9.2 OAAP Submitting an Admissions Application

Purpose: Use this document as a reference for how to submit an admissions application through the Online Admissions Application Portal (OAAP).

Audience: Prospective students.

Submitting an Admissions Application

⊘ Images shown in this reference guide may not reflect the current product as software updates may slightly alter these views.

You can find the link to the Online Admissions Application Portal on the college website.

ℹ For applicants with a previous account that need Username and Password Help, see the Forgot User Name/Password section below.

For returning students logging into the OAAP with your ctcLink credentials, you will need to update your address, email address, and phone number in ctcLink before applying for admissions. Please contact the college directly if you do not remember your ctcLink account information.

Create a New Online Application Account (OAAP)

If you have already created a Username and Password for the Online Admissions Application Portal (OAAP) you can enter your Username and Password to finish completing your application.

If you have *not* created an account for the OAAP, follow the instructions below.

1. Select the **Create an Account** link.

> 💡 ***NOTE:** The fields with an asterisk (*) are required fields. Be sure you *keep your username and password and the answers to your security questions* in case you need to complete your application at a later time.

2. Create a **Username** and **Password**.
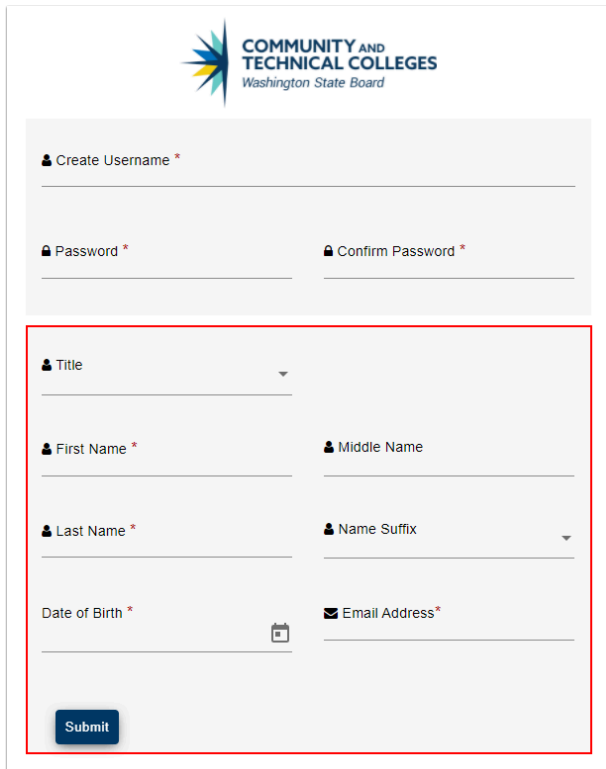3. Confirm the **Password**.

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4. In the next section, enter the personal information.
   • Users may not register more than one account per email address.

5. Select the **Submit** button.

6. The **Security Questions** page displays.
7. Complete the Security Questions section by selecting each question from the drop-down menu on the left and entering the answer to the right. Make sure to keep the questions and answers for future reference if needed.
8. Check the **I'm not a robot** box.
9. Select the **Register** button.

10. The **Registration** OTP page displays. It is used to validate the email address provided in the application. Go to the associated email account, locate the email with the OTP (one time password) and enter it on this page. Make sure to check the spam folder if you do not see it in the inbox.
11. Enter the **OTP** provided.
12. Select the **Submit OTP** button.

