



Admissions Application & Application Portal Guide

1. Create a Username and Password

- Applicants will be prompted to do so at the start of their CA application
- Applicant WILL NEED this username and password to log into their application portal to check for status updates

Create Application Login

This information will be needed to check the status of your application online.

Username*

Password* **Enter password again***

2. “Save & Exit” vs “Submit”

- Both options will be found at the bottom of the CA application
- “Save & Exit” allows applicants to save their application progress until they are ready to submit their application.
 - Applicants will use the username and password created at the beginning of the application to log into their application portal to access their saved application
 - Saved application **CANNOT** be viewed by the admissions committee and, therefore, cannot be considered for admission.
- “Submit” will officially submit

Upload Accuplacer/SAT/ACT Score Report*

Choose Files No file chosen

High School Transcript (9th and 10th grade) ONLY if your school is OUTSIDE of Broward, Private, Virtual, or Charter


Choose Files No file chosen

SAVE & EXIT SUBMIT

3. Application Portal


- This is what the application portal log-in page looks like.
- Applicants will use the username and password they created when they completed their application (saved or submitted).
- If an applicant has any issues logging into their application portal, please contact the main CA office at (754) 321-6900.

APPLICATION STATUS LOGIN



Username *

Password *

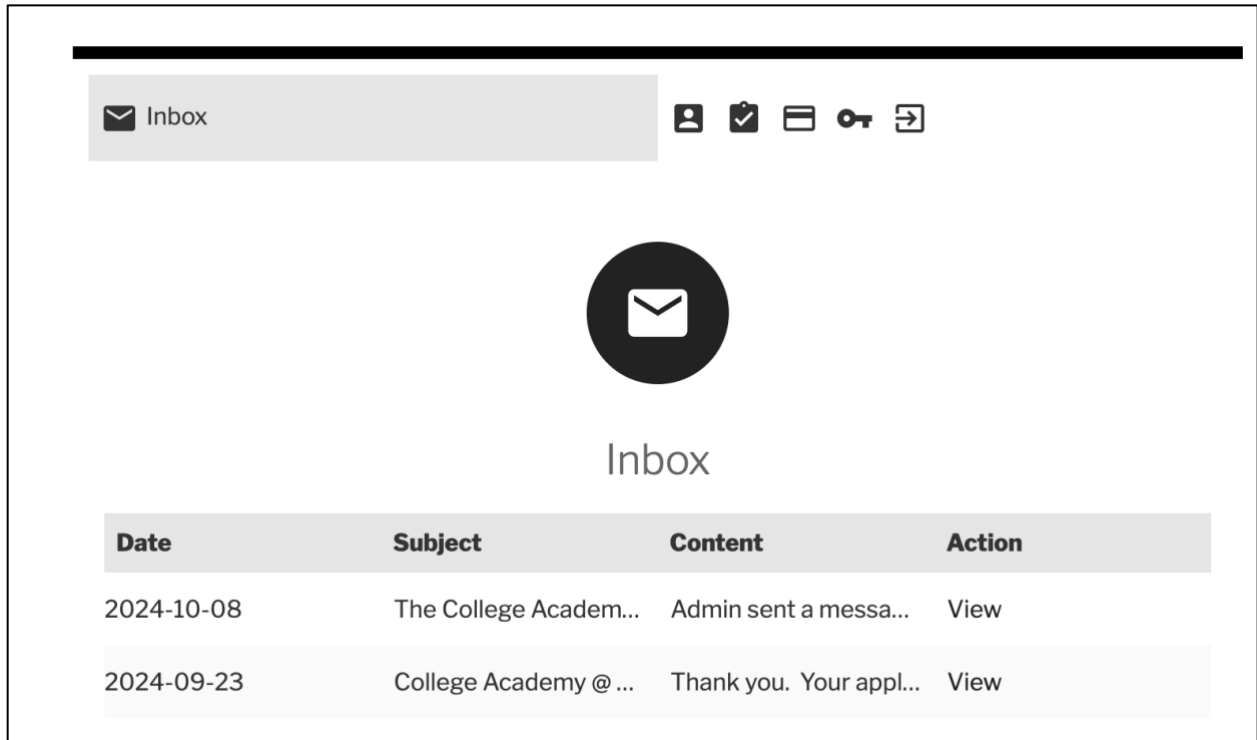
Remember Me

LOGIN

[Lost your password?](#)

4. Homepage of Application Portal/ Inbox Tab

- The Inbox is the first tab every applicant will see after they log into their application portal
- If any messages are sent to the applicant through their application, they would appear here.

