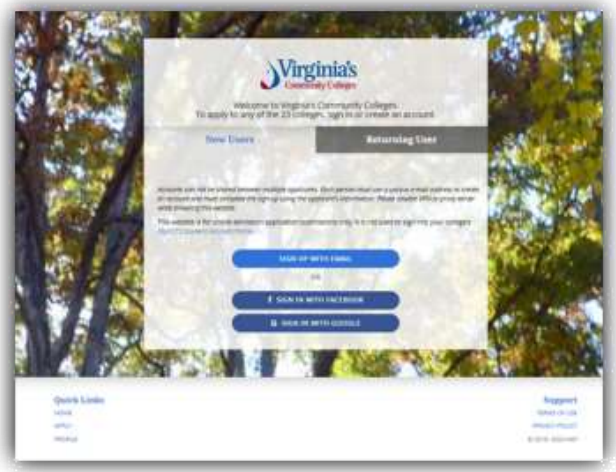

VCCS Application Tutorial

How to Complete the VCCS Online Application

Contents

Creating an Account

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- Starting a New Application: *Slide 17-18*

Completing Your Application

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- Submitting an Application: *Slides 36-33*

Create a VCCS Application Manager Account

Before applying to any VCCS college, go to www.apply.vccs.edu and sign up for an Application Manager account with:

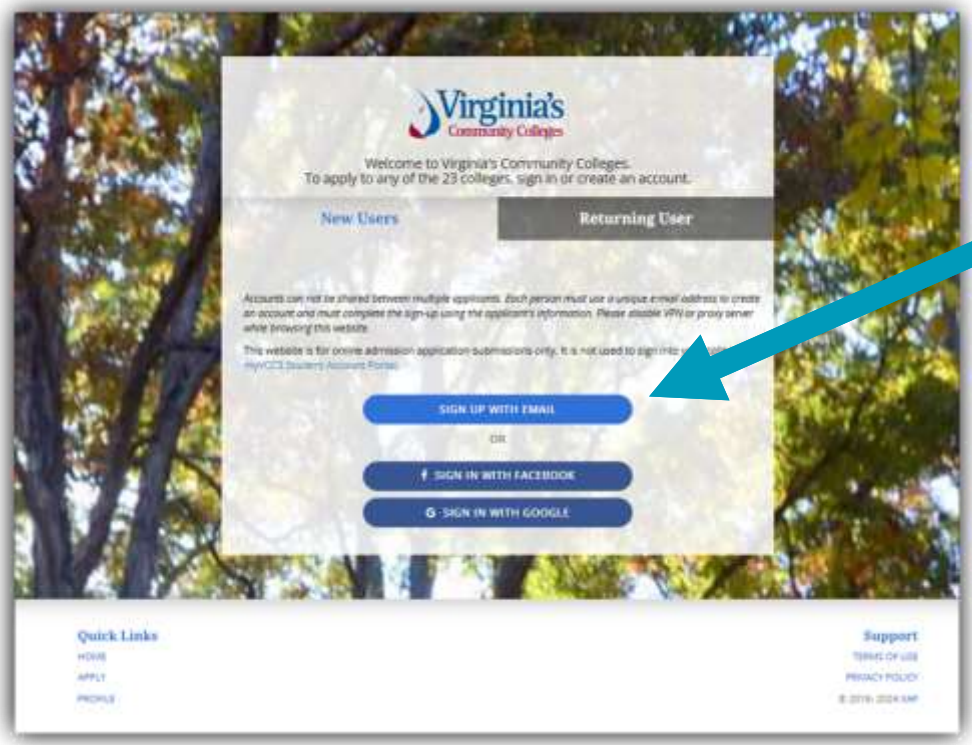
- Email
- Your Facebook account
- Your Google Account

This will allow you to apply at any of the 23 VCCS Colleges.

Remember! Signing up for an Application Manager Account is not an application to a VCCS college. You will apply to a college after signing in to the Application Manager.

Remember! MyVCCS (for current students) is a separate portal with different sign in credentials.

Sign up with Email



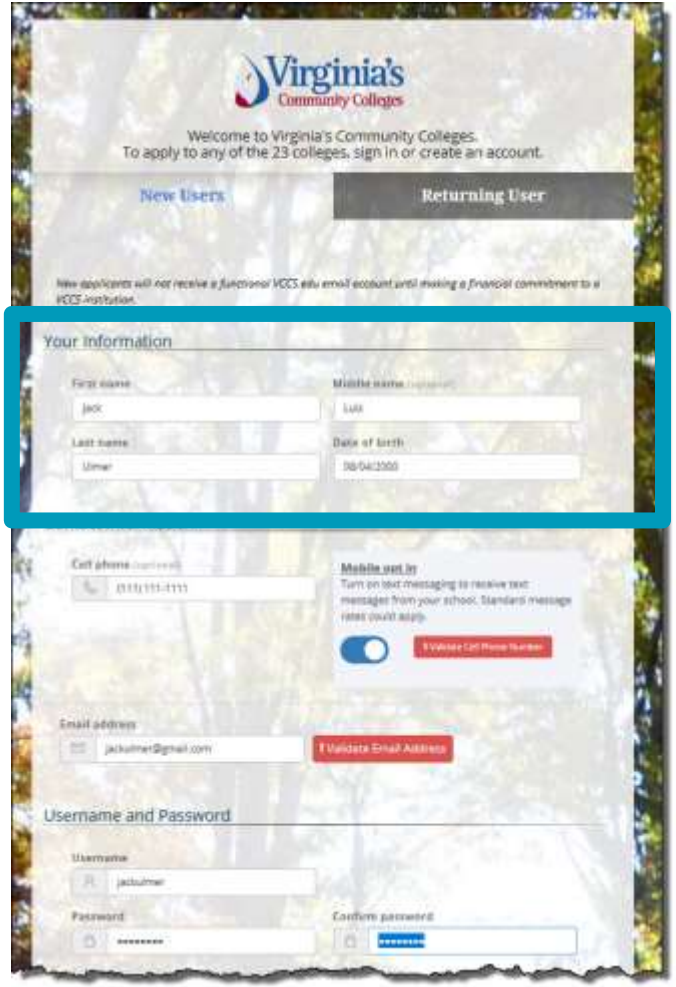
To sign up for an account with email, click **Sign Up With Email**.

Note: Email accounts cannot be shared. Each applicant must use a unique email address.

Sign Up with Email

Fill out the form that opens with your information:

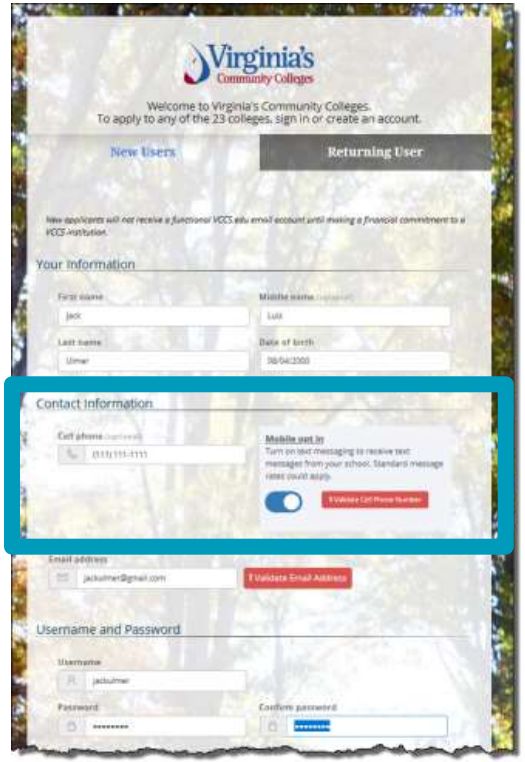
- Name
- Enter your date of birth using this format: 03/07/2005 for March 7, 2005.
- Cell phone number (optional).
- Toggle the **Mobile Opt in** button to opt in for text message alerts from VCCS. Then click the **Validate Cell Phone Number** button. A validation code will be sent to your mobile phone.



Instructions continue on next slide >

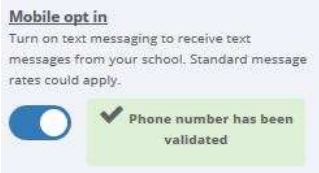
Sign Up with Email

- Toggle the **Mobile Opt in** button to receive text message alerts from VCCS.
- Click **Validate Cell Phone Number**. A validation code will be sent to your mobile phone.



- Enter the validation number sent to your mobile phone in the field provided.
- Next, **Click to verify**.

