ACC ECHS/Dual Credit Application Guide

Use this guide alongside the ACC Application Portal. It explains which application options high school students should select, where extra care is needed, and what must happen after the student submits the form.

Important: Creating an application account is not the same as submitting an application. The application is not complete until the parent or legal guardian completes the Early Admission Contract.

Before You Begin

Have this information ready:

- Create a folder in your google drive and name it ACC.
- Put a Google Document in the folder and label it ACC information. You will record username, passwords, security questions, and email address on this sheet
- Your Lockhart ISD email address
- Your home address
- The month and year you began high school
- The month and year you expect to graduate
- A current email address for your parent or legal guardian
- Your Social Security number, if you have one; otherwise follow ACC instructions for requesting an alternate ID

Set up your browser

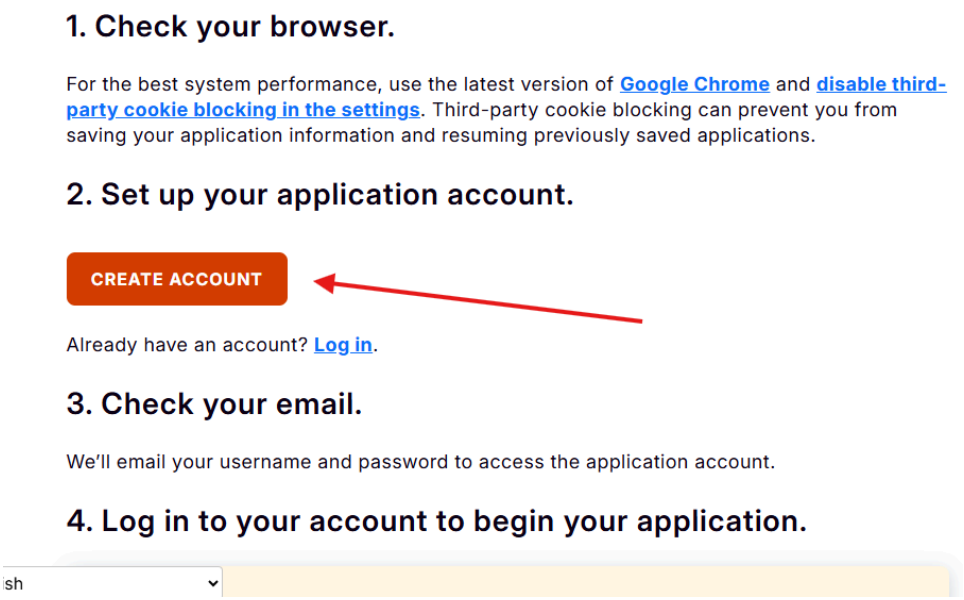
Use the latest version of Google Chrome. ACC recommends disabling third party cookie blocking because it may prevent the application from saving or reopening correctly.

Already an ACC dual credit student? Returning dual credit students do not need to submit a new application.

Step 1: Create Your Application Account

1. Begin at the URL [ACC New Student Application page]
2. Scroll down and select the orange Create Account button.
3. Use your Lockhart ISD email address.
4. **Use your skyward first and last name**
5. Select “Log in” only if you have already created an application account.

Choose carefully: Your email address will be used for messages about the application, so enter one you can access throughout the process.



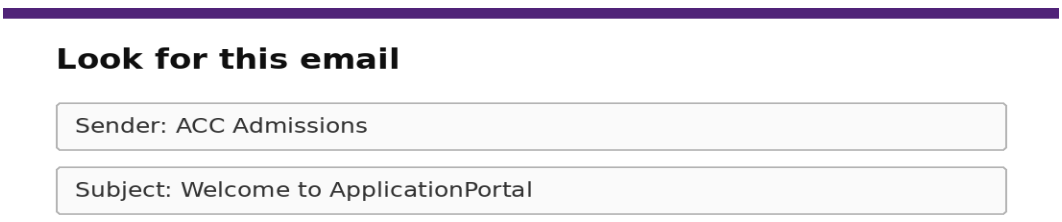
Screen example showing the Create Account button

Step 2: Check Your Email

After you fill out the requested info and submit, it does not mean you have completed the ACC application.