13. The **OTP Verified Successfully** message displays.

14. Select the **Login Here** button. Once you select the Login Here button, you will be directed to the Welcome to Online Admissions Application page.
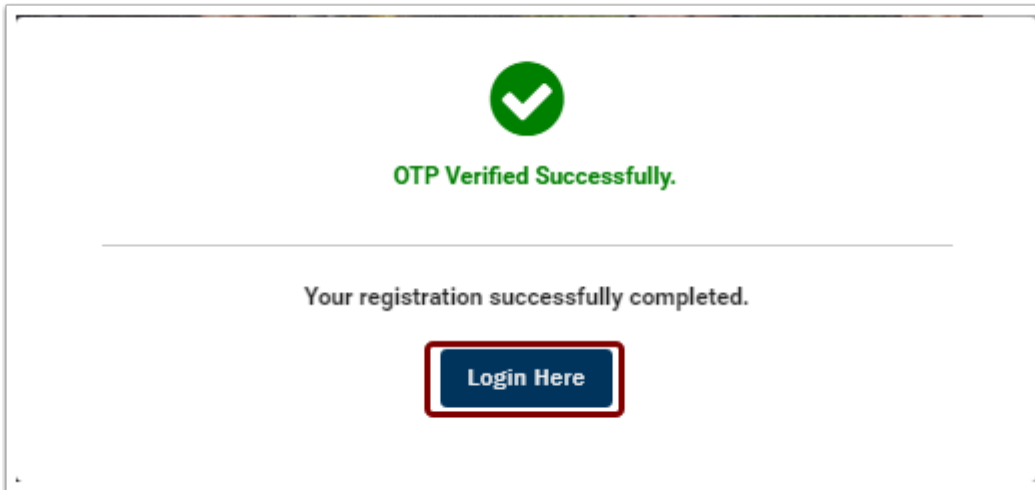
15. The **Welcome to Online Admissions Application** page displays.
16. Enter your **Username** and **Password**.
17. Check the **I'm not a robot** box.
18. Select the **Login** button.
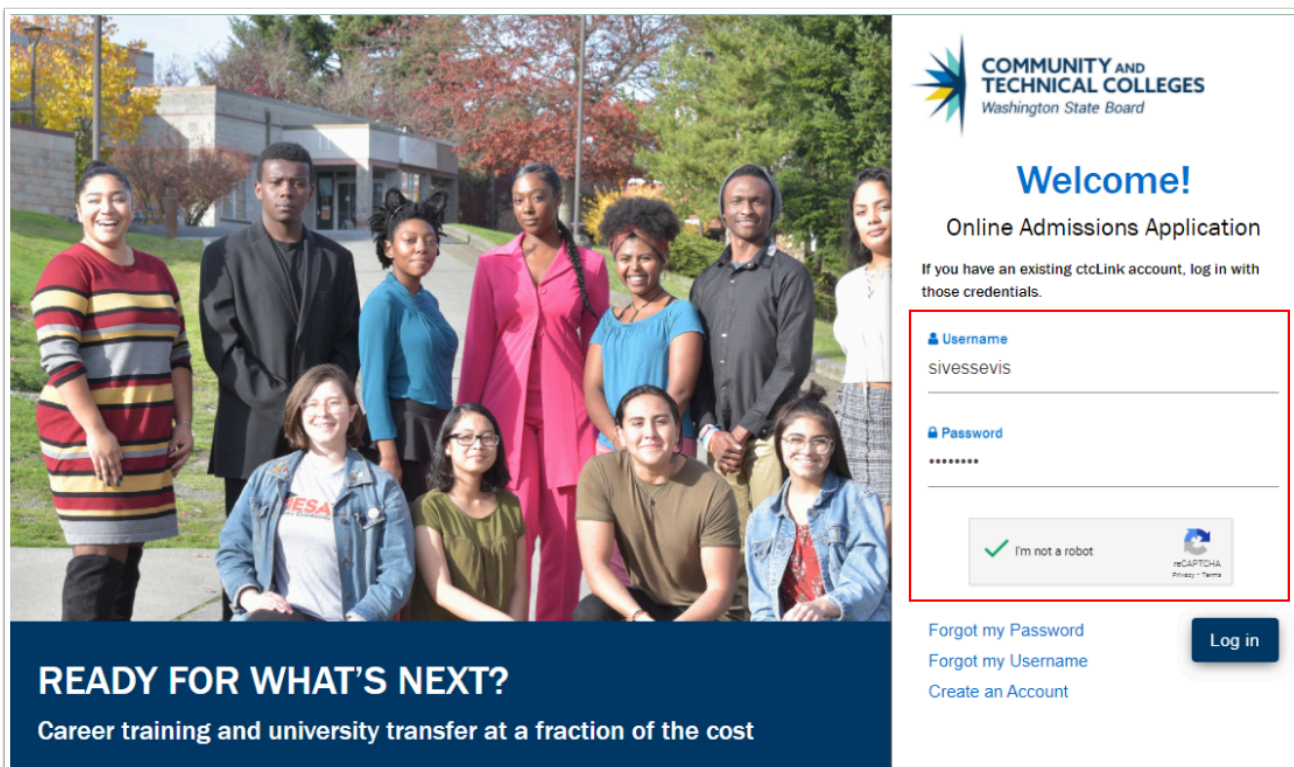