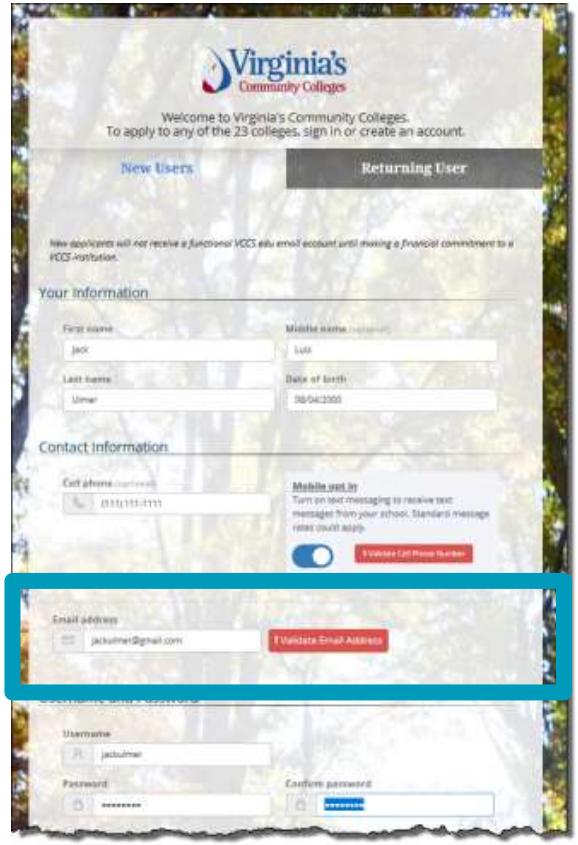
- If you have entered the correct validation number, the validation confirmation will appear.



Instructions continue on next slide >

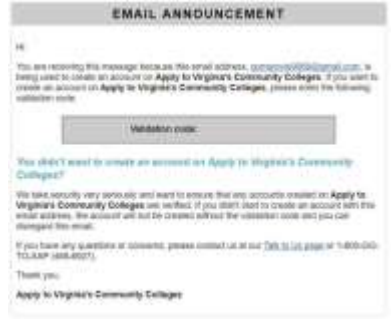
Sign Up With Email

- Enter your email.
- Click **Validate Email Address.**



- Check *I'm not a robot* in the pop up that appears.

- Enter the 4-digit validation code that was sent to your email address in the Validation Code field. Click **OK.**

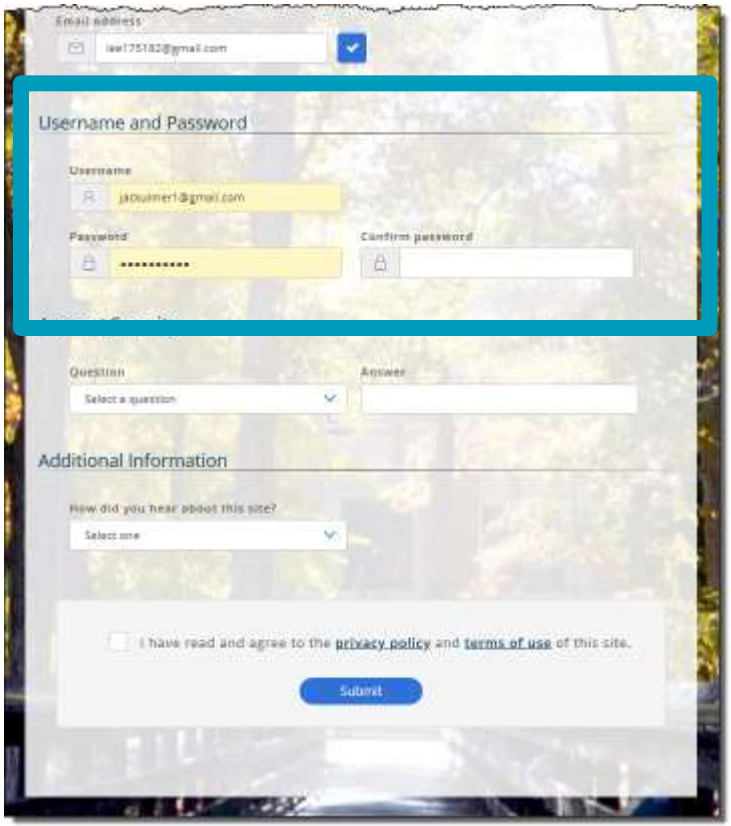


Sample Email Announcement containing the validation code.

Sign Up With Email

- Choose a Username
- Enter a password.
- Re-enter your password in the Confirm password field.

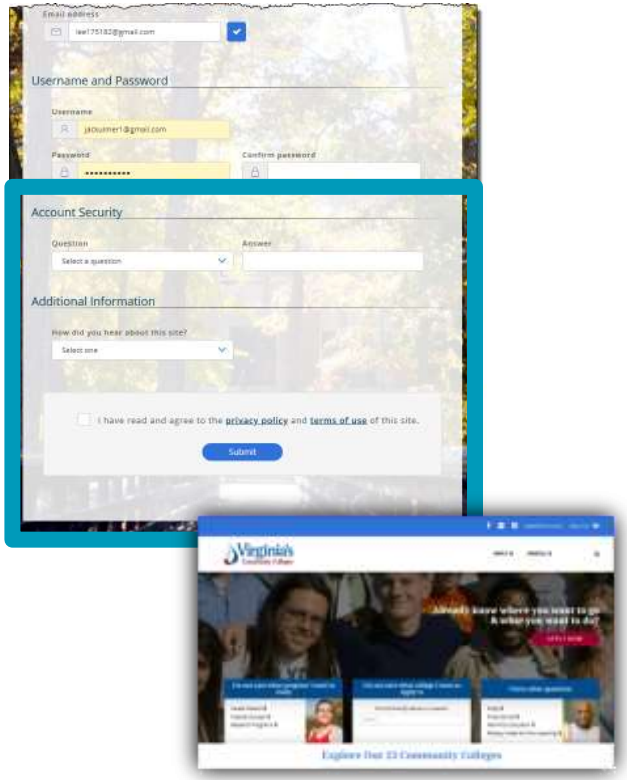
Note: *Make a record of your username and password. You will need your username and password to access your account each visit.*



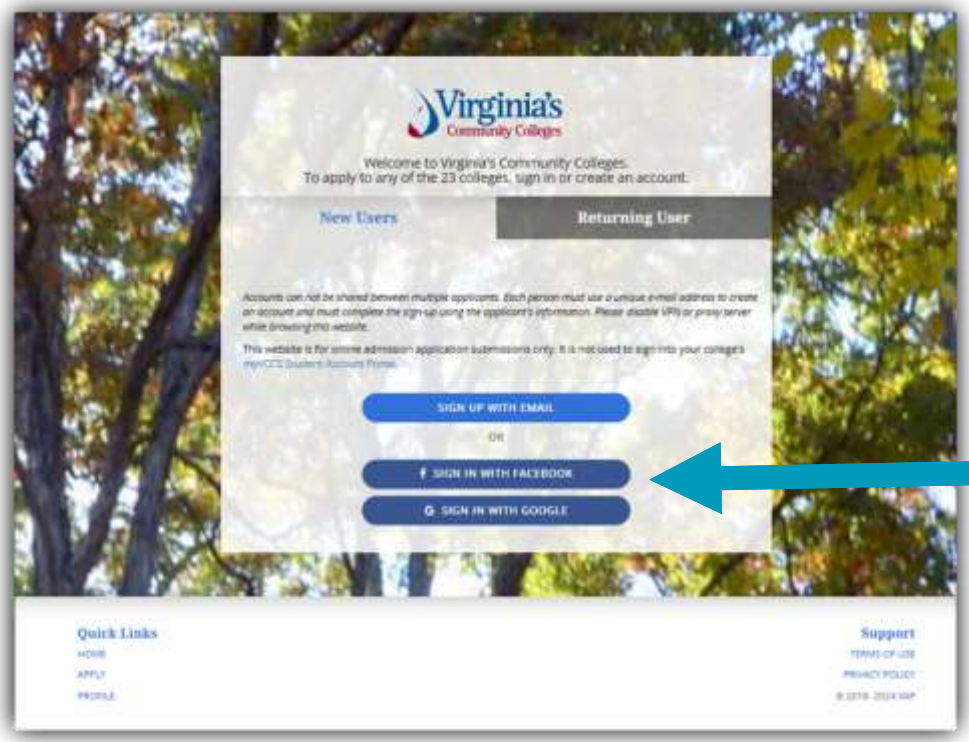
Sign Up With Email

- In the Account Security section, use the dropdown to select a question.
- Type an answer in the Answer field.
- Click the dropdown in the **How did you hear about this site?** field and select your response.
- Check the box when you have read and agreed to the privacy policy and terms of use.
- Click the **Submit** button to create your account.

The **Application Manager** will open allowing you to apply to any VCCS College.



