








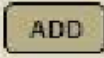
























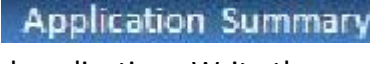
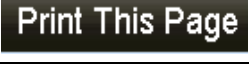




Create and Submit Your Compass Online Application

Path: <https://student.studentadmin.uconn.edu/CSOAA/signon.html>

<p>1.</p>	<p>Type your previously created User Name .</p> <p>Type your previously created password .</p> <p>Click the  button. The Application Questions web page opens welcoming the user. Fields marked with an asterisk (*) are required.</p>
<p>2.</p>	<p>Click the down arrow  to select the program for which you are applying: Early College Experience, Non-Degree, or UCAELI. Complete the questions.</p>
<p>3.</p>	<p>Click the  button to save the responses and open the Main Menu web page.</p> <p>The left side includes three buttons: Application Summary, New Application and Print Application.</p> <p>The right side includes links and a menu key of the following:</p> <ul style="list-style-type: none">  Required links denote required data to complete.  Completed links will display after required data is completed.  Optional links denote optional data to complete, if needed and available. <p>Required and optional data links are based on the program you are applying.</p>
<p>4.</p>	<p>Click the  Bio - Demo Information link to open the web page. Read web page headers and footerns for additional details.</p> <p>Verify and complete Personal Information. Select Gender Male or Female.</p> <p>Verify Phone Information and add Phone Area Ccode and Phone Number.</p>

	<p>Use the  or  button to add Phone, Email, Citizenship or Address Information. Verify Email Information.</p> <p>Complete Citizenship Information. Click the  to lookup and select country; click  to select Citizenship Status.</p> <p>Verify Address Information and click Edit Address link to review or edit.</p> <p>Click the  button to save your data. The  changes to a green checkmark denoting completion.</p>
5.	<p>Click the next link, Application Program Data link  Application Program Data to open the web page. This page provides a summary of the type of application you are completing.</p> <p>Click the  button to Return to the Main Menu.</p>
6.	<p>Click the Relationship Information link  Relationship Information to open the web page for optional data. Refer to the web page header for additional details. Complete fields if needed.</p> <p>Click the  button to save your data. The yellow checkmark changes to a green one denoting completion.</p>
7.	<p>Click the Ethnicity Information link  Ethnicity Information to open the web page and complete the ethnic and racial backgrounds. Refer to the web page header for additional details.</p> <p>Click the  button to save your data. The  changes to a green checkmark denoting completion.</p>
8.	<p>Click the Residency Information link  Residency to open the web page and complete the residency question.</p> <p>Click the  button to save your response. The  changes to a green checkmark denoting completion.</p>
9.	<p>Click the Supplemental Questions link  Supplemental Questions to open the web page and complete the questions. Refer to the web page header for additional details.</p> <p>Click the  button to save your responses. The  changes to a green checkmark denoting completion.</p>

<p>10.</p>	<p>Click the Upload Documents link  Upload Documents to open the web page. Refer to the web page header for upload details.</p> <p>Select the type of Upload Document, type in the Description, click the  button to open the File Attachment window.</p> <p>Click the Browse button to open the window, Choose File to Upload. Click to highlight the file, click the Open button to fill in and return to the File Attachment window. Click the Upload button to display the file name description.</p> <p>Click the Add button to upload additional or Delete files.</p> <p>Click the  button to save the files. The yellow checkmark changes to green denoting completion.</p> <p>Click Return to Main Menu link to review your information, logout and submit later, or Submit Application.</p>
<p>11.</p>	<p>Click the  button to open the Certification Statement. Refer to the web page header for additional information.</p> <p>Place a checkmark on the <input type="checkbox"/> Yes, I accept checkbox to certify the details listed.</p> <p>NOTE: Once you click submit, you will not be able to add or edit beyond this page. Click Return to Main Menu to make changes.</p> <p>Click the  button to submit the application. Upon accepting, you will receive the payment statement and the message, Application Submitted Successfully.</p>
<p>12.</p>	<p>Click the  button at the Payment Information web page. Disregard this page, an email with application fee payment instructions has been sent to you.</p>
<p>13.</p>	<p>Click the  button to review the information and print your submitted application. Write the application number for future reference.</p> <p>Click the  button to open the Print window and click the Print button.</p>
<p>14.</p>	<p>Click the  button.</p>

	<p>Click the  button to display the Application Summary.</p> <p>This summary includes the following: Application Number, Institution, Campus, Career, Program, Term, Application Status and View Application link.</p> <p>Applications are program specific; therefore, you may or may not need to create an application each term/semester.</p> <p>Do not use the New Application button unless instructed to do so.</p>
15.	<p>Click the View Application link to Return to Main Menu.</p> <p>Note: If you need to reset your password, use the Reset My Password link at the top left corner.</p> <p>Click the Logout link to end the session.</p>