19. If you are a returning student, a **Captcha** image screen displays. Follow the instructions provided.
20. Select the **Verify** button.
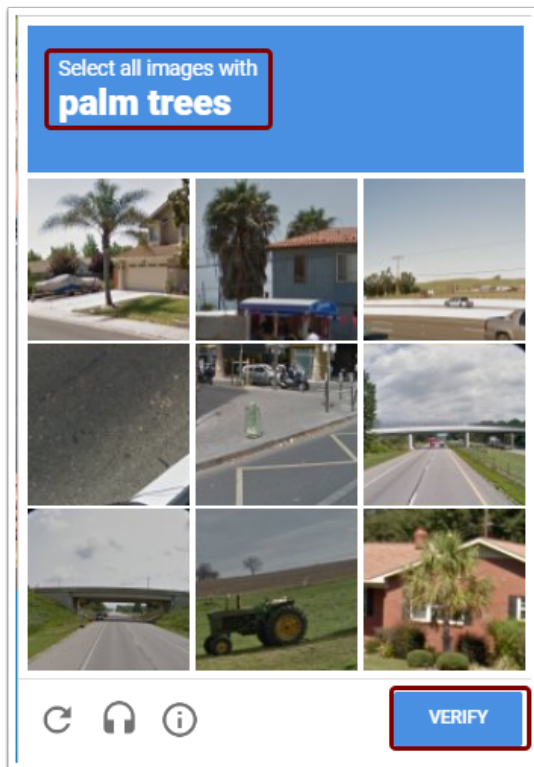
21. The **Welcome** page displays again.
22. Select the **Login** button.
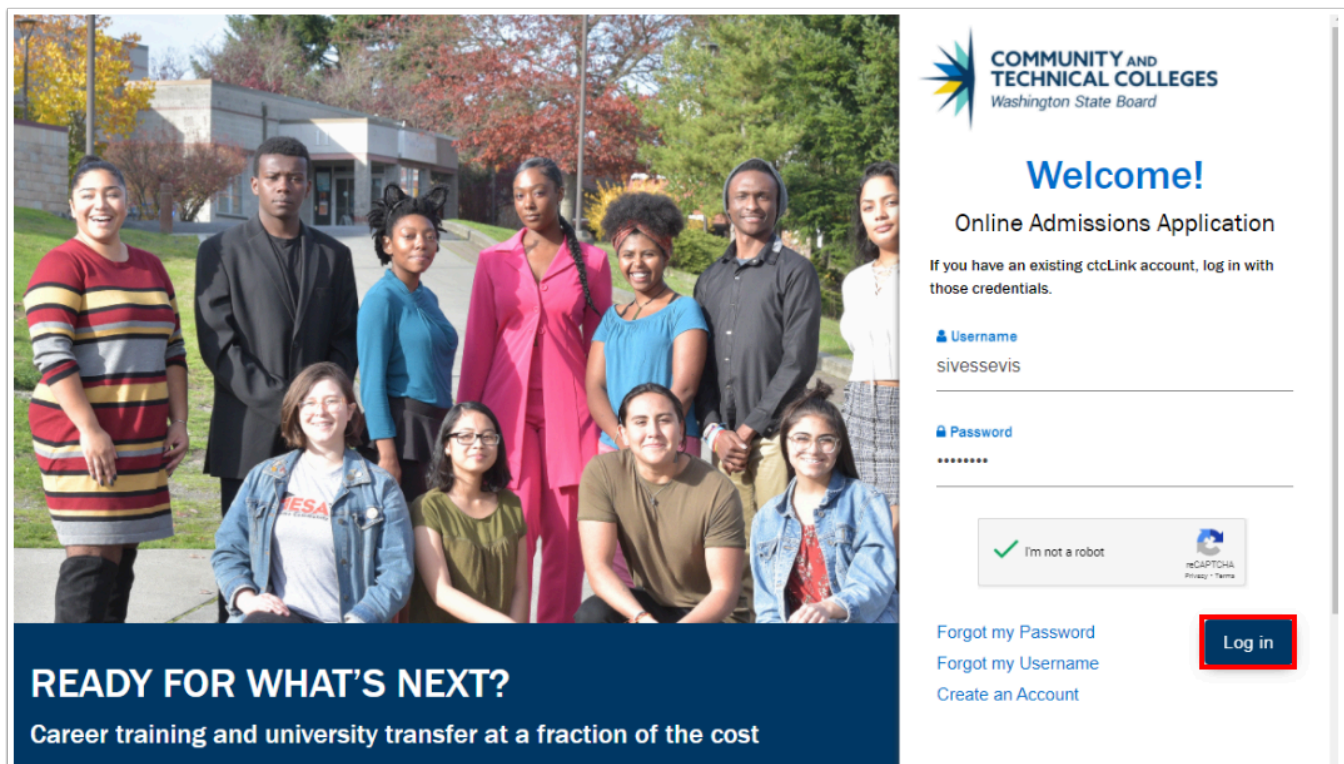
23. The **Start a New Application** page displays.
24. Complete all required fields designated with an asterisk (*).
25. Select the **Sub-Plan** from the drop-down menu if applicable.

