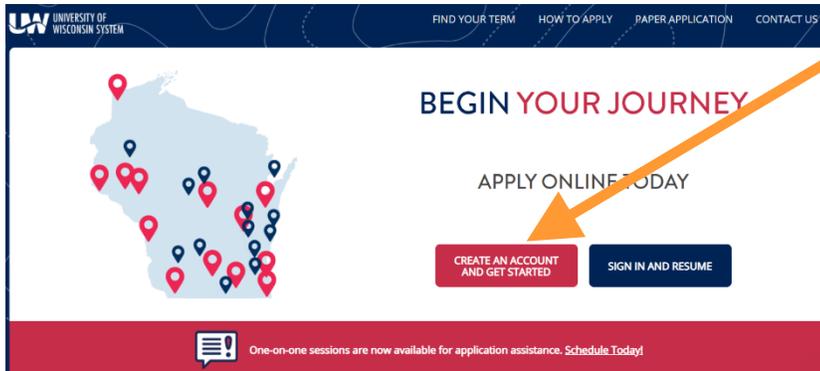


New User Account Creation Process

NEW PACC Students will be required to create an Account prior to starting an application.
RETURNING PACC Students 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.

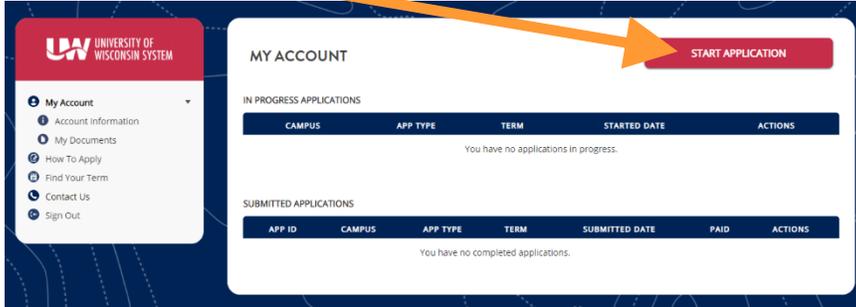
Record your email/username and password somewhere safe.
The email/username you choose to use should be an email you will have access to indefinitely.
Please avoid using school or work email addresses.
Follow password creation requirements.

After clicking “Create Account”, go to the “**My Account**” section of this guide on page 2

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

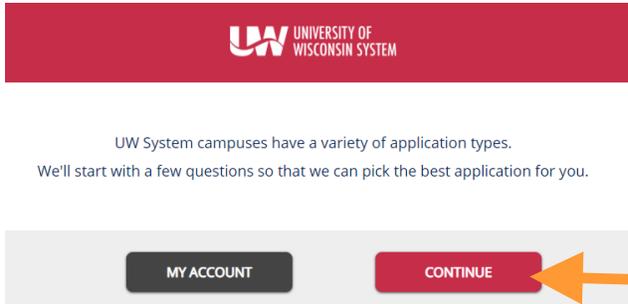
You will be able to view your application progress within your account.

If you have started any applications without submitting, you will see them here.

You will see applications here if you applied previously.

You can access your Next Step document once you have submitted your application.

Click “Continue” and get started with your application.



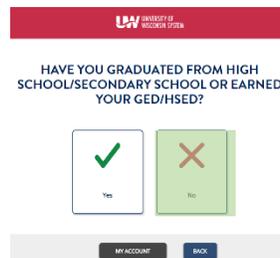
Answer each question with highlighted selections.



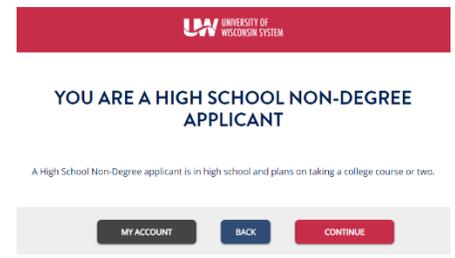
Select “Few Courses”



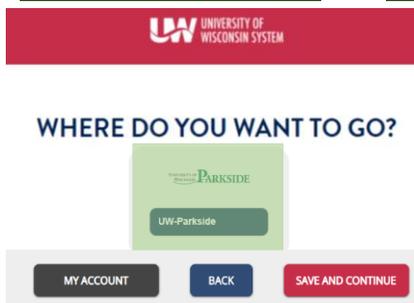
Make your selection



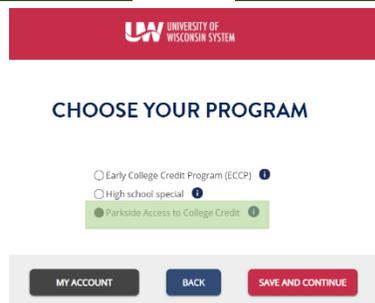
Select “No”



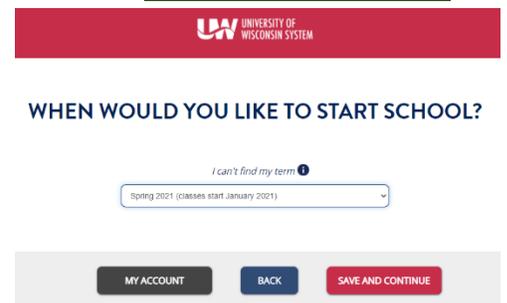
Click “Continue”