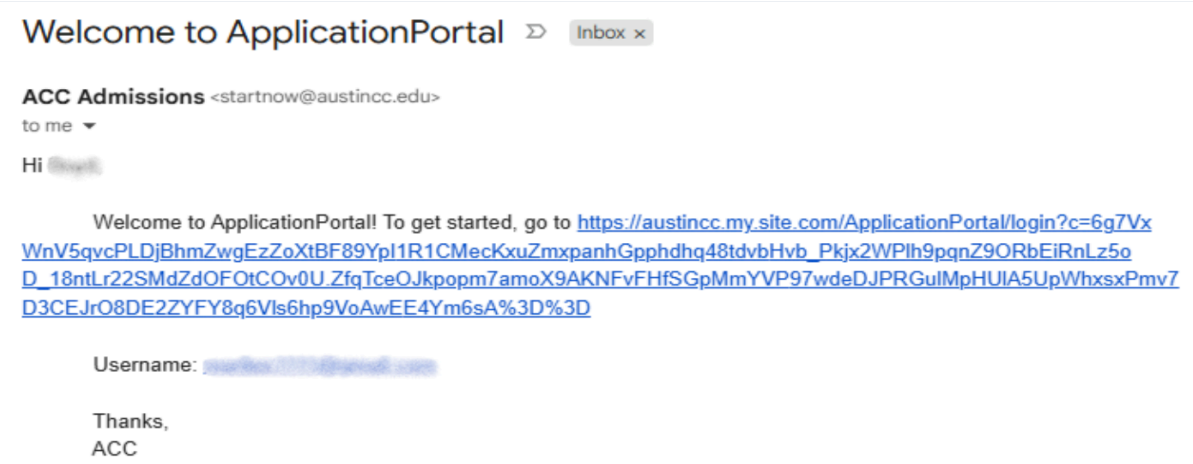
1. Open your Lockhart ISD email account you used to create the account.
2. Look for a message containing your application username and access instructions.
3. Check spam, junk, promotions, or other filtered folders if it is not in your inbox.

The message should be from ACC Admissions with the subject “Welcome to Application Portal”:



The sender and subject line to look for

Step 3: Open Your Application Link



Welcome to ApplicationPortal Inbox ×

ACC Admissions <startnow@austincc.edu>
to me

Hi [redacted]

Welcome to ApplicationPortal! To get started, go to https://austincc.my.site.com/ApplicationPortal/login?c=6g7VxWnV5qvcPLDjBhmZwgEzZoXtBF89YpI1R1CMecKxuZmxpanhGpphdhq48tdvbHvb_Pkjx2WPIh9pqnZ9ORbEiRnLz5oD_18ntLr22SMdZdOFOtCOv0U.ZfqTceOJkpopm7amoX9AKNFvFHfSGpMmYVP97wdeDJPRGuIMpHUIA5UpWhxsxPmv7D3CEJrO8DE2ZYFY8q6Vls6hp9VoAwEE4Ym6sA%3D%3D

Username: [redacted]

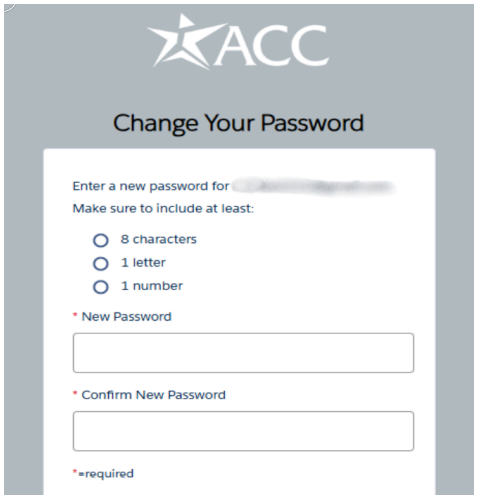
Thanks,
ACC

Privacy-safe example of the welcome email

1. Open the “Welcome to Application Portal” email.
2. Click the long blue hyperlink after the words “To get started, go to”
3. Keep the username shown in the email. You may need it to sign in.