26. Select the **Apply** button.

> ℹ️ *If you are a returning student logging in with your ctcLink credentials and need to make corrections to your address, email, and phone information, you will need to do this in ctcLink before applying for admissions. If you do not remember your ctcLink account information, please contact the college directly.*
>
> *When logging into the OAAP, type in the Username and Password. You will receive an "Invalid credentials" message if the Username and Password are pasted into the fields.*

27. The application page now displays and is defaulted to the **Personal Information** section. Notice there is also a progress bar across the top to indicate how far the application has been completed.
28. There are links on the far left side that highlight when cursor is hovered over them:
    - Start a New Application
    - Instructions Guide
    - In-Progress Applications
    - Submitted Applications

29. Do **not** select any of those links at this time. We will review these in a later section following the application process.
30. Go to the **Completing the Application** section to continue the application.

Completing the Application

⚠️ Page Order and Pages Required may differ based on college and admit type. This reference guide will review each page but users may need to skip down to find the appropriate section based on their selections.

As noted in the previous section, the Personal Information page displays after selecting the Apply button. The information that was input in the previous create an account screens will auto-populate to this page. ***The student will not be able to update their personal information used to create their account (Name, Email Address, and DOB). For example, if a student entered the incorrect date of birth when creating their account, the changes must be made in PeopleSoft after the student submits their application.***

There are additional fields that can be optionally entered in this section. Remember to complete all fields that are required items designated with an asterisk (*) in the field.

Scroll through the Personal Information area to review/complete optional fields such as:

- Additional Name preferences
- National ID and type
- Sex - see note below.

ℹ️ ***The Legal Definition of Sex***

Please enter the legal sex as denoted on this person's birth certificate or driver's license per WAC 246-490-075 or WAC 308-104-0150

1. Scroll down to review additional sections to complete:
   • Phone
   • Email
   • Citizenship
   • Address

2. The **Phone** and **Email** sections display below. None of these are required fields.
3. Complete the **Phone** section as desired. If additional phone numbers to be added, select the **Add New** button on the right side to create a new row.
4. The **Email** section is auto-populated with the information previously submitted. If there are additional emails to enter, select the **Add New** button.

