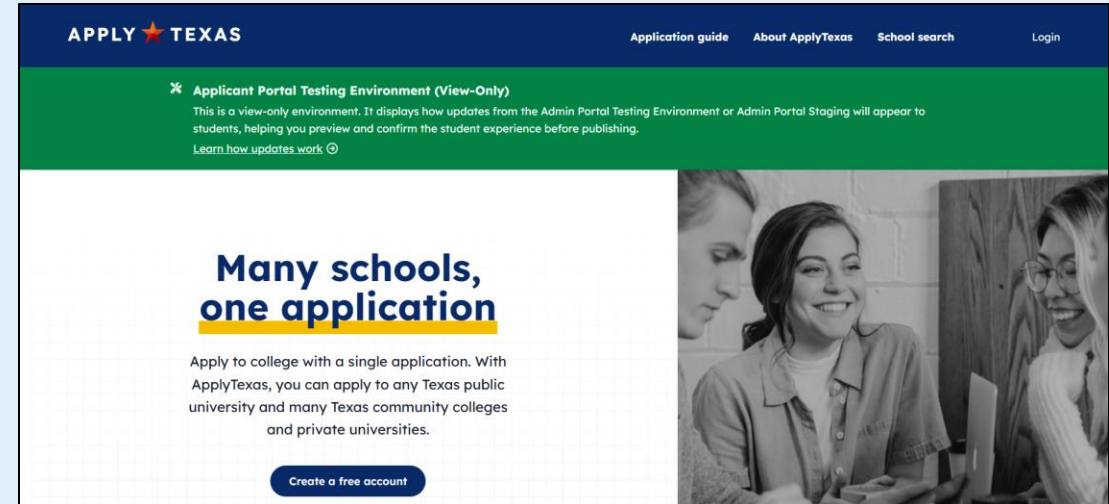
2. Admin Portal Testing Environment:

beta-admin.applytexas.org

- The Testing Environments will have green banners across the top so that they can be easily differentiated from the Live Sites as shown to the right
- If the Testing Environment is not available, you will be routed to a maintenance page

Existing login credentials must be used to access the Testing Environments – account creation is currently disabled. Please pre-register your Admin and Applicant test accounts with THECB by 5/8/26 for the upcoming testing window