Sign Up with Facebook



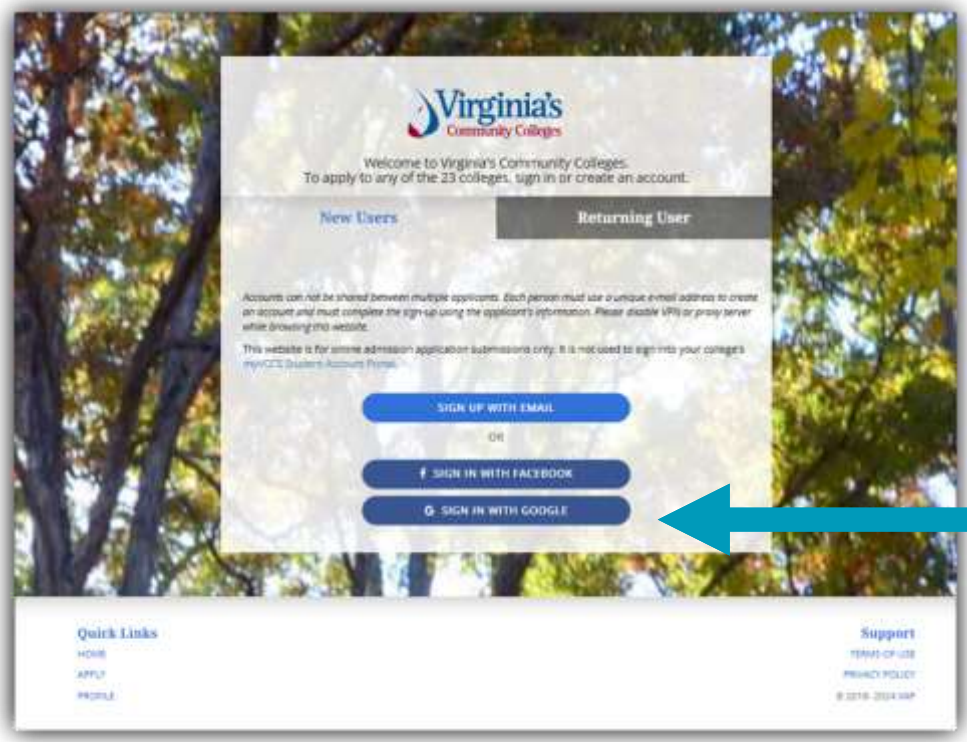
To sign up with Facebook, click **Continue With Facebook**.

Sign Up With Facebook

- If you are already signed in to Facebook, you will go directly to the **Application Manager**.
- If you are not currently signed into Facebook, you will be asked to log in.
- Enter your Email or Phone, and Password, and click **Log In**.

The **Application Manager** will open allowing you to apply to any VCCS College.

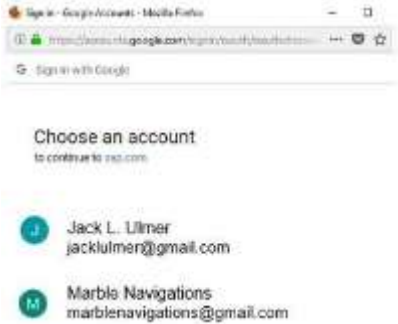
Sign Up with Google



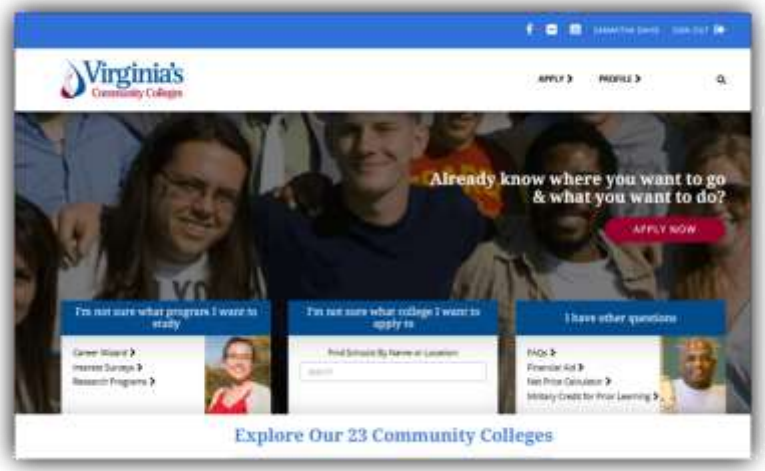
To sign up with Google, click **Continue With Google**.

Sign Up With Google

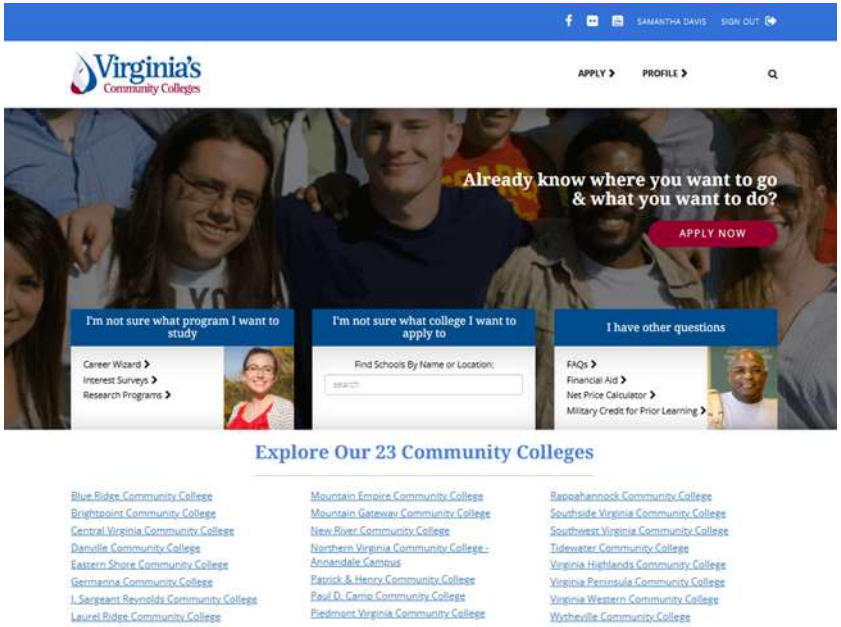
- Choose your account. If you have more than one Gmail account, you click the one you want to use.



The **Application Manager** will open allowing you to apply to any VCCS College.



Your Account on the VCCS Application Manager

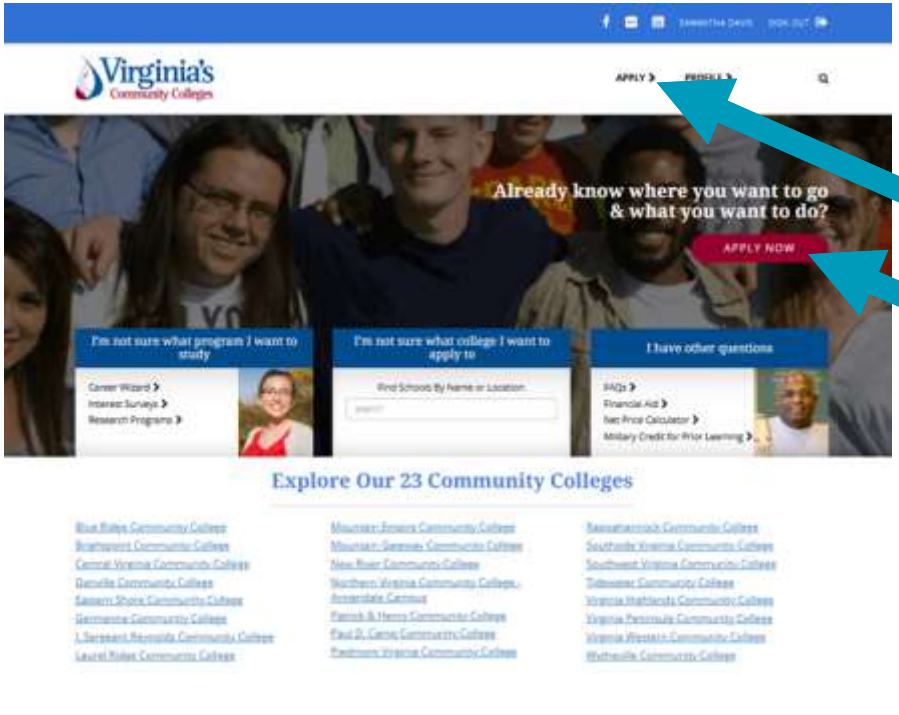


The VCCS Application Manager allows you to:

- Start an application
- Explore programs
- Explore VCCS colleges
- Find the answer to other application related questions.

You can sign into the Application Manager at any time to start or resume an application.

