



## CTE Dual Credit Application Process (New students)

If you've never attended a college before, follow these steps to enroll in Edmonds College CTE Dual Credit programs. To start the process, please go to this link: <https://apply.ctc.edu/user>.

### First steps: Create your OOAP (Online Application Account)

1. Click **create an account**.



2. Create a **username and password** (write both down)
3. Confirm the **Password**

4. After clicking the link, the **Online Admission Application page** appears.
5. Enter your **personal information** as appropriate



 Create Username \*

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 Password \*

---

 Confirm Password \*

---

 Title

---

 First Name \*

---

 Middle Name

---

 Last Name \*

---

 Name Suffix

---

Date of Birth \*

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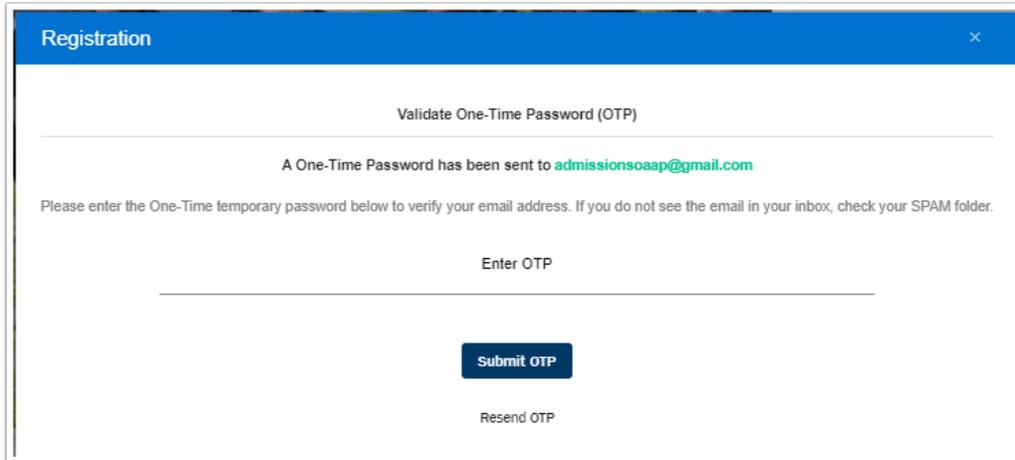
 Email Address \*

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Submit

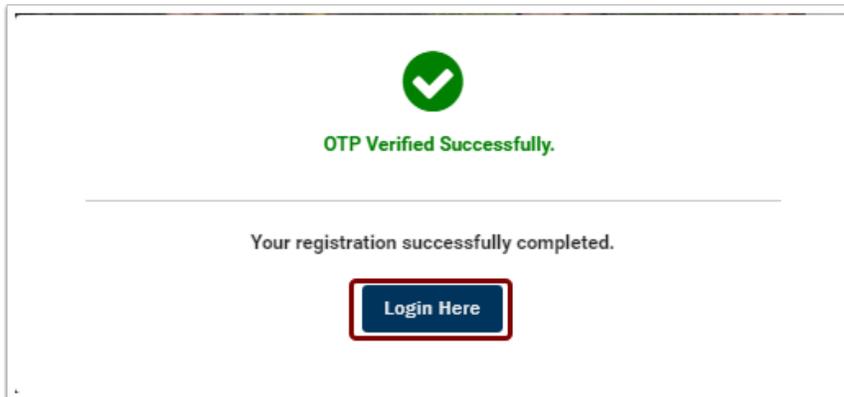
6. Press **Submit**.
7. Complete the Security Questions section by choosing each question from the drop-down menu on the left and providing your answer to the right. Note all the questions and answers for later use.
8. Select and verify that you are not a robot.
9. Click **Register**.

10. You will be provided a one-time password at your provided email address. Make a note of it. Enter it on the **Validate One-Time Password page**.



The screenshot shows a web browser window titled "Registration" with a close button in the top right corner. The main heading is "Validate One-Time Password (OTP)". Below this, a message states: "A One-Time Password has been sent to [admissionsoap@gmail.com](mailto:admissionsoap@gmail.com)". A sub-message reads: "Please enter the One-Time temporary password below to verify your email address. If you do not see the email in your inbox, check your SPAM folder." There is a text input field labeled "Enter OTP" with a horizontal line below it. Below the input field is a blue button labeled "Submit OTP". At the bottom, there is a link labeled "Resend OTP".