5. Upon completion of these sections, scroll down to the **Citizenship** section.

6. The **Address** section contains a combination of drop-down menus and fill-in fields. Most of these are required fields.
7. Select applicable values from the **Address Type**, **Country** and **State** drop-down fields.
8. Complete the **City**, **Address Lines**, and **Postal Code** fields.
9. The **County** field is optional.
10. If additional addresses are to be added, select the **Add New** button to create a new row.

11. Select the **Next** button
12. Select the **Save for Later**
13. Exit without saving
14. Select the **Next** button.

15. The **High School/College Information** page displays.
16. Follow instructions on the screen to search and add High School information (*required*).

17. When you select the **Search School** field a school search pagelet displays.
18. Enter the filtering information for each field to narrow results.
19. Select the applicable high school. The information will then populate the screen.

20. If your school is **not** on the list, select the **X** in the top right corner of the pagelet to go back and manually add the high school information.

Note: Students can also search for international high schools.

21. Enter the **Attended From Date** and the **Attended To Date** (*required*).
22. Complete the required question: "**What will be the highest level of completion when you begin college?**" before proceeding to the College section (*required*).

23. For those who have previously attended college, scroll down and add the information following the same process as listed for high school information.
24. When the **School/College** sections are completed, scroll down and select the **Next** button to continue to the Ethnicity section of the application.

25. **Ethnicity Information** page displays. It is Optional but available for all admit types.
26. For question 2 on this page, you may make more than one selection.
27. Once you select a checkbox, another drop-down field may display offering further filtering selections.
28. Scroll down to the bottom of this page and select the **Next** button to continue.

    - Transcripts
    - Test Scores
    - Work Experience

30. Review the instructions on this page.
31. Select the **Upload Document Type** from the drop-down menu.
32. Select the **Upload File** button and follow instructions for locating and uploading the document.
33. Enter a **Description**.
34. Select the **plus [+]** icon on the right to add a new row for each document to be uploaded.
35. If you need to remove an uploaded document, select the **trash can** icon that is located to the right of the [+] sign.
36. Select the **Next** button to continue.

37. The **Residency** Information page will be seen on the General application only. Answers to questions will determine the Residency status for the student.
38. All questions on this page require a response.
39. Select the **Next** button to continue.

40. The **Supplemental Questions** page contains additional questions that are required to be answered.
41. Select the **Next** button to continue.

42. The **Review and Submit** page displays. This is the certification page that all answers are correct to the best of your knowledge.
43. Review instructions and select the **Yes, I accept** checkbox.
44. Notice the Submit Now button is grayed out.

45. If you receive an error message as displayed below, it will highlight the area that is incomplete.
46. Select the **OK** button to return to the Review and Submit page.

47. Notice the **High School/College Information** is highlighted in red, indicating this page still needs completion. Select the link to return to this page and complete the needed information.
48. Select the **Next** button to save the updated page.
49. Select the **Review and Submit** link, then again select the **Yes, I accept** checkbox.
50. If all areas are complete, the **Submit Now** button will display.
51. As long as no payment is required, you will get the "Application Successfully Submitted" response.
    - If you are required to submit a payment please access the QRG 9.2 OAAP General Application with a Fee or 9.2 OAAP General Application with a Fee Waiver
52. Process complete.

Quick Review of Left Side Menu Choices

1. Now that an application has been entered, let's review the menu choices to the left of the main screen.
2. Each one of these links will open a new window on your browser.
3. The first one in the list is: **Start a New Application**. The new application screen displays and the process is ready to begin.