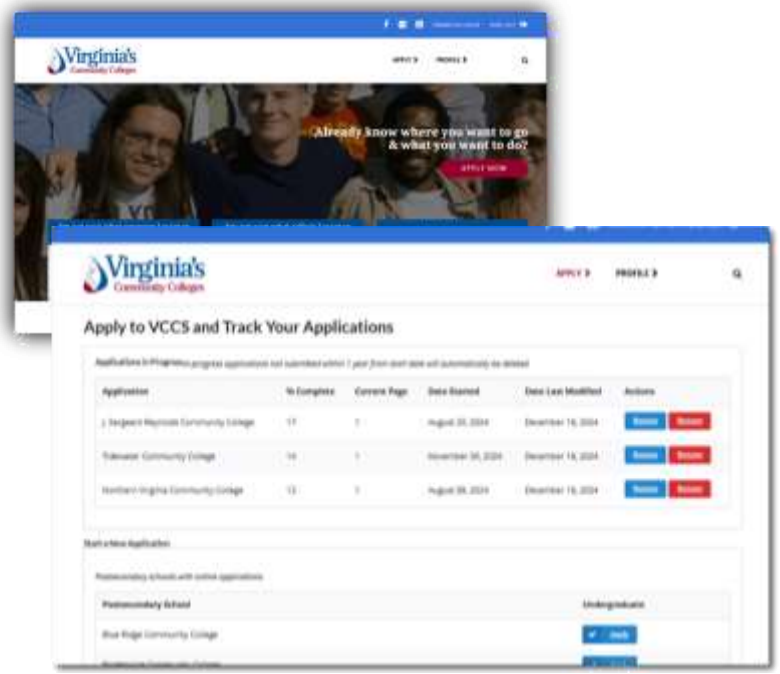
Applying on VCCS' Application Manager



To start, resume or remove a VCCS admissions application click one of the following:

- The **Apply** link in the header
- The **Apply Now** button
- The **Apply** link in the footer

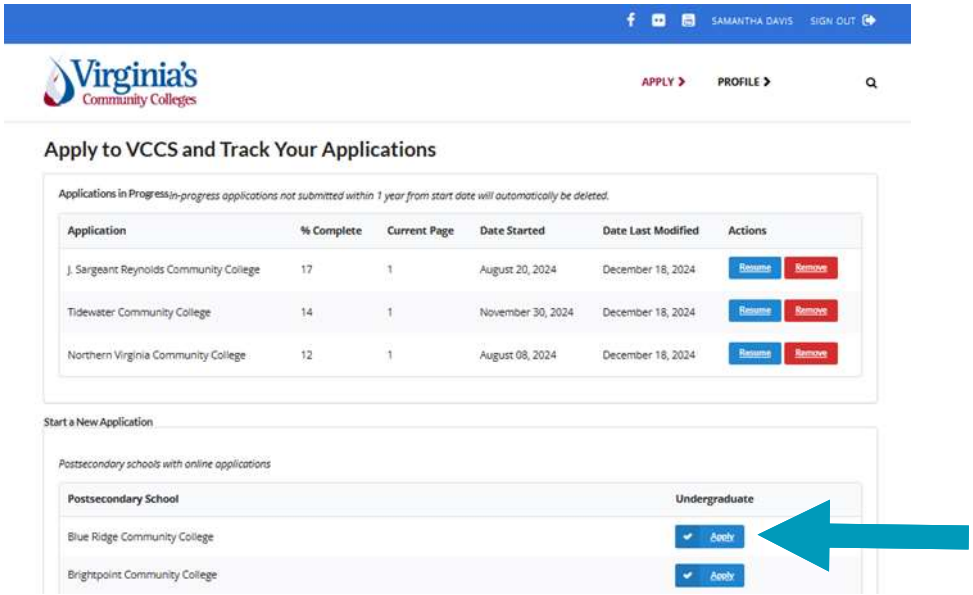
Managing Your Applications



From here you can:

- **Apply** to a VCCS College.
- **Resume** an application you already started.
- **Remove** your application.

Start a New Application



To start a new VCCS admissions application, click the **Apply** button to the right of the name of the VCCS college you would like to apply to.

Please disable VPN or proxy server while browsing this website.

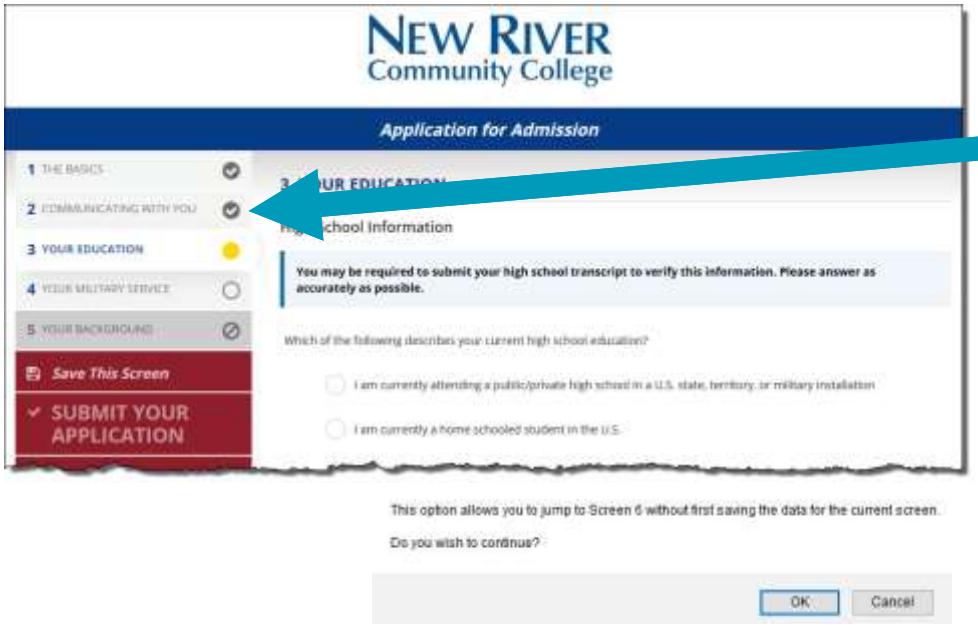
Start a New Application – Apply Now

Read the Application Information section for:

- application requirements
- procedures
- potential deadlines

Click the **Apply Now** button.

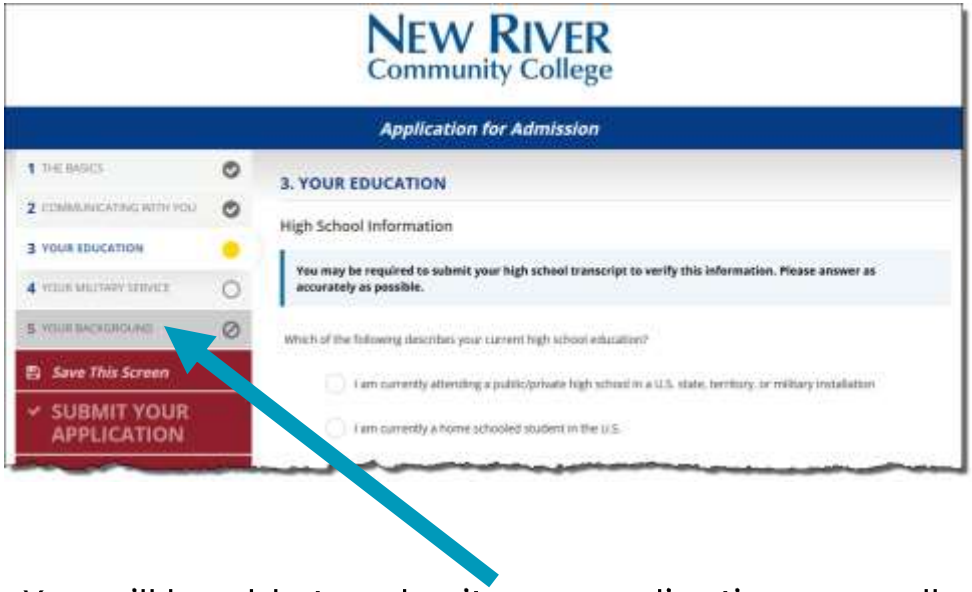
Filling out the Application



You will be able to submit your application once all pages are completed and have a checkmark.

- Complete and save each screen in chronological order (Best Practice).
- **Checkmarks** indicate screens that have been completed.
- The system will validate that all required fields are filled out after you click **Save and Continue.**
- To skip to another screen *without* saving the current screen's data, click the new screen. A box will appear that will ask you if you wish to proceed. Click **OK** to proceed.
- **Save This Screen** (side button) – Saves the information already populated in the screen you are working on.

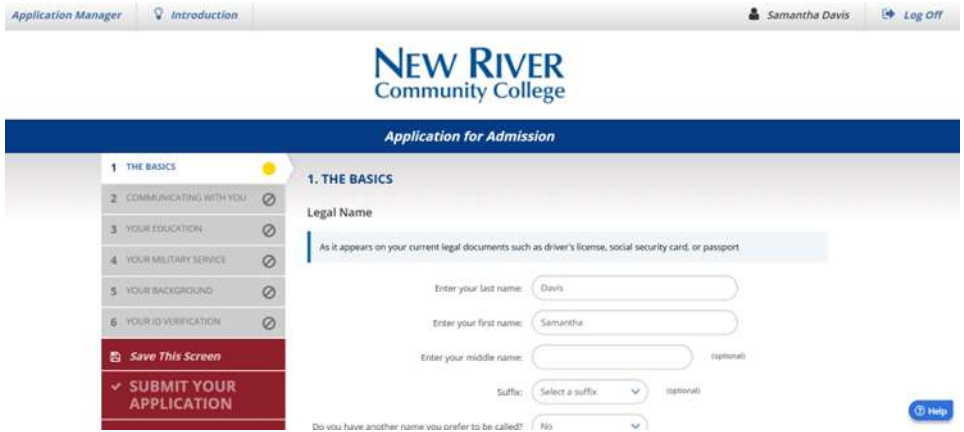
Filling out the Application: The Basics



The first screen is called **The Basics**. Some information is prepopulated. This information comes either from your email account, Facebook account, or Google account.

