ApplyTexas Counselor Suite

https://admin.applytexas.org/

Counselor Suite

- What it is