4. The next menu choice is: **Instructions Guide**. This page will help walk you through the process.

5. Next up is the **In-Progress Applications** link. This page displays any active applications that have yet to be submitted.
6. Select the **Resume** button to continue the application.
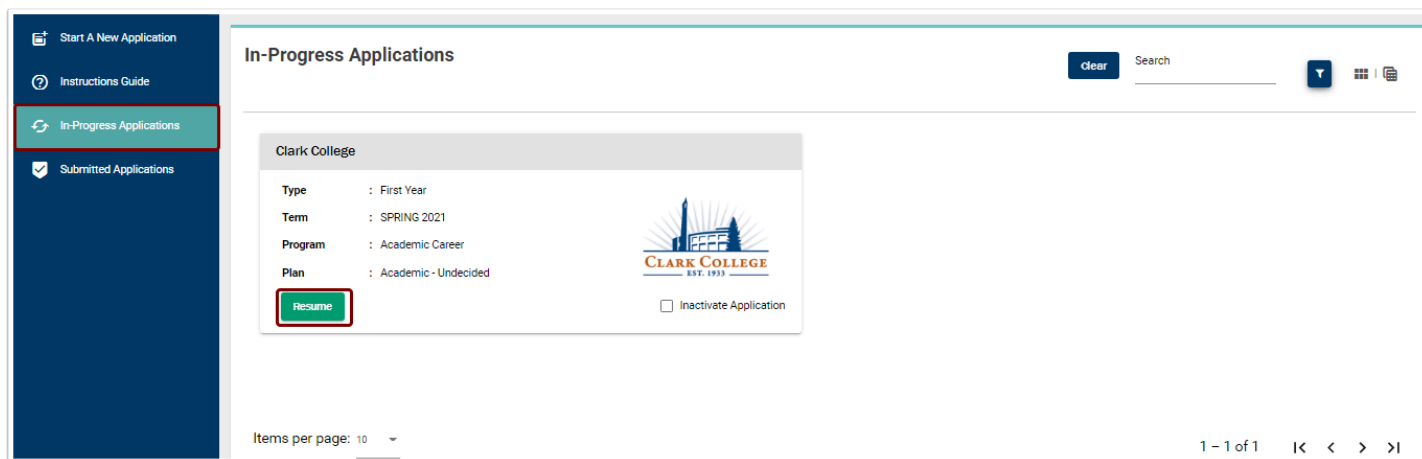
7. Last, but certainly not least is the **Submitted Applications** link. This page displays successfully submitted application(s).
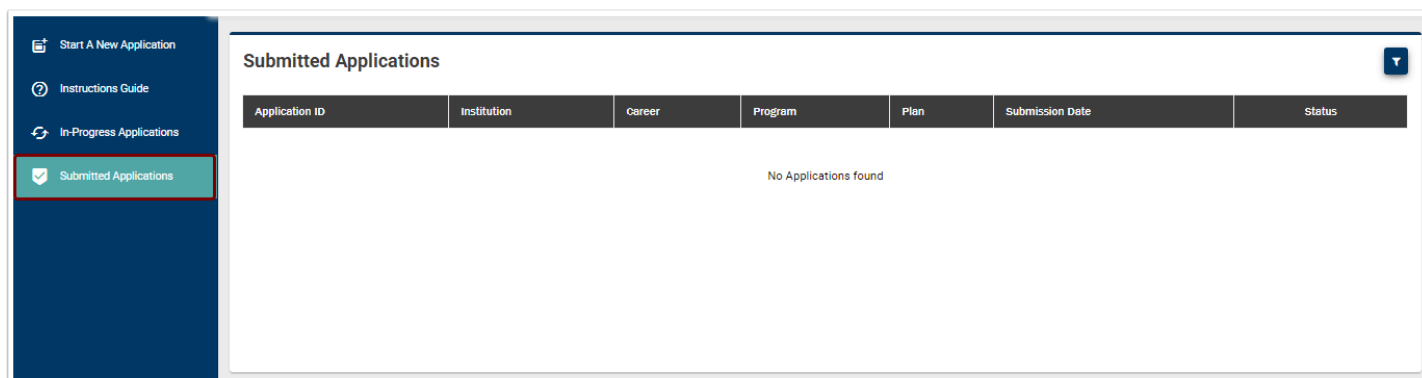
Save for Later

1. If you are not able to complete the whole application, you can use the **Save for Later** button on any of the applicable pages to return to complete later.
2. Select the In-Progress Applications link.
3. Select the **Resume** button to continue the application.