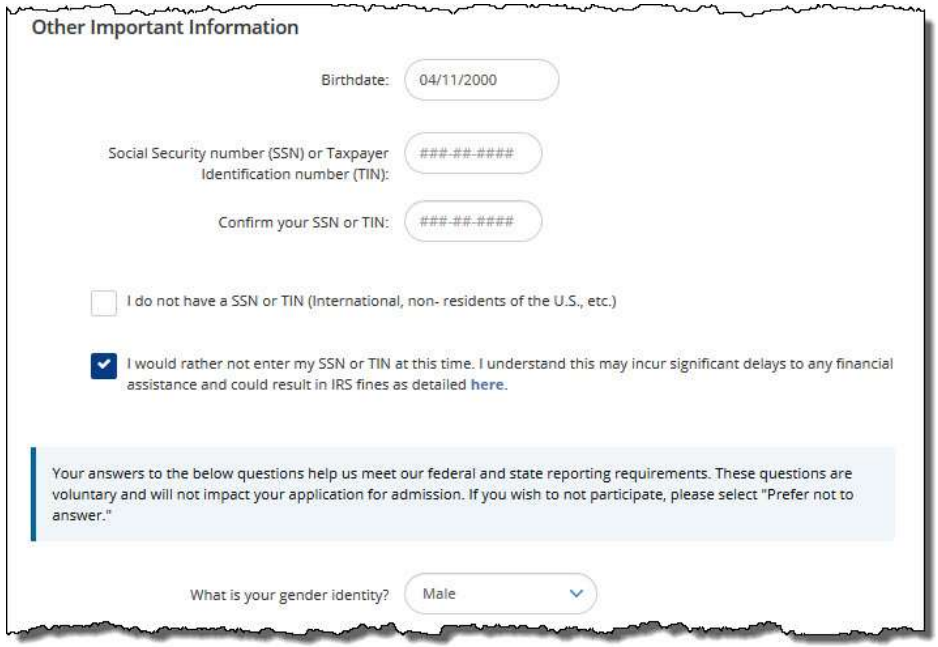
You will be able to submit your application once all pages are completed and have a checkmark.

Filling Out the Application: The Basics



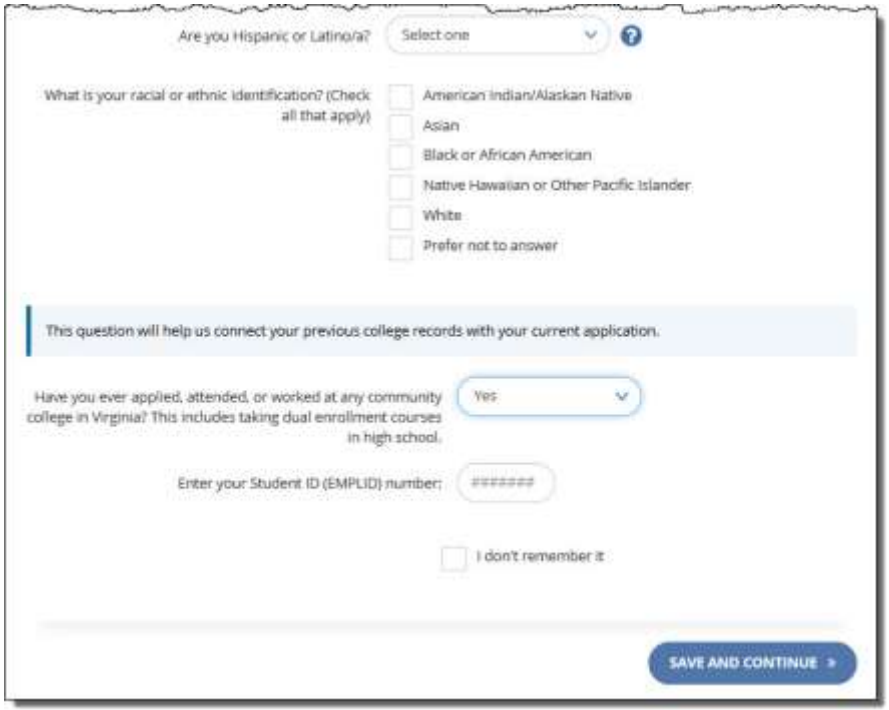
- Enter your legal name.
- Use the dropdown to indicate whether you have another name you prefer to be called.
- If you have a former name that is different that your current name, enter it in the spaces provided (optional).

Filling Out the Application: The Basics



- Enter your birthdate using this format: 03/07/2005 for March 7, 2005.
- Enter your Social Security number or Taxpayer Identification number in the spaces requested.
- If you do not have an SSN or TIN (*Taxpayer Identification Number*) check the box indicated.
- If you would rather not enter your SSN or TIN, check the appropriate box.
  Note that this option may cause delays to financial assistance and could result in IRS fines as detailed at the link provided.
- Use the dropdown to select a response to the gender identity question.

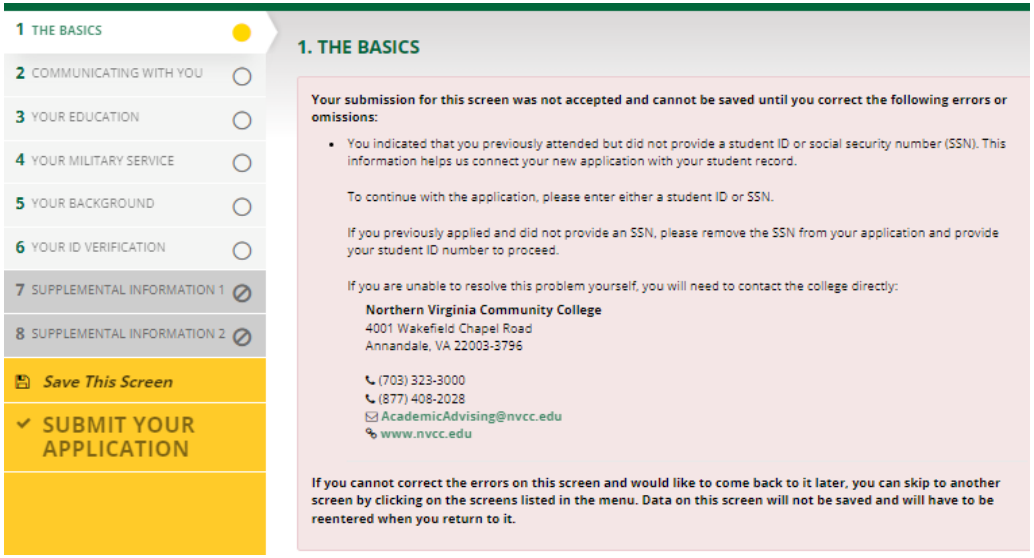
Filling Out the Application: The Basics



Note: If you receive an error, follow the instructions on the screen.

- Answer "Are you Hispanic or Latino/a?".
- Check the box for the racial or ethnic identification you choose.
- Answer "Have you ever applied, attended, or worked at any community college in Virginia?":
  - If you select no, and have answered all of the required questions above, you will be able to click **Save and Continue**.
  - If you select yes, you will be asked to enter your 7-digit Student ID (EMPLID) number. Click **Save and Continue** .
  - If you don't remember it, check the box indicated. Click **Save and Continue** .

Filling Out the Application: If You Get an Error



Sample error screen

If you receive an error notification after completing **The Basics**, it may be because:

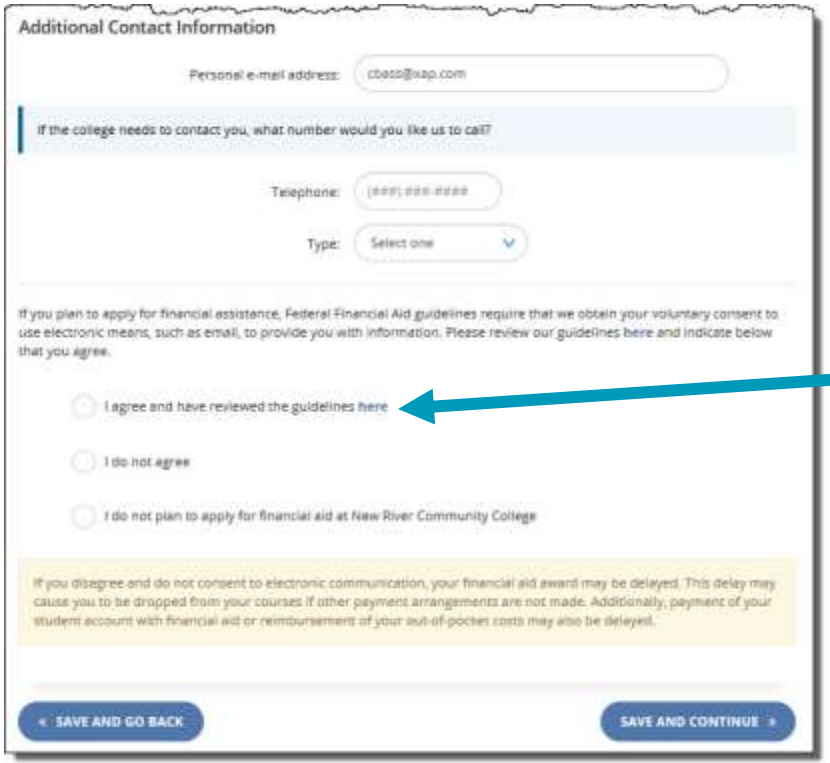
- You have applied to VCCS in the past 2 years.
- You have attended VCCS in the past 3 years.