Protect your account: Each student must use the link in their own email. Do not forward the message or copy a link from this guide.

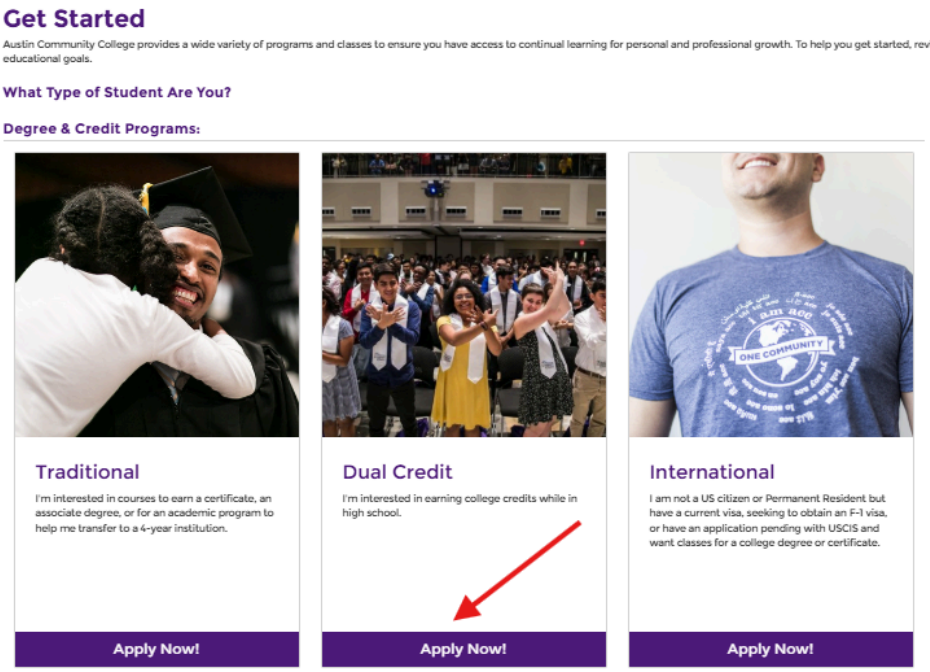
Step 4: Create Your Password



Password requirements shown on the Change Your Password screen

Create a password with at least 8 characters, 1 letter, and 1 number. Enter the same password in New Password and Confirm New Password, then save it securely.

Step 5: Select Dual Credit



Choose Apply Now under Dual Credit

Once you create your password, you'll be on the "Get Started" page. Select "Apply Now!" directly under Dual Credit.

Stop and check: **Do not select Traditional.** That option is for students applying outside a high school dual credit program.

Step 6: Begin the Dual Credit Application

After selecting "Apply Now" under Dual Credit, the six-page application will open.

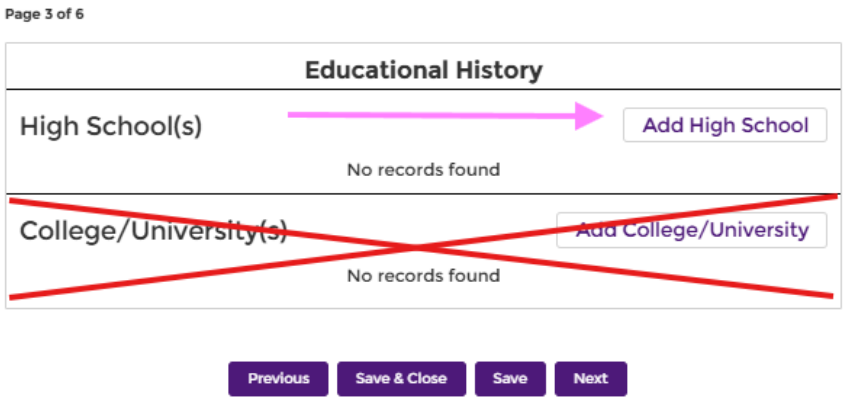
- Complete every required field.
- Enter information exactly as it appears on official records (Skyward)
- Use the application buttons such as Previous, Next, Save, or Save and Close instead of your browser's Back button.
- If you need to stop, select Save my progress and resume later or Save and Close before leaving.