Forgot Username or Password

1. If you forgot your Username **and** Password follow the steps to recover your username *first* and then follow the steps to recover your password.
2. On the main OAAP screen, select the **Login** button.
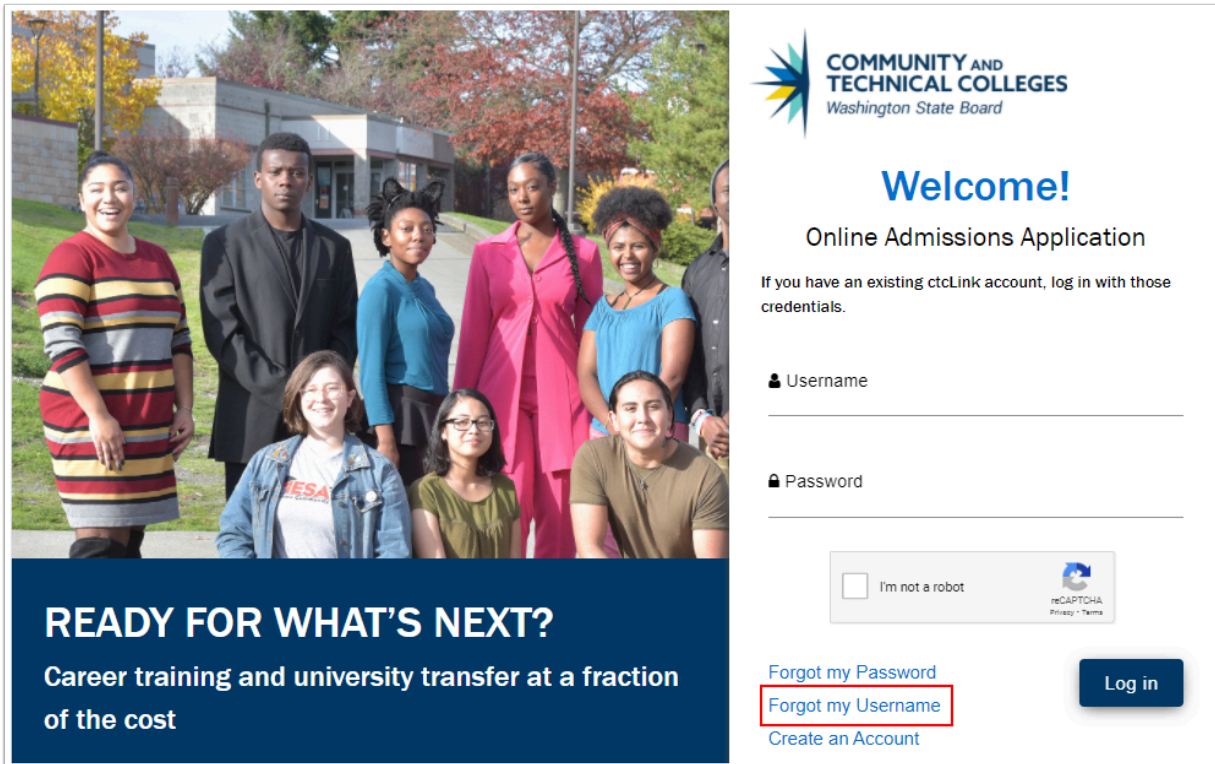
3. Select the **Forgot my Username** link.

4. The **Forgot Username** page displays.
5. Enter all required fields:
   • Email Address
   • First Name
   • Last Name
   • DOB
   • Select your security question
   • Enter your answer

6. Select the **Submit** button and follow remaining instructions.

7. Next we will review the **Forgot Password** process.
8. Select the Forgot **Password** link.

9. The **Forgot Password** page displays.
10. Enter the **Username**.
11. Select the **Security Question** from the drop-down menu.

12. Enter the **answer**.
13. Select the **Submit** button and review confirmation instructions/message.

14. End of procedures.

> ℹ Please get in touch with your college if you require immediate assistance with ctcLink. [Check out the contact information and highlights for each community and technical college.](#)