11. You should receive a "OTP verified successfully" message like the one below.



**Hooray! You are now ready to apply to Edmonds College!**

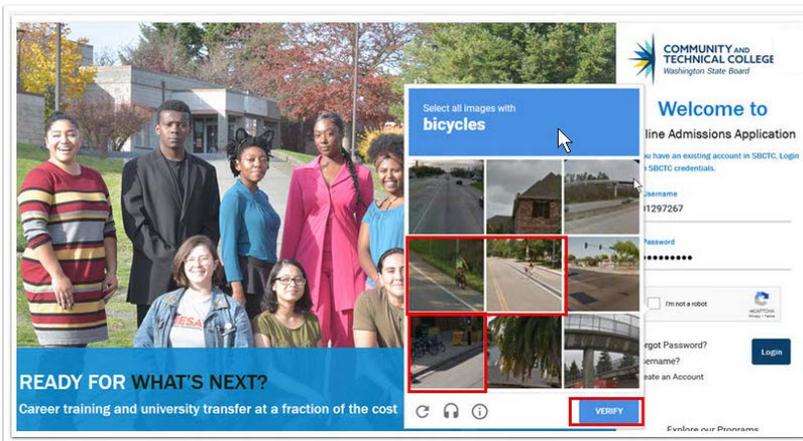
**To begin the process, go to <https://apply.ctc.edu/user>**



1. Click the “login” button. This will display the login page.



2. Enter your username and password.
3. Select the “I’m not a robot” Captcha.
4. Make sure to select the correct images, then click verify.



5. Press the login button



**COMMUNITY AND TECHNICAL COLLEGES**  
Washington State Board

## Take your life to the next level!

### Start A New Application

Immediately below this page, you will find detailed explanations for each section.

[Logout](#)

College \*  
Tacoma CC

Program \*  
Transitional Studies

Degree or Certificate I am seeking... \*  
ABE: Reading/Writing/Math

I will be enrolling as a... \*  
First Year

Term \*  
SPRING 2021

Academic Focus Area

[Apply](#)

6.

Now, the Start a New Application appears. Enter the correct information as follows.

- College- **Edmonds College**
- Admission Type - **FYR**
- Program - **Transitional Studies**
- Degree or Certificate I am Seeking - **Trans Studies - Undecided**
- Term - What term you plan to attend
- Plan - ????
- Sub-Plan - Not required.

**NOTE: Do NOT enter the information shown in the screenshot, this is an example.**

7. Select **APPLY**.

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Washington State Board

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College \*  
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Program \*  
Transitional Studies

Degree or Certificate I am seeking... \*  
ABE: Reading/Writing/Math

I will be enrolling as a... \*  
First Year

Term \*  
SPRING 2021

Academic Focus Area

[Apply](#)

8. The **personal information** screen appears. Review/add information.

Application Completed: 74%

Admissions Information Term: SPRING 2021 | Type: First Year | Program: Transitional Studies | Plan: ABE Reading/Writing/Math

**Personal Information**

Your Social Security Number (SSN) is used for several purposes:

- to administer financial aid
- to verify academic records
- to conduct research
- to report payments you made that may qualify for a tax deduction on your income tax return

In keeping with state and federal law, the college will protect your SSN from unauthorized use and disclosure. We are required to ask for your SSN. If you do not submit it, you will still be able to enroll in the college, but you may be subject to an IRS penalty of \$50.

Please provide your legal sex as denoted on your birth certificate or driver's license per WAC 246-490-075 or WAC 358-104-0150. Gender identity is collected after admission to the college and in student self-service.

Title  First Name  Preferred First Name

Middle Name  Last Name  Preferred Last Name

Name Suffix  SSN or ITN  Social Security Number  SSN or ITN Number

9. Press **Next**.

10. The **High School** information page will appear. Add/update the information.

Application Completed: 75%

Admissions Information Term: SPRING 2021 | Type: First Year | Program: Transitional Studies | Plan: ABE Reading/Writing/Math

**High School Attended**

Required items are indicated by an asterisk\*

Click "Search School/College" to search for your school (High School is Required).

If you can't find your school, click "Add School/College" checkbox and enter School details.

All dates are required in MM/DD/YYYY format. If you don't know the exact day, something close is fine.

Add School/College

Search High School \*

000100002  Location Code  Country

Address Line 1  Address Line 2  Address Line 3

City  Postal Code  State

11. Press **Next**.

12. The **Ethnicity** page appears. Add/update the information.

Application Completed: 75%

Admissions Information Term: SPRING 2021 | Type: First Year | Program: Transitional Studies | Plan: ABE Reading/Writing/Math

**2. What is your race? Select one or more**

White  Black/African American  Hispanic/Latino  Asian  American Indian/Alaska Native  Native Hawaiian/Oth Pac Island

Ethnic Group

Ethnic Group

Ethnic Group

Response or non-response to this section will not affect your admission. Click the "Next" button to save your information and move to the next section. A green checkmark will appear to the right of the section name in the left menu for all completed sections. You can also progress through the application by selecting the section link in the list on the left. The section will be selectable only if it appears after the currently active section. Once all required sections have been completed, the application can be submitted.