Select “UW Parkside”

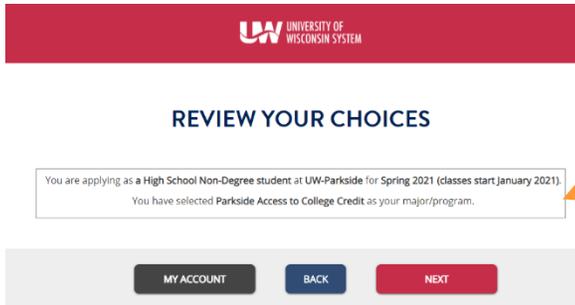


Select “Parkside Access to College Credit”



Select the semester
Example: “Fall 2022”

2. Review your choices



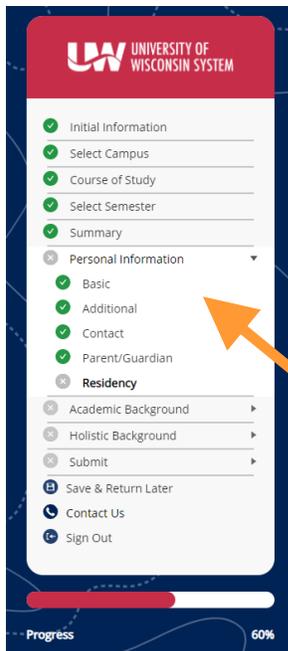
Review your choices

Your choices should match the example to the left.

- High School Non-Degree student
- UW Parkside
- Example "Fall 2022"
- Parkside Access to College Credits

3. Completing the Application: Personal Information

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



Application Progress:

You can see your application progress in the navigation pane to the left. To the left of each section you will see an ⊗ or ✓.

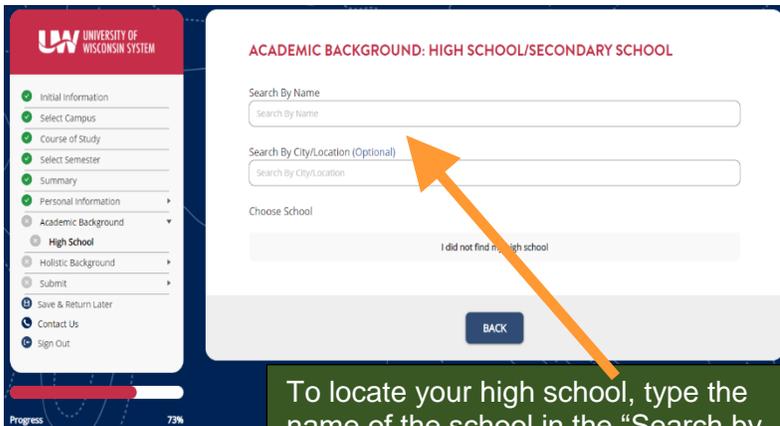
For new users, all sections after summary should show up with an ⊗. This simply means you have not yet visited that portion of the application.

As you complete each section, you will see the check mark for valid data, or an x for invalid data. For questions on invalid data, contact UW Help at (800)442-6459, which is available for application support from 8am to 6pm Monday through Friday.

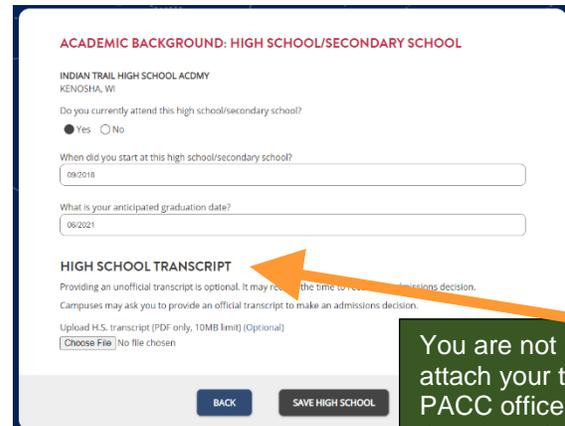
Personal Information consists of Student and Parent Information, Family Background, Contact Information, and Residency.

NAVIGATION: As you complete each section of the application, make sure to select the **SAVE AND CONTINUE** 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



To locate your high school, type the name of the school in the "Search by Name" or "Search by City/Location"



You are not required to 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

Holistic Background – Essay should be written as typed on the left. “I am applying to take PACC Courses.”

Save and Continue to Review Application. After you review your application select Continue.

6. Completing the Application: Sign & Submit Your Application

Digitally sign and submit your application.

There is NO CHARGE to 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.



YOUR GUIDE TO
THE COLLEGE PROCESS

(UW HELP)

Call: 1-800-442-6459 or (608) 263-4567

Wisconsin Relay: 711

Email: apply@uwsa.edu

Hours: 8:00 am to 4:30 pm (cst) Monday-Friday