Step 7: Complete Pages 1 and 2

Page 1 asks for general personal information. Page 2 asks for demographic information. Enter your full legal name and accurate contact information, and answer every required question.

Stop and check: Review your legal skyward name, date of birth, home address, phone number, and personal email address before continuing.

Step 8: Add Only Your High School



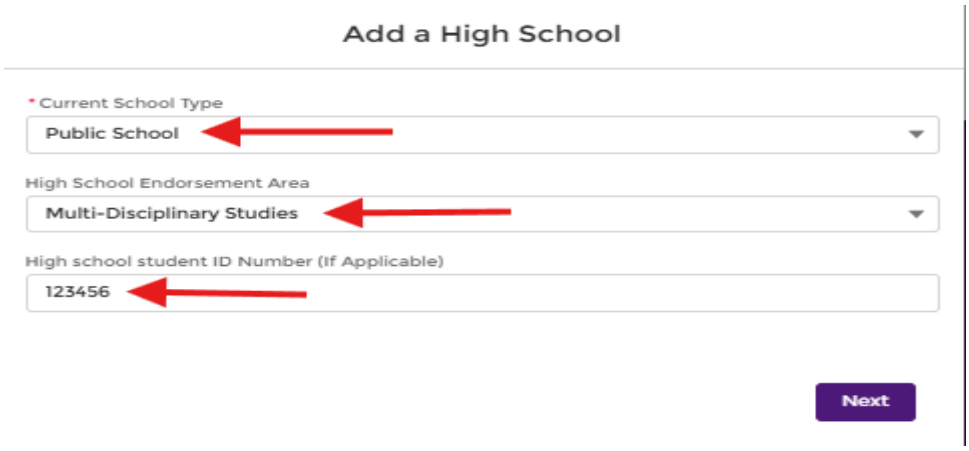
Choose Add High School and do not add a college or university

Select “Add High School” and enter your current high school name. Do not select Add College/University, even if you previously completed dual credit, AP, UT OnRamps, or other college-level coursework through high school.

Before continuing: Once your school appears under High School(s), select Next.