< Previous 

13. Press **Next**.

14. The **Supplemental information** page appears. Choose the appropriate responses

The screenshot shows the 'Supplemental Information' page with a progress bar at 75%. The left sidebar lists sections: Personal Information, High School Attended, Ethnicity Details, Supplemental Questions, and Review and Submit. The main content area contains three questions with dropdown menus for answers. The first question is 'Has either of your parents earned a bachelor's (4-year) degree?' with 'Yes' selected. The second is 'Are you currently employed?' with 'Prefer not to answer' selected. The third is 'Veterans and/or their dependents may qualify for educational benefits. Please indicate if you would like additional information.' with 'Yes' selected. A 'Next' button is highlighted with a red box.

15. Press **Next**.

16. The **Review and Submit** page appears, review the information carefully.

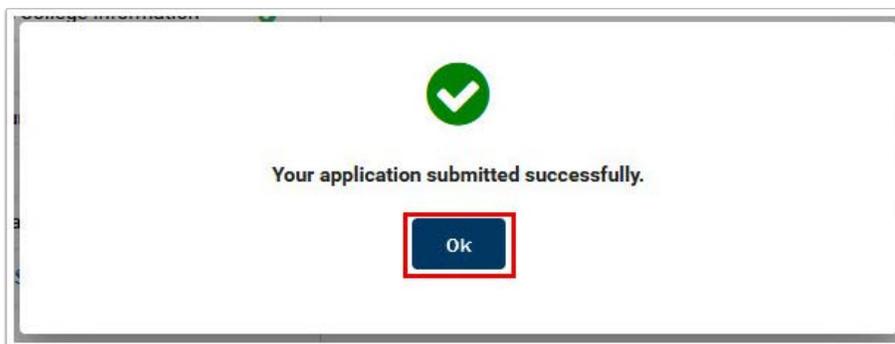
The screenshot shows the 'Review and Submit' page with a progress bar at 84%. The left sidebar lists sections: Personal Information, High School Attended, Ethnicity Details, Supplemental Questions, and Review and Submit. The main content area contains a confirmation statement: 'By selecting "Yes" below, I certify that all statements on this form are true to the best of my knowledge. It is the policy of Washington's community and technical colleges to provide equal opportunity in education regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.' Below this is a checkbox labeled 'Yes, I accept' which is checked and highlighted with a red box. There are 'Previous', 'Save for later', and 'Submit Now' buttons. The date 'Feb 10, 2021' is also visible.

17. Select **Yes, I accept**.

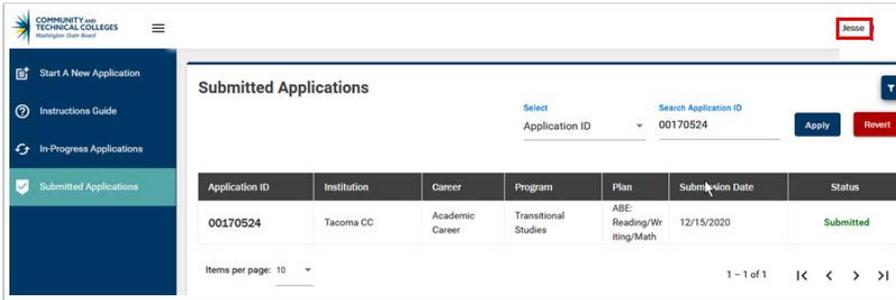
18. Click **Submit Now**.

19. A status window like the one below should appear.

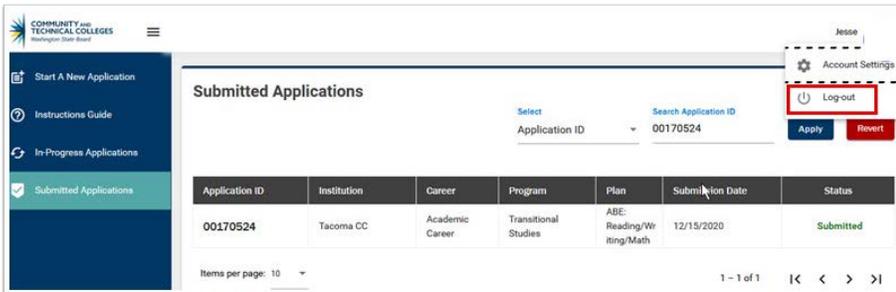
20. Press **"OK"**.



21. The **Submitted Applications** page appears. Congratulations!



22. Choose your name, located in the upper-right corner of the site.



23. A menu appears, select **Log-out**.

24. Close all browser windows.

**Congratulations, you have successfully applied to Edmonds College! Welcome to Edmonds, we are glad you're here.**

*Images from SBCTC and steps adapted from SBCTC walkthroughs.*