

Texas Higher Education COORDINATING BOARD

ApplyTexas Maintenance Updates & Required Actions

Dear ApplyTexas Partners,

We are pleased to inform you of several updates to both the Admin and Applicant portals. These improvements aim to streamline processes and resolve reported issues to enhance the overall system. Please see a full summary of updates and action items below.

Maintenance highlights:

Our team has successfully addressed key functionalities across the system, including:

- **Admin portal enhancements:**
 - **Application search update:** Admins may now retrieve applications in various statuses including "saved not submitted," "deleted," and "ready to submit."
 - **Application details visibility:** High school information is now displayed, with field codes replaced by names/descriptions, and corrected dates of birth for applicants to address the UTC conversion error.

- **Publish settings accuracy:** Fixed date display inaccuracies within the publish settings due to UTC conversion.
- **Province field issues for Canadian schools:** Addressed saving/editing issues related specifically to the province field.
- **Applicant portal updates:**
 - **Visibility of essay deadlines and advanced certifications page:** Invalid essay deadlines are now hidden, and the entire advanced certifications page is concealed when no applicable questions are present.
 - **School search filters:** Enhanced the school search function to return results even when specific combinations of filters are used.

Action items:

To ensure these updates are functioning as intended, please review the following:

- **Verify application search and details:** Check the visibility and accuracy of application details in the Admin portal.
- **Review publish settings:** Adjust and verify date settings to ensure accuracy post-UTC correction.
- **School record and major edits:** Double-check school records and major details for correctness following edits.

Upcoming deployments:

We are continuing to resolve reported issues and implement enhancements that will improve the functionality of the admin and student portals. The upcoming deployments are targeting fixes in the following areas below. A complete list of items addressed will be shared following each maintenance deployment.

- **Admin portal:**
 - Update the application search details page to update remaining code values (e.g., prior colleges to show college name)
 - Update the application search details page to show remaining missing data (e.g., family information, emergency contact)
 - Update the application search details page to resolve issue with repeating values for languages, prior colleges, and emergency contact phone numbers
- **EDIs:**
 - Update gender/phone number requirements to support EDIs
 - Resolve unexpected essay error

- **Applicant Portal:**

- Update the screener experience so students are not restricted to 4 year institutions when trying to apply as transfer, visiting student, readmit, international undergrad, or international transfer students
- Retain filters when returning to the main search page.
- Update the zip code validation to include international zips.

Keep an eye out for upcoming IHE webinar briefings and additional communications on these deployment windows. Please visit [The Redesigned ApplyTexas - Texas Higher Education Coordinating Board](#) site for past communications, webinars and training videos.

Reporting issues:

Should you continue to encounter any discrepancies or issues, please [submit a ticket](#) for each specific concern.

We appreciate your cooperation and continued partnership.

Texas Higher Education Coordinating Board, 1801 Congress Ave, Suite 12.200, Austin, Texas
78701, United States
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