Follow the instructions on the screen to correct the error. It may be that you do NOT need to apply again.

Filling Out the Application: Communicating With You

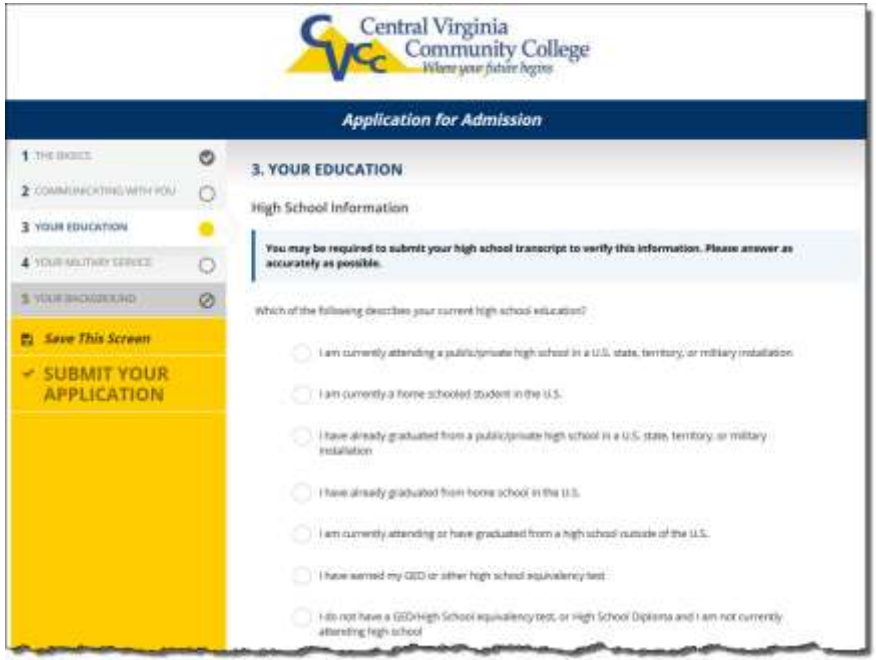
- Under Mailing Address, enter the address where you receive mail.
- Answer the permanent/home address question.
  - If you answer no, you will be asked for your Permanent Address.
  - If you answer yes, and Virginia is your home state, you will be asked , “Has Virginia been your home for the past 12 months or more?”
    - If you answer yes, you will be asked, “In which county or city do you currently live?”
    - If you answer no, you will proceed to the next question.

Filling Out the Application: Communicating With You



- Your email address is pre-populated from information you provided when you created your account on the VCCS application website.
- Enter your telephone number.
- Select whether it is a cell, work, or home phone.
- Read the statement about financial assistance and choose an option. You can review the financial aid guidelines in the link in the first option.
- Click **Save and Continue**.

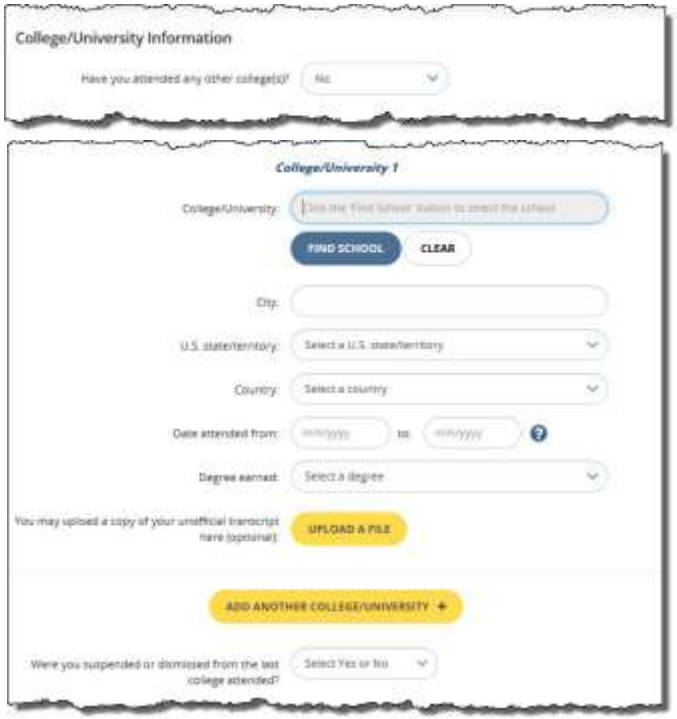
Filling Out the Application: Your Education



Select an answer to the current high school education question. If you:

- Are currently in high school or have graduated from high school, click **Find School** to locate your high school.
- Are currently being home schooled or have graduated from a home school, enter the city, state, and completion date.
- Are attending or have already graduated from a high school outside the U.S., indicate the high school, country and completion date.
- Have earned your GED, indicate from which state and the award date.
- Do not have a GED or a high school diploma, and are not currently in high school, indicate the last date you attended high school, and the highest grade completed.

Filling Out the Application: Your Education

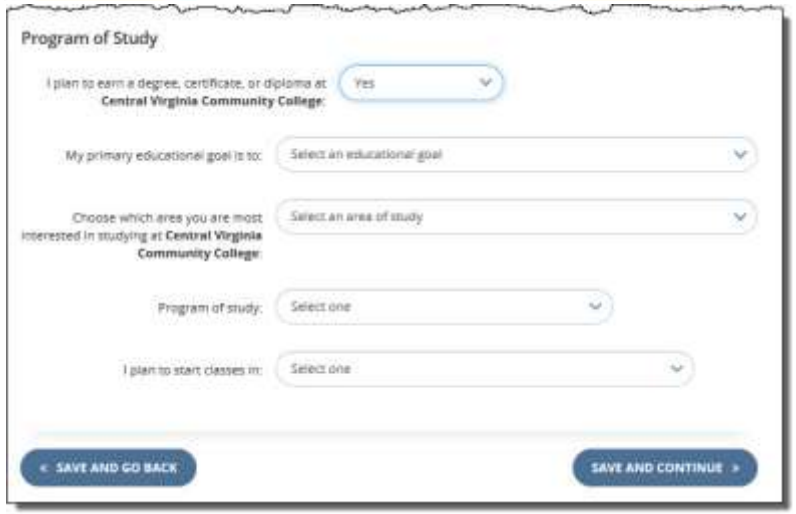


Note: *You may see prior school(s) if you entered that information in a prior VCCS application.*

Select an answer to the college/university question.

- If you select **No,** move on to the Program of Study question on the next slide.
- If you select **Yes**, click the **Find School** button to locate your college/university.
  - Enter the dates you attended.
  - Indicate whether you earned a degree or not.
  - Answer the suspended/dismissed question.
- If you attended a second college/university, click the **Add Another College/University** button and follow the same steps as above. Repeat this for any additional colleges or universities.

Filling Out the Application: Your Education

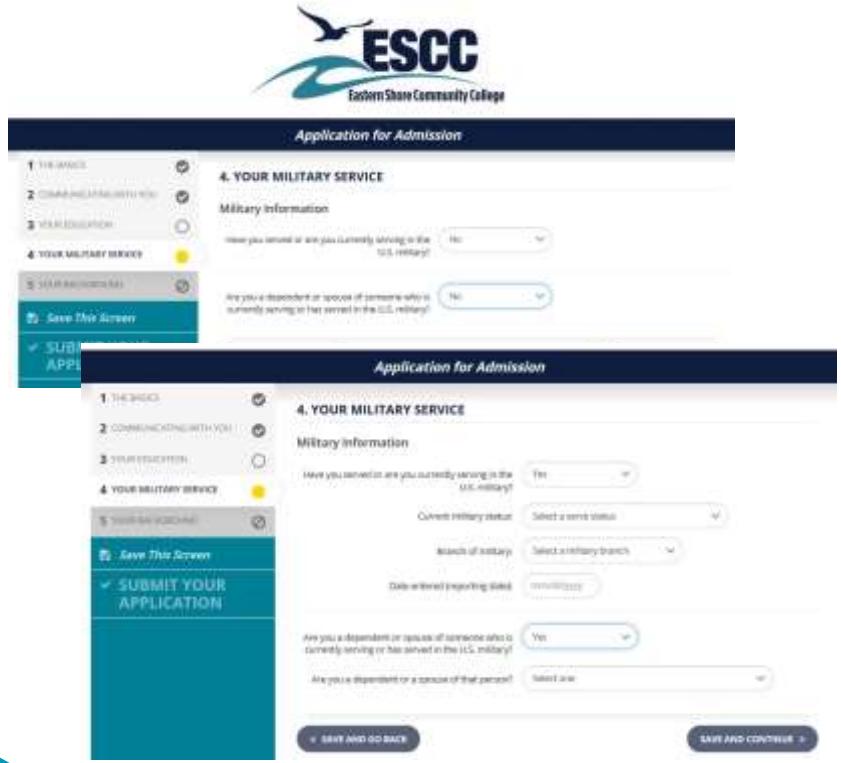


Answer whether you plan to earn a degree, certificate or diploma.