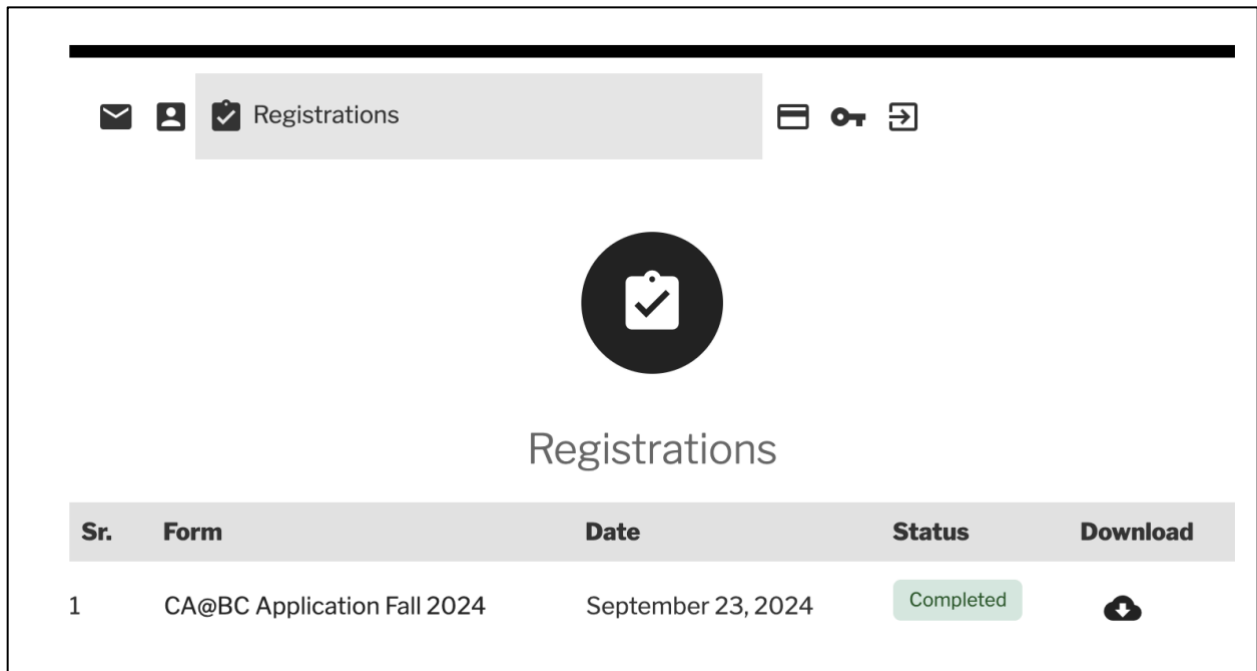



The screenshot shows a user interface for an application portal's inbox. At the top left, there is a navigation bar with a tab labeled "Inbox" and a small envelope icon. To the right of the tab are several utility icons: a person icon, a checkmark, a document, a key, and a right-pointing arrow. In the center of the page is a large black circle containing a white envelope icon, with the word "Inbox" written below it. Below this is a table with four columns: "Date", "Subject", "Content", and "Action". The table contains two rows of message data.