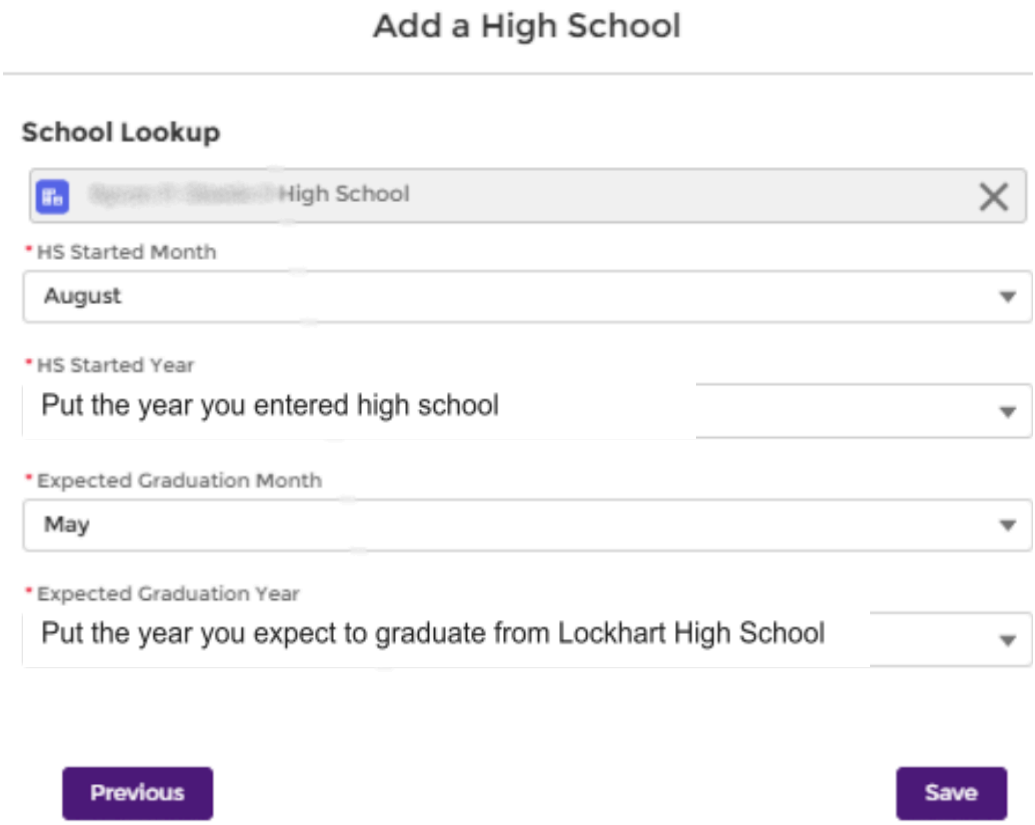
Step 9: Enter Your High School Details

Application field	What to enter
Current School Type	Select the type that describes your current school
High School Endorsement Area	Multi-Disciplinary Studies
High School Student ID Number	Your Individual High School Student ID Number



Select Next after reviewing these entries.

Step 10: Select Your School and Enter Your Dates

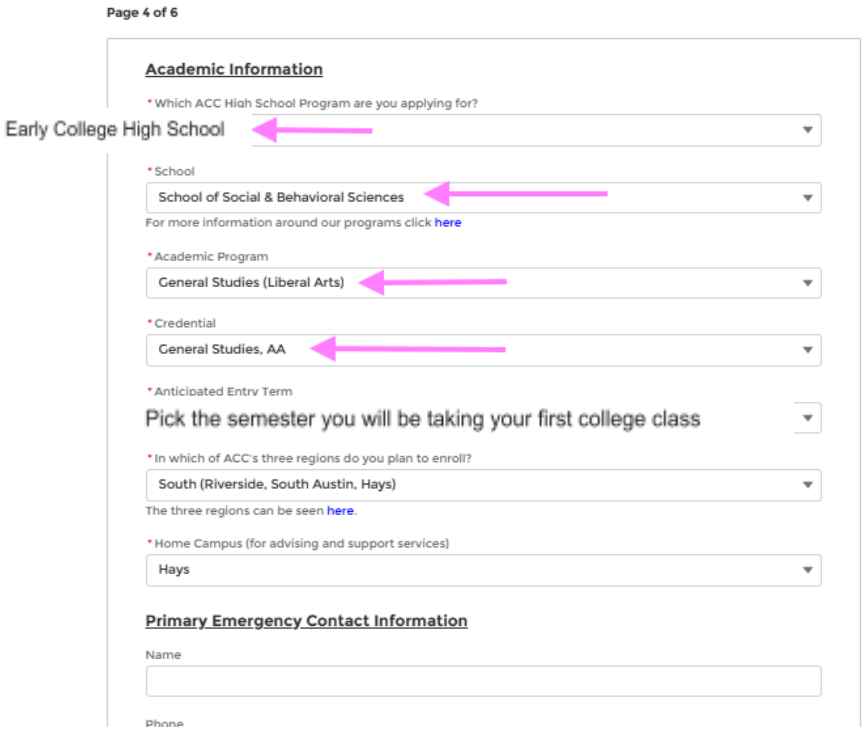


School lookup and high school dates

1. Use School Lookup to find and select your current high school. Watch out, there are 2 Lockhart High Schools. Be sure to pick the one in Texas.
2. For HS Started Month and Year, **enter when you first began high school**, not when you began dual credit classes.
3. Enter the month and year you expect to graduate.
4. Select Save.

