ApplyTexas Training Sessions

ApplyTexas Partners,

Over the next several weeks, we will be hosting specialized ApplyTexas training sessions with the goal of enhancing your understanding and management of the ApplyTexas Applicant and Admin portals. We hope these trainings help you maximize ApplyTexas' functionality for your institution's benefit.

This training is <u>intended for all administrators registered as Gatekeepers in the Admin Portal</u>. The sessions will be recorded for later viewing. We strongly encourage your participation in the live training.

Training Sessions Overview
July 11 at 3 p.m. CST: Applicant Portal Management

- Overview of the Applicant Portal
- Navigation through the dashboard
- Review of the application screener
- Core questions
- Searching for schools
- School required questions
- Submitting an application

July 17 at 3 p.m. CST: Admin Portal Access and Configuring a Semester and Application

- Overview of roles within the Admin Portal
- How to set up, modify, and remove access
- Examples of access permissions (application viewers and executive updaters)
- Overview of different application types
- Configuring schools and majors
- Setting dates, fees, essays, and school-required questions
- Customizing major questions for graduate programs
- Adjusting display, payment, and publish settings
- Managing scholarship settings

July 24 at 3 p.m. CST: Application Tracking

- Application search and exports
- Monitoring application counts
- Managing application transmission
- Managing school and district changes
- Updating contact information and other school details
- Handling school codes, data, and migration requests
- Integrating College Scorecard data

July 31 at 3 p.m. CST: Admin Portal Access and Configuring a Semester and Application

- This will be a repeated offering of the July 17 training

Registration and Participation

Each session is designed to provide detailed insights and practical tips on managing various aspects of the ApplyTexas application. The sessions will be recorded for later viewing, though we highly encourage all participating institutions to engage actively in the live trainings. Please [register](#) for all the sessions you are interested in attending.

Thank you for your continued collaboration and commitment to enhancing the ApplyTexas system.

Respectfully,

The ApplyTexas Team