Date	Subject	Content	Action
2024-10-08	The College Academ...	Admin sent a messa...	View
2024-09-23	College Academy @ ...	Thank you. Your appl...	View

5. Registrations Tab

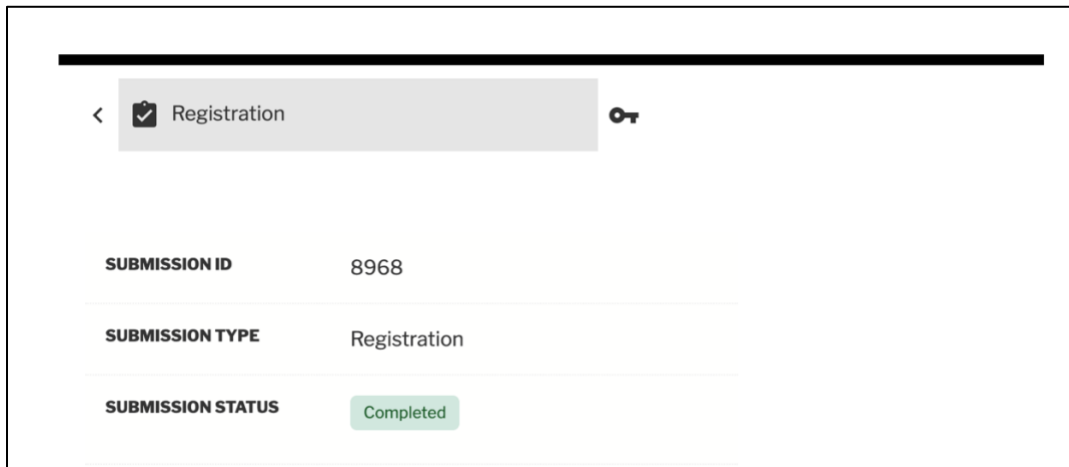
- The Registrations Tab is where an applicant must go to view their application
- A **GREEN COMPLETED** status means the application has been fully submitted and can be viewed by the admissions board.
- A **YELLOW PENDING** status means the application has been saved and cannot be viewed by the admissions board. The applicant must return to their application and completely submit it. The status will then update to **COMPLETED**.



Sr.	Form	Date	Status	Download
1	CA@BC Application Fall 2024	September 23, 2024	Completed	

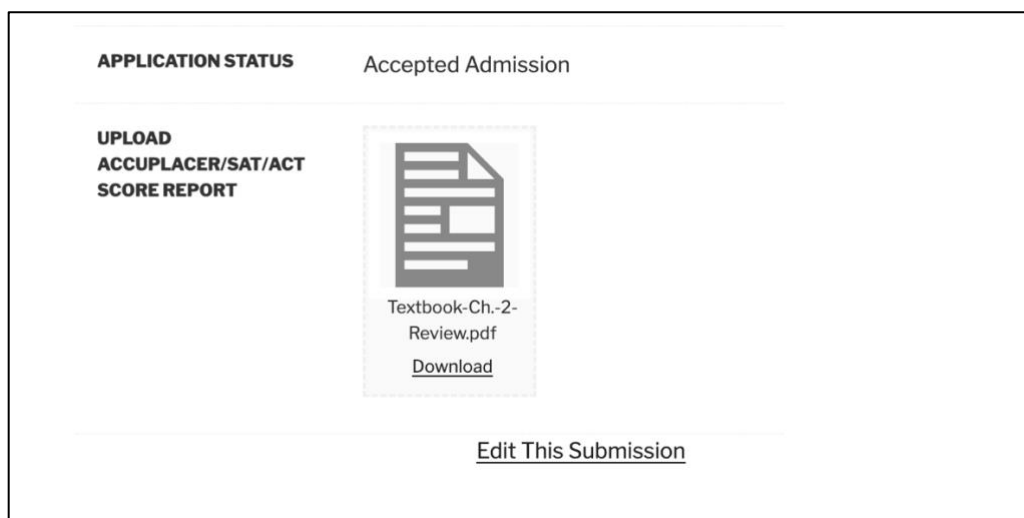
6. Accessing/Returning to an Application

- Continuing from Point #5, to access the application, click on the words **“CA@BC Application Fall 202_”**
- This will lead to the application preview, which will show all the completed fields.
 - If the application was saved, the submission status will be **PENDING**, and the preview will display the saved responses.
 - If the application was fully submitted, the submission status will be **COMPLETED**, and the preview will display the applicant’s submitted responses.
- For an applicant to finish their application when it has been saved, they must scroll down to the bottom of the application preview page and click on **“Edit this Submission”**.
 - Applicants will be able to edit current responses and complete their application.



