Guide to the Student Online Application

Students will need an email to submit an application online.

1. Click on Application link to get to page shown below.
   a. Create login ID up to 9 letters and/or numbers.
   b. Create a PIN minimum of 8 numbers, max 15 numbers.
   c. You will not need to remember the login. You will create a new login each time you require an application.
   d. Click on Submit.

2. Select from the drop down field Noncredit.
3. Select from the drop down box the term (e.g. Fall 2017).
Enter in First and Last name fields.
Click Fill Out Application.

4. Click on Step 1 Name.

5. Verify that your name is correctly entered. This should match your legal ID.
Click on Continue.
6. Enter in mailing address. Note the system has address verifying software. Click on Continue.

7. Enter in required information *, and optional fields as desired. Scroll down to click on continue.

8. For Program of Study, select from the drop down box Noncredit General Education. Click on Continue.
If an Adult High School application was chosen, the option to provide previously attended high school(s) and college is available. This is an optional step. The next 5 screen shot explain how to lookup high schools. If no high school information to report, click on "Continue" to go on to the next form. **Pages 4-5 are optional.**

Click on ‘Lookup High School code’ link, or if school not found fill out form instead. If attended foreign high school, enter in the code INTLHS. Home schooled has a check box.

Choose state from drop down then click on ‘List Cities’

Choose city from drop down then click on ‘List High Schools’
The Previous College lookup uses the same search method as the High School. Again, this is optional information. If no college information to report click on Continue to go on to the next form.
9. Select from the drop down boxes the required education information, and the optional field if desired. Click on Continue

10. Once all the steps have been checked off, the application is ready to submit. Click on Submit Application.

11. Read over the Admissions Agreement. If you agree to the terms, click on ‘I agree to the terms’. If you do not agree, your application will not be submitted.
Once you have agreed to the terms you will receive an online letter titled “Signature Page”. It will state whether, or not, your application was successfully processed. **Please read your letter.**

- **a.** Confirmation indicates that the application process was successful (shown below)
- **b.** An application that encountered errors and will need to be reviewed by a staff
- **c.** **DO NOT** close the Signature Page.

There are two links available to you at the bottom of the Signature Page.

**Step 1:** If you never setup your Pipeline username and/or password, click on this link. Directions to follow on next page.

**Step 2:** If you do know your Pipeline username and password.
STEP 1 Link:

A. Select a question from the drop down box. Type in your answer (limit 30 characters) and re-enter to confirm, and then click on submit. Remember your answer for future reference.

B. Create your new password. Minimum or 8 characters, maximum 15. Re-enter to confirm. Remember your password for future reference. Click on Change Password.

C. The system will create your unique username. Remember your username for future reference. Click on Close This Window.

You will be sent back to your Signature Page for Step 2.
STEP 2 Link:

Enter your Pipeline username and password, and then click on Login.