Additional communications to come

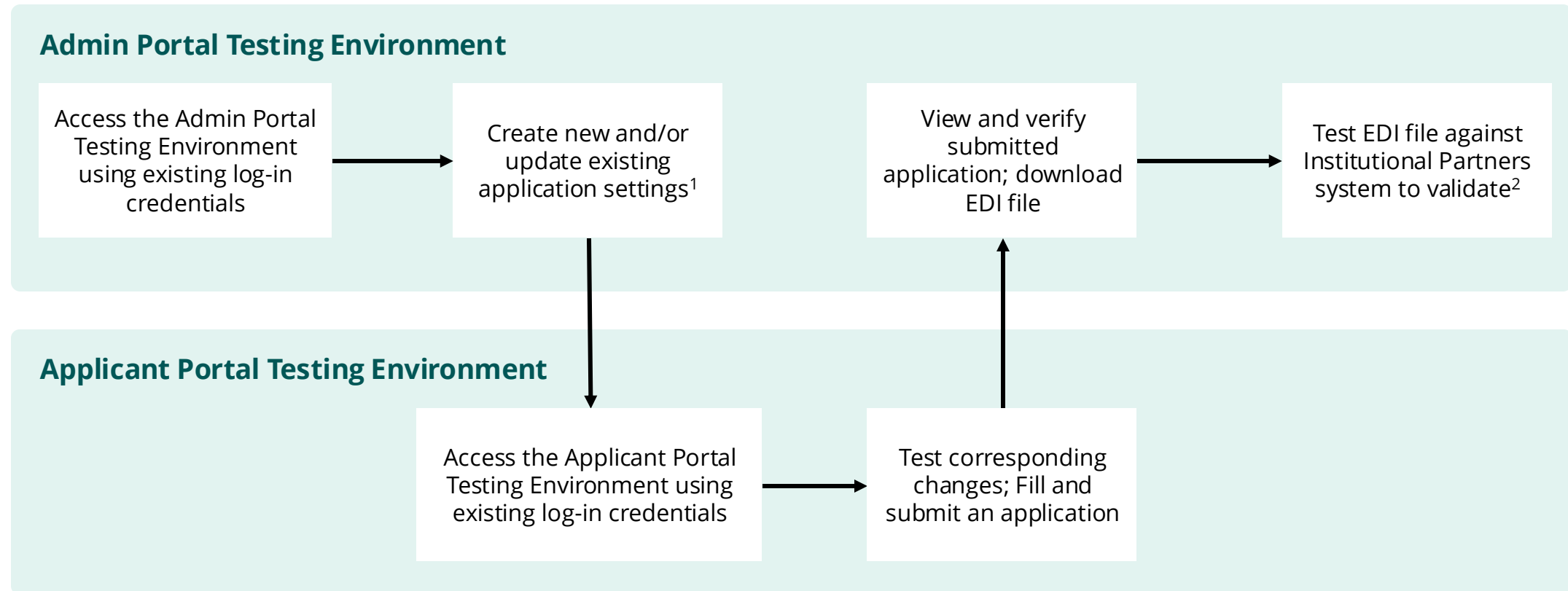


How Changes Appear in the Testing Environment

Where the change is made	Where you can see it	Visible to students?
Admin Portal Testing Environment	<ul style="list-style-type: none"> • Applicant Portal Testing Environment • Staging area of the Admin Portal (Live Site) 	No
Staging area of the Admin Portal (Live Site)	<ul style="list-style-type: none"> • Applicant Portal Testing Environment • Admin Portal Testing Environment 	No
Live area of the Admin Portal (Live Site)	<ul style="list-style-type: none"> • Applicant Portal (Live Site) 	Yes
Applicant Portal Testing Environment	<ul style="list-style-type: none"> • Applications submitted can only be viewed in the Admin Portal Testing Environment – applications will have no impact on the Live Site 	No

Testing Process Flow: Feature Testing

The diagram below represents a high-level process flow for Institutional Partners users conducting Feature Testing in the Testing Environment