- If you select no, indicate when you plan to start classes.
- Click **Save and Continue.**

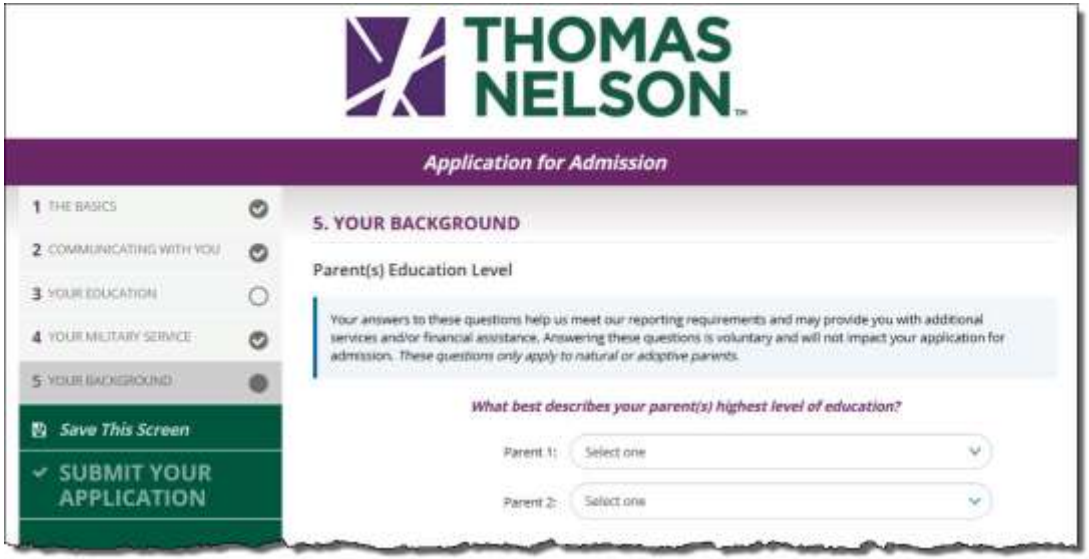
- If you select yes, answer the following questions:
  - Your primary educational goal
  - Which area you are interested in studying
  - Program of Study
  - When you plan to start classes
- Click **Save and Continue**.

Filling Out the Application: Your Military Service



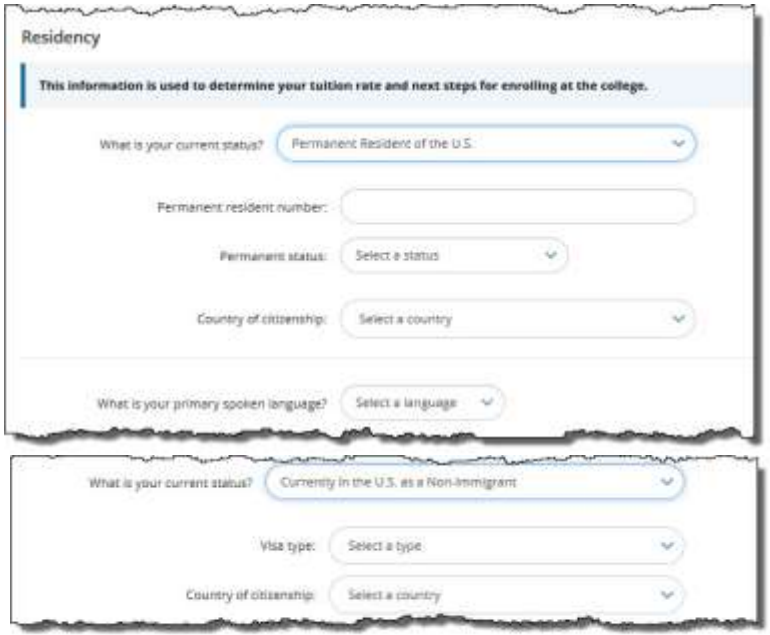
- Answer whether you have served or are currently serving in the U.S. military.
  - If you answer no, move to the next question.
  - If you answer yes, select your current military status, branch of the military and the date you entered service.
- Select an answer to the question about whether you're a military dependent or a spouse.
  - If you answer no, click **Save and Continue**.
  - If you answer yes, answer the question about whether you're a dependent or spouse.
  - Click **Save and Continue**.

Filling Out the Application: Your Background



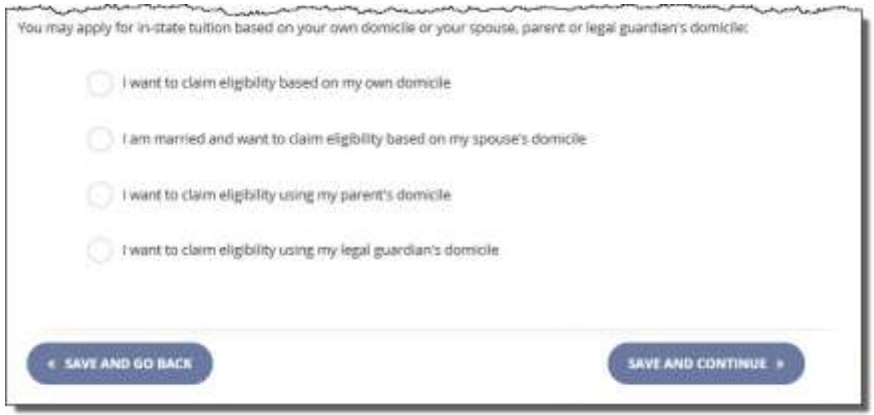
- Select an answer to the question about your parents' education level.

Filling Out the Application: Your Background



- Answer the residency question that asks about your current status. If you answer that:
  - You are a native or naturalized citizen or are currently living outside of the U.S. and not a citizen or resident, or other category, **move to the next question.**
  - You are a permanent resident**, enter your permanent resident number, status and country of citizenship.**
  - You are a non-immigrant, **indicate visa type and country of citizenship**.
- Select an answer for your primary spoken language.

Filling Out the Application: Your Background



Select an answer for the in-state tuition rate question. If you answer:

- **I want to claim eligibility based on my own domicile**, check the appropriate boxes in the "Your Domicile Information" section.
- **I am married and want to claim eligibility based on my spouse's domicile**, complete the "Your Spouse's Domicile Information" section.
- **I want to claim eligibility based on my parent's domicile**, complete the "Your Parent's Domicile Information" section.
- **I want to claim eligibility based on my legal guardian's domicile,** complete the "Your Legal Guardian's Domicile Information" section.

- Click **Save and Continue**

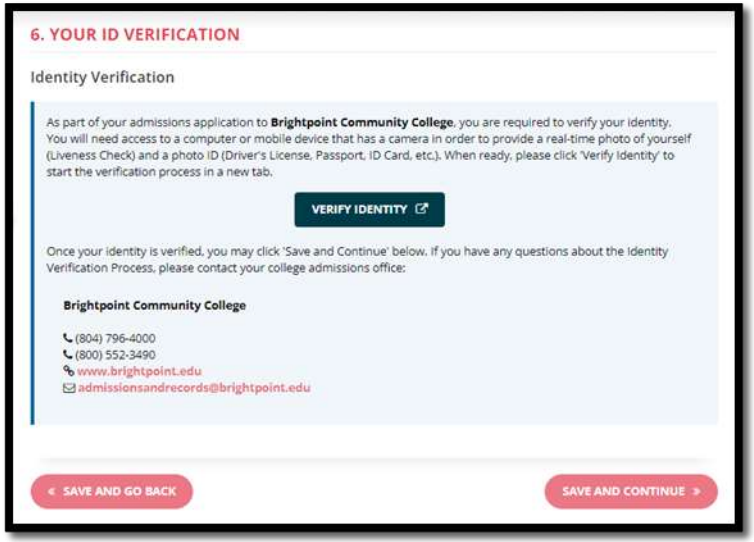
Filling Out the Application: Identity Verification

To provide a safe and secure learning environment, admission to VCCS colleges requires that all new applicants verify their identity.

You will need access to a computer or mobile device that has a camera in order to:

- Provide a real-time photo of yourself (Liveness Check)
- Upload a photo ID (Driver's License, Passport, ID Card, etc.)

To start the verification process, click **Verify Identity**.