The screenshot shows a mobile application interface. At the top, there is a navigation bar with a back arrow, a checkmark icon, and the text "Registration". Below this, there are three rows of submission information:

SUBMISSION ID	8968
SUBMISSION TYPE	Registration
SUBMISSION STATUS	Completed



The screenshot shows the application status and upload section. At the top, it displays "APPLICATION STATUS" as "Accepted Admission". Below this, there is a section for uploading documents:

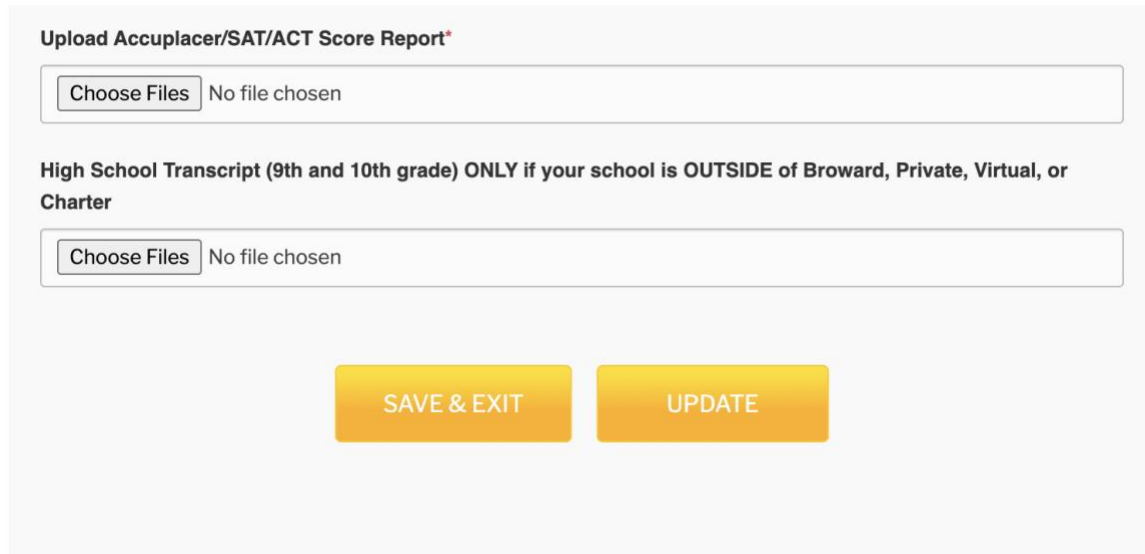
UPLOAD ACCUPLACER/SAT/ACT SCORE REPORT

A document icon is shown with the filename "Textbook-Ch.-2-Review.pdf" and a "Download" link below it.

At the bottom of the section, there is a link that says "Edit This Submission".

7. Submitting a **SAVED/PENDING** application

- Continuing from Point #6, after an applicant has accessed their application and finished completing all the required fields, they will inevitably reach the bottom of the page, where they will be shown the two options in the image below:



The screenshot shows a form with two file upload sections. The first section is titled "Upload Accuplacer/SAT/ACT Score Report*" and contains a "Choose Files" button and the text "No file chosen". The second section is titled "High School Transcript (9th and 10th grade) ONLY if your school is OUTSIDE of Broward, Private, Virtual, or Charter" and also contains a "Choose Files" button and the text "No file chosen". At the bottom of the form are two yellow buttons: "SAVE & EXIT" and "UPDATE".

- **"SAVE & EXIT"** – the application's progress will once again be saved, NOT submitted.
- **"UPDATE"** – the application will be fully submitted and can then be viewed by the admissions board

- **APPLICANTS MUST CLICK "UPDATE" TO SUBMIT THEIR APPLICATION!**