

Step by Step Guide to the College Now E-Application Process

For high school students applying to take College Now classes in their high school

START AT THIS LINK: <https://eservices.minnstate.edu/adm/public/studentWelcome?campusId=075>

(Can be found on the www.SMSU.edu/academics/collegenow page using the “College Now Online Application” link)

*If a student already has a Star ID from another MinnState institution, select “LOGIN”.

They will log into their account using that StarID and password. These students will be able to skip down to the **Application Process** below and follow those steps. Some of their application information will filter in already from their Minnesota State system account.

*If a student has not applied to another MinnState institution, select “CREATE A STARID” and follow the steps:

How to Create a StarID:

- Enter **First and Last Name**
- Enter and re-enter an **Email Address** – (this needs to be a **PERSONAL** email address (not a family email) that you will have access to at a later date)
- Enter and re-enter a **Password** (then select “Get my StarID”)
- Should see a page stating **StarID Successfully Created**
- **Note: Write down and save the Star ID you receive on this page and the Password you created.**
- Select “Next” and you will be brought to the first page of the **Application Process** and can continue with the following steps:

Application Process – (fields with asterisk are required)

Personal Information

- Fill out **Legal Name and Email Address** (then select “Next”)
- Fill out **SS#(if known) and Date of Birth** – these are not required, but are highly recommended as it will help in accessing the StarID Self-Service page in the future (then select “Next”)
- Fill out **Veteran Status** (then select “Next”)
- Fill out **Parent Education** (then select “Continue to Citizenship”)

Citizenship

- Fill out **Citizenship Status** (then select “Continue to Contact”)

Contact

- Fill out **Residency** (then select “Next”)
- Fill out **Permanent Address** (then select “Next”)
- Fill out **Phone Number** (then select “Continue to Education”)

Education

- Select **Yes** for are you currently a High School Student
- Fill out **High School Attended Information** – use **June** and then the grad year...06/20XX (then select “Next”)
- **You may skip Preparation Standards** (select “Next” through these three screens)
- Skip College/Universities Attended and click on “Continue to Confidential”

Confidential

- Fill out **Demographic Information** (then select “Continue to Major”)

Major

- Under “Application Term” – Select the semester in which you will take your first College Now Course from SMSU (then select “Next”)

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- ➔ ● Under **“Application Type”** – select **“Post-Secondary Enrollment Option (PSEO) Student”**
- Under **Educational Intent** - select **“Complete courses, but not a degree”**
- And click **“Part Time Student”** (then select **“Next”**)
- Under **Academic Program** – click on **Next**
- ➔ ● Under **“Application Campus”** – **Select: College Now for high school stdts at HS** (then select **“Next”**)
- Under **Application Information** - select **“NO”** haven’t attended SMSU (then select **“Continue to Additional”**)

Additional

- Skip the **“Additional Information”** screen by scrolling to bottom and select **“Continue to Review”**

Application Review

- Review all provided information and make sure it is listed correctly. If you need to make changes, you can select the green box associated with that area on the top of the screen. Once all information is verified, select **“Continue to Submit Application”**

YOU ARE NOT DONE YET....KEEP GOING!

Applications

- A box that says **Southwest Minnesota State University** will appear on the screen. **Check the little box** next to the SMSU application, **check the little box** allowing access to ACT scores for placement, and then **enter your StarID password** in the box marked **“*Verify StarID Password”**.
- Click **Submit Selected Applications**
- From here students will be brought to the **Application Status Page** where they can see the status of the application listed as either **“Processing”** or **“Pending”** (*either listing is fine*) and the date it was submitted.

That is it! You should be all set with the application part! This does not mean that you are registered for a College Now course however. That separate step will need to be completed once the course has started. You will need to allow up to two business days after submitting this application before you can attempt to register for a course.

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