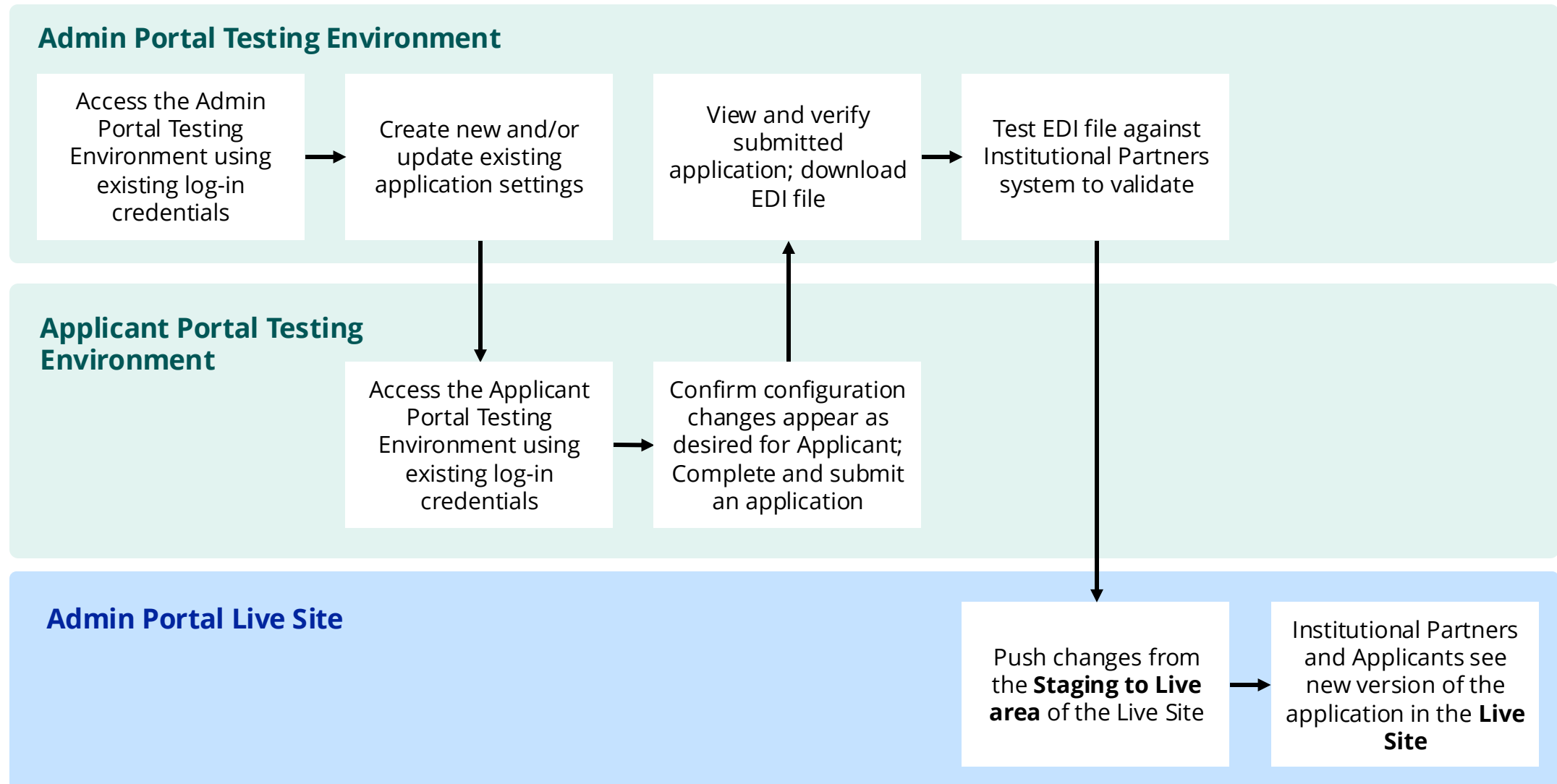


¹**Note:** An overview of new features to specifically test will be provided ahead of the testing window, as applicable

²**Note:** EDI files will not be sent through SPEEDE in the Testing Environment – EDI files will need to be tested by manually running the EDI files

Testing Process Flow: Configuration Testing

The diagram below represents a high-level process flow for Institutional Partners users conducting Configuration Testing in the Testing Environment



Anticipated Testing Schedules

Institutional Partners Feature Testing Schedule

Feature Testing follows scheduled timelines aligned with system updates. During these short windows, Institutional Partners can review and validate new features before they are released. Registration will be required, and communications will be sent ahead of the windows.

May 2026				
M	T	W	T	F
11	12 THECB - Testing Environment Identify/fix bugs as needed	13 Identify/fix bugs as needed	14	15
18	19 Institutional Partners - Testing Environment Gather feedback and/or defects	20 Gather feedback and/or defects	21 Feedback closeout	22
25 Final regression on Testing Env.	26 ★ Release to Users	27	28	29

Institutional Partners Configuration Testing Schedule

Configuration Testing can be performed during longer testing windows to review application changes before publishing. Registration will be required, and communications will be sent ahead of windows.

June 2026				
M	T	W	T	F
8	9	10	11	12
Institutional Partners - Testing Environment				
Gather feedback				

DEMO



APPLY ★ TEXAS

Feedback & Issue Reporting



Feedback and Issue Reporting

The following types of issues or feedback should be reported to THECB during the testing windows:

NEW FEATURES DO NOT WORK

Features are not working as expected and/or impact existing functionality

CONFIGURATION TESTING FAILS

Configuration changes made in Admin Portal do not reflect as expected in Applicant Portal

SYSTEMS ARE IMPACTED

Test applications / EDI cannot be processed

UX SUGGESTIONS

User Experience or feature suggestions that could be incorporated in a future release

Reporting Access Issues (ex: trouble accessing the Admin Portal Testing Environment):

Contact the College and Career Advising Division at:

CollegeandCareerAdvising@higherred.texas.gov

Reporting All Feedback and Other Issues (ex: technical issues encountered during testing):

Submit feedback using this form:

<https://app.smartsheet.com/b/form/d423c69edc39401fa846da12d51a07b4>

Thanks y'all!