Filling Out the Application: Identity Verification

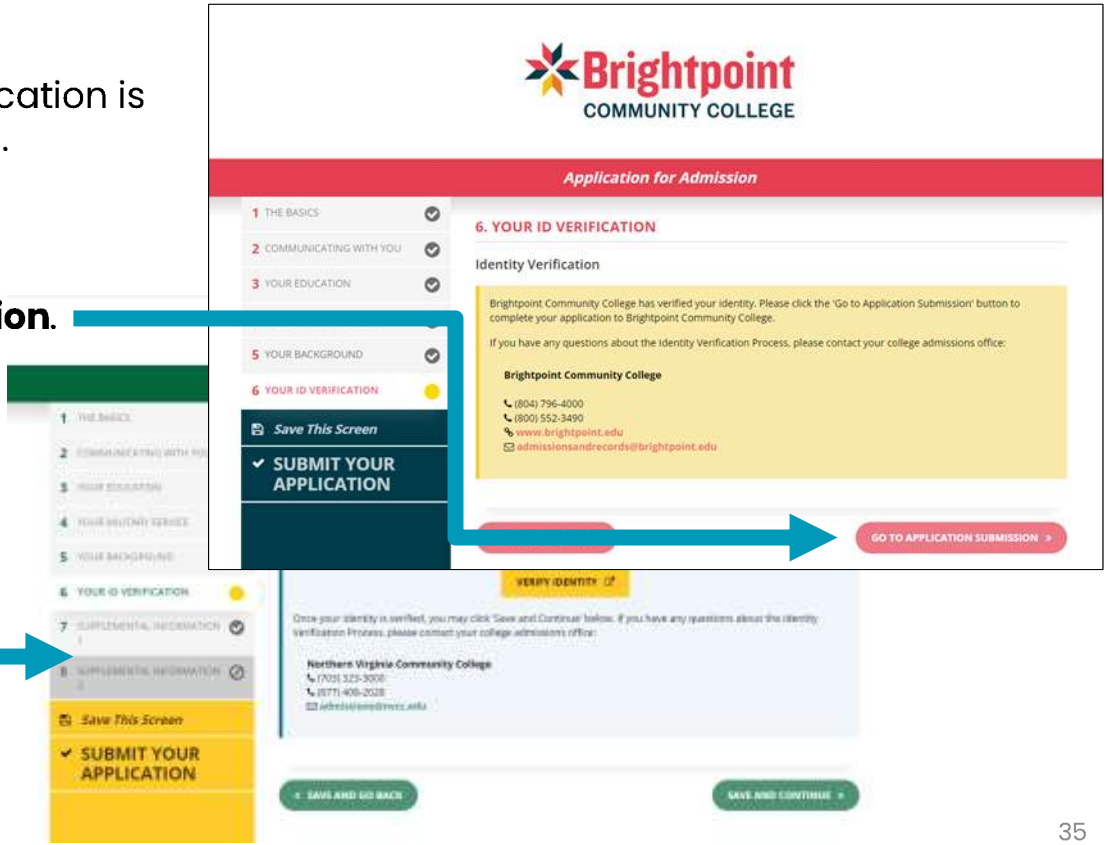
After the liveness and photo ID verification is completed, return to the application.

If the application is complete:

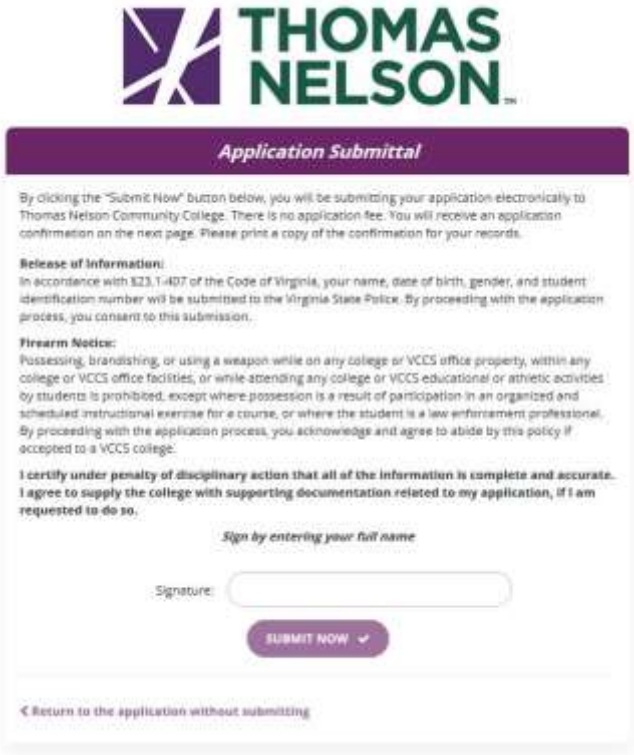
- Click **Go to Application Submission**.

If the application requires supplemental information:

- Click **Save and Continue**.
- Complete any supplemental pages.
- Click **Go to Application Submission.**



Filling Out the Application: Application Submittal



The Application Submittal screen will open.

- Read the information the college has provided.
- Type your *full name* in the Signature field.
- Click the **SUBMIT NOW** button.

Application Confirmation

GERMANNA COMMUNITY COLLEGE
www.germanna.edu

Application Confirmation

Your application to Germanna Community College was already submitted on 10/30/2020 5:26:38 PM for 2020 Fall (08/24/20 - 12/13/20).

STEP 1: Print or Save

Please print or save a copy of this page for your records. You may also print a copy of your submitted application.

Applicant name:	**Bradley Cooper**
Application:	**Germanna Community College**
Student ID/EMPLID:	**7794785**
Social Security number:	
Application term:	**2020 Fall (08/24/20 - 12/13/20)**
E-mail address:	**bradleyc@yahoo.com**
Confirmation number:	**4084-002204-5-10302020-00000162-00233185**
Date submitted:	**10/30/2020 5:26:38 PM**

Your Application Confirmation will include an EMPLID. **WRITE IT DOWN!**

If you haven't already written down your username and password, write those down too!

Note: The password will not be displayed again due to security reasons.

STEP 2: Submit required admission information

Remember to complete the admissions requirements as specified in the introduction.

If you are under 18, please print an additional copy, sign it, have your parent/guardian sign it, and submit it to the Welcome Center of your nearest Germanna location. At this time, you will want to check your personal email for your admissions letter, which will outline your next steps for enrollment at Germanna.

You may qualify for the in-state tuition rate with supporting documentation. Please contact your college for more details.

Required information should be sent to:

Germanna Community College
10000 Germanna Point Drive
Fredericksburg, VA 22408-9543

(540) 891-3000
admissions@germanna.edu
www.germanna.edu

STEP 3: Go to My Student Account and Enroll

Next you will need to register for classes via My Student Account Portal. This portal will give you access to the class registration system, advising tools, and other services. Your login credentials are listed below in the box titled "My Student Account Portal."

My Student Account Portal

Your Student ID/EMPLID is **7794785**.
Your username is **cu2450**.

Please write this down.

GO TO MY STUDENT ACCOUNT >

STEP 4: Take Application Survey

What did you think about this online application?

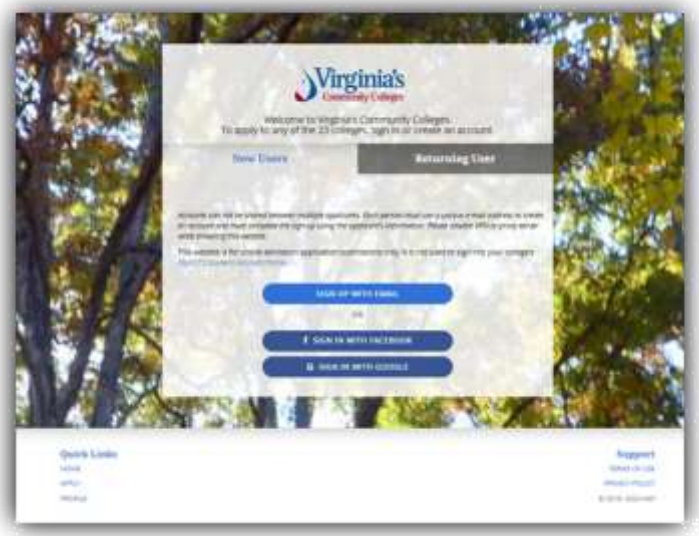
As a public, comprehensive community college, Germanna provides accessible, high quality educational and training opportunities that address our communities' diverse and changing learning needs.

Frequently Asked Questions

Remember! The Application Manager is NOT the same site as the MyVCCS Student Account Portal. The login credentials are not the same.

Please contact the college you are applying to directly, if you have any of the following issues or questions:

- Student Portal (MyVCCS) login issues
- Don't remember your EMPLID
- Student email access inquiries
- Identity verification
- Submitted application with incorrect information
- Course/program availability



Remember! Signing up for an Application Manager Account is not an application to a VCCS college. You will apply to a college after signing in to the Application Manager.

Still Need Help, or Have Questions?

- **Phone**: 1-800-GO-TO-XAP (800-468-6927)
- **Email**: support@xap.com
- **Chat**: Select the **Help** widget on the website