## **New User Account Creation Process**

<u>NEW PACC Students</u> will be required to create an Account prior to starting an application. <u>RETURNING PACC Students</u> will need to Sign In and Resume using previously created username and password.

1. In your web browser navigate to apply.wisconsin.edu and click on "Create an Account and Get Started"



#### NOTE:

You are creating an account that will be used to fill out your UW Parkside PACC application and can be used in the future to apply to any UW institution.

2. Create your UW System Account.

	What email should I use? 🕕
	Email Address
	Your email address will be your username.
	Enter your email address
How To Apply	First Name
	Enter your first name
(E)	Last Name
Contact Us	Enter your last name
- 1	Password
$\rightarrow [ \circ ]$	Password must be eight characters in length and include one letter and one number.
	Enter your password
Have an account?	Confirm Password
	Confirm your password
< BACK TO HOME	Cell Phone (Optional)
	■• *1
	Occasionally, the University of Wisconsin will send a reminder text or call to confirm information related to your application. Please accept or decline these updates below (standard text and data rates apply.)
	(Optional)
	○ Yes, I give permission to send texts or call.
	○ No, I do not give permission to send texts or call.
	I'm not a robot
	After creating your account, please check your email to confirm your account. If you do not see an account creation email please check your spam/junk folder.

Record your email/username and password somewhere safe.

The email/username you choose to use should be an email you will have access to indefinitely.

Please avoid using school or work email addresses.

Follow password creation requirements.

# **My Account**

Once you have created an account and/or logged into your account, it is time to start an application. Follow the steps below to access the UW System application.

#### 1. Click the "Start Application" My Account - Content You will be able to view your UNIVERSITY OF WISCONSIN SYSTEM MY ACCOUNT application progress within IN PROGRESS APPLICATIONS your account. A My Account Account Inform O My Documents How To Apply If you have started any 6 Find Your Term 0 Contact Us SUBMITTED APPLICATIONS applications without Sign Out APP ID CAMPUS SURMITTED DATE APP TYPE TERM submitting, you will see them You have no completed app here. You will see applications here if you applied previously. UNIVERSITY OF WISCONSIN SYSTEM You can access your Next Step document once you UW System campuses have a variety of application types. have submitted your We'll start with a few questions so that we can pick the best application for you. application. Click "Continue" and get MY ACCOUNT CONTINUE started with your application.



#### 2. Review your choices

UNIVERSITY OF WISCONSIN SYSTEM	Review your choices	
You are applying as a High School Non-Degree student at UW-Parkside for Spring 2021 (classes start January 2021).         You have selected Parkside Access to College Credit as your major/program.	<ul> <li>Your choices should match the example to the left.</li> <li>High School Non-Degree student</li> <li>UW Parkside</li> <li>Example "Fall 2022"</li> <li>Parkside Access to College Credits</li> </ul>	

## 3. Completing the Application: Personal Information

Now that the system has determined how you will be applying, you must complete the required information.



NAVIGATION: As you complete each section of the application, make sure to select the **EXERNECONTINUE** box to make sure you have not missed any information that would not allow you to continue to the next section.

## 4. Completing the Application: Academic Background

UNIVERSITY OF WISCONSIN SYSTEM	ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL	ACADEMIC BACKGROUND: HIGH SCHOOL/SECONDARY SCHOOL
Initial Information     Select Campus     Course of Study     Select Semester	Search By Name Search By Name Search By CityLocation (Optional) Facetor By CityLocation (Optional)	INDIAN TRAIL HIGH SCHOOL ACDMY KENOSHA, WI Do you currently attend this high school/secondary school? ● Yes _ No When did you start at this high school/secondary school?
Summary     Personal Information     Academic Background     High School	Searcing Chycocaston Choose School I did not find my ligh school	082018 What is your anticipated graduation date?  062021
Holistic Background  Submit  Submit  Sackground  Contact Us  Sign Out	BACK	HIGH SCHOOL TRANSCRIPT Providing an unaffield transcript is optional. It may recer the time to succe the hiersions decision. Campuses may ask you to provide an afficial transcript to make an admissions decision. Upload H.S. transcript (PDF only, 10MB limit) (Optional) [Choose Fiel (No file close)
hogres 73%	To locate your high school, type the name of the school in the "Search by Name" or "Search by City/Location"	attach your transcript, the PACC office will request the transcript from your high school designee.

# 5. Completing the Application: Holistic Background, Essay and Review Application



#### 6. Completing the Application: Sign & Submit Your Application



#### NOTE:

- You will not be able to submit your application until there are no errors and all information is complete and accurate.
- Once your application has been submitted, you will not be able to modify the data again.
- Remember, all applicants must complete the UW System online application, the PACC program consent form, and submit high school transcript. Applications will not be reviewed and a decision will not be made until all items are submitted to the PACC office.
- For any additional questions, please call the PACC office at (262)595-2334.
- Contact UW Help with all questions related to your UW System application.