Stop and check: Confirm that you selected the correct campus, especially if schools in different districts have similar names.

Step 11: Complete Your Academic Information



Academic Information selections on Page 4

For “Which ACC High School Program are you applying for?”, select the program your counselor told you to use: Dual Credit, Early College High School, Dual Credit Career Academies, or PTECH.

Application field	Required selection
School	School of Social & Behavioral Sciences
Academic Program	General Studies (Liberal Arts)
Credential	General Studies, AA

All high school applicants should use the three academic selections shown in the above table, even if the ACC classes they plan to take are in another subject area.

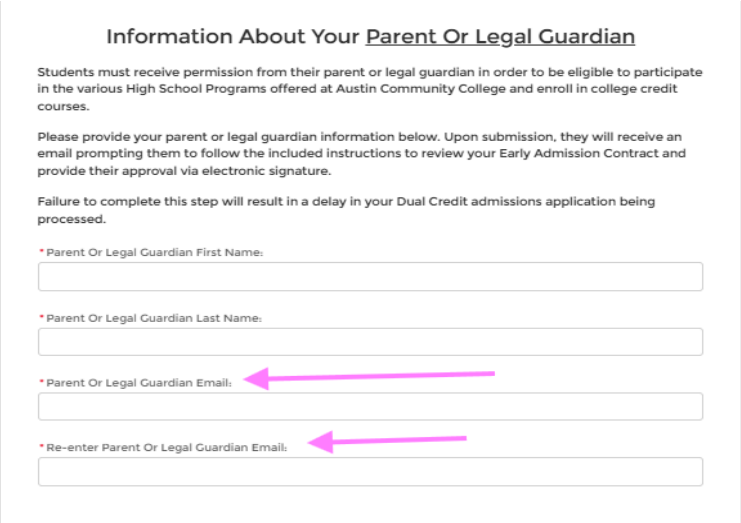
Enter your individual enrollment plans

- Anticipated Entry Term: Select the semester and year you expect to begin taking ACC classes.
- Preferred ACC Region: Select your preferred ACC region.
- Home Campus: Select your preferred ACC campus for advising and support services.

Add Your Emergency Contact

At the bottom of Page 4, enter a primary emergency contact who can be reached in an emergency, knows you personally, has a current phone number, and knows you are listing them. For most students, this will be a parent or legal guardian.

Step 12: Enter Your Parent or Legal Guardian Information



Parent or legal guardian information on Page 5

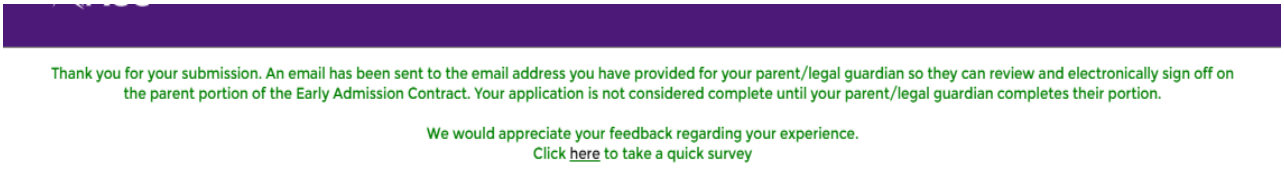
Page 5 contains the High School Programs Early Admission Contract. Enter a parent or legal guardian's first name, last name, and current email address. Enter the same email address again for confirmation.

This email must be correct. ACC will automatically send the parent portion of the contract to this address. A wrong or outdated address will delay the application.

Before continuing, check for:

- Misspelled names
- Missing letters or numbers
- Extra spaces
- An incorrect ending such as .com or .org

Step 13: Confirm the Student Portion Was Submitted



Confirmation shown after the student submits the application

This screen means ACC received the student portion. The application is not complete yet.

1. Tell your parent or guardian that ACC has emailed them.
2. Ask them to open the message and follow the instructions.
3. Have them check spam or junk if the message is not in the inbox.
4. Confirm that they reviewed, electronically signed, and submitted the contract.

After the parent or guardian submits the contract, ACC will send a welcome email to the personal email address used for the application. This confirms that High School Programs received the completed admissions application.

Save your ACCeID: The email includes your ACCeID number. Keep it private and save it somewhere secure. Put it on your Google Doc.

Step 14: Look for Your ACC Welcome Email

Hello Riverbat,
Welcome to Austin Community College! High School Programs office has received your admissions application. Please see below for your next steps and refer to the ACC HS Programs Application Steps & Checklist to complete the new, first-time student enrollment process:

- Your ACCeID number is [redacted]
- Activate your ACCeID and ACCmail accounts.
  - *ACCmail is the college's official method of communication. Students must regularly check & use their ACCmail for all correspondence with ACC offices, staff, and professors.*
- Complete the required HS Programs online orientation & assessment quiz .
- Present your ACCeID to your Counselor or other designated HS Official and determine your TSI/college readiness status.
- Complete any required steps with your Counselor and/or designated HS Official. If you are homeschooled, please follow up directly with your assigned HS Programs Enrollment Coordinator .

If you have any questions, please contact the HS Programs office at (512) 223-7066 or collegenow@austincc.edu

~ACC High School Programs

Welcome email sent after ACC receives the completed application

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Complete the remaining required steps

1. Activate your ACCeID. (These steps need to be done quickly or it will not work).
*Click the Activate ACCeID link, enter ACCeID, last four digits of your social security number, and your date of birth. Click submit.
*Click the little box to accept terms and conditions. Press Submit.
*Create a password for your ACCeID. Press Submit. WRITE IT DOWN on your Google Doc
*Log in with ACCeID and the password you just created.
*Click on the link to make and answer security questions. Press submit. WRITE DOWN YOUR ANSWERS on your Google Doc
*You are done with activating your ACCeID.

2. Activate your ACCmail account. Click on the link, enter ACCeID and password, press submit. Your name will appear. If it is you, press Submit (once). The program is creating you an email—be patient--it takes a minute or two. Your ACCemail address will show up, take a picture/write it down. Create a password—it can be the same password as your ACCeID. Press submit. If the system kicks you out while trying to create your email, just click on the Activate ACCMail link again. WRITE email and password DOWN on your Google Doc

3. Complete the High School Programs online orientation and assessment quiz. Click on link twice. This is the ACC handbook. In one of the windows, open the Assessment at the bottom of the list on

the left side of the screen. Follow the steps to open the assessment and then log in with ACCeID and password. Take the 20 question quiz. Use the other window to look up the answers for the quiz. If you don't pass, you will have to retake it. Once you complete the quiz--screenshot the congratulations certificate and email it to Lucinda.Gannon@lockhart.txed.net

4. Add your ACCemail to your chromebook using the following instructions.
Chromebook Instructions for ACC email

5. Give your ACCeID to your Path teacher or designated high school official.
6. Work with your counselor to determine your TSI or college readiness status.
7. Complete any other requirements provided by your counselor or ACC High School Programs.

8. Make sure you have recorded all of the following information on your google doc.
   a. Record your ACCeID and password
   b. Record your ACCemail address and password
   c. Answers to the security questions
   d. Last four of your social security number

8. Take and pass you TSI test: ELAR Multiple Choice and Essay. If you are taking math class, you will need the math TSI test.

Next Steps Checklist

Use this checklist after your completed application has been received by ACC.

☐ I saved my ACCeID securely.

☐ I activated my ACCeID.

☐ I activated my ACCmail account.

☐ I completed the High School Programs online orientation.

☐ I completed the orientation assessment quiz.

☐ I gave my ACCeID to my high school counselor or designated official.

☐ I confirmed my TSI or college readiness status.

☐ I completed any additional steps required by my school or ACC.

☐ I am checking ACCmail regularly.

Need Help

Contact your high school counselor or assigned ACC High School Programs Enrollment Coordinator. ACC High School Programs can be reached at 512-223-7066 or collegenow@austincc.edu.