MY  FUTURE

Deloitte.
Digital

APPLY  TEXAS

APPLY ★ TEXAS

Appendix



Best Practices for Accessing the Testing Environment

The below items highlight important information to help support Institutional Partners seamlessly accessing and conducting testing in the Testing Environments:

Best Practice	Description	Timeline
<p>Using Test Accounts</p>	<p>Account creation is disabled in the testing environments.</p> <p>To be able to successfully test features and application configuration changes, Institutional Partners will need to use existing admin and applicant test accounts they currently have access to.</p> <ul style="list-style-type: none"> • Note: Applicant test accounts will not transfer data from the Live Environment to the Testing Environment. Therefore, any previously saved application data will need to be recreated in the Testing Environment (e.g., completing core questions, starting and submitted applications). <p>The emails used to access these accounts will need to be submitted to THECB so they can be accessed during designated testing windows.</p>	<p>THECB will be sending communications shortly so emails can be collected from Institutional partners ahead of the testing windows.</p>
<p>Conducting Configuration and Feature Testing</p>	<p>For both Configuration Testing and Feature Testing, Institutional Partners will have specific testing windows to complete their testing and report feedback.</p> <p>Institutional Partners will only be able to conducted testing during these windows. The testing environments will not be accessible outside these dedicated windows.</p>	<p>Institutional Partners will be able to test features changes in May.</p> <p>Institutional Partners will be able to test configuration changes in June.</p> <p>THECB will be sending communications shortly to confirm the specific dates for upcoming windows.</p>

Updated Essay Configuration Interface

Essay requirements

For this application, you can require or give applicants the option to fill out one or more essays, responding to the standard ApplyTexas essay prompts. You can make those selections below.

Essay section *

ON OFF

Essay format preference

PLAIN TEXT RICH TEXT

Essay A: Tell us your story. What unique opportunities or challenges have you experienced throughout your high school career that have shaped who you are today?

Required Optional Do not use

Essay B: Most students have an identity, an interest, or a talent that defines them in an essential way. Tell us about yourself

Required Optional Do not use

Essay C: Youve got an ticket in your hand. Where will you go? What will you do? What will happen when you get there

Required Optional Do not use

Optional Questions Checkboxes

Optional question groups

For this application, you can choose to receive additional responses on extracurricular and volunteer activities, awards and honors, employment information, test scores, and parent information. Please indicate the question groups you would like to receive.

Note: Biographical details, education background, citizenship and residency details are collected as part of the student's Core Questions and will be included as part of the application.

Select the additional sections to display for Undergraduate (four-year)

Select All/Deselect All

Extracurricular and volunteer activities

Awards and honors

Employment background

Test scores

Parent/guardian information

Second choice school and major

APPLY ★ TEXAS

Passing Mailing and Residential Address in the EDI

Permanent country

United States

Permanent street address line 2

--

Permanent state

MA

Is your residential address different from your permanent address?

Yes

Residential street address

47 LAWRENCE ST

Residential city

BOSTON

Postal / ZIP code

02116-6174

Mailing country

United States

Mailing street address line 2

--

Mailing state

MA

Permanent street address

10 ISABELLA ST APT 4

Permanent city

BOSTON

Postal / ZIP code

02116-5254

Residential country

United States

Residential street address line 2

--

Residential state

MA

Is your mailing address different from your permanent address?

Yes

```
N3!10 ISABELLA ST APT 4\  
N4!BOSTON!MA!02116-5254!!P\  
N3!123 MAIN ST\  
N4!BOSTON!MA!02129-3533!!M\  
N3!47 LAWRENCE ST\  
N4!BOSTON!MA!02116-6174!!C\  
N3!10 ISABELLA ST APT 4\  
N4!BOSTON!MA!02116-5254!!P\  
N3!123 MAIN ST\  
N4!BOSTON!MA!02129-3533!!M\  
N3!47 LAWRENCE ST\  
N4!BOSTON!MA!02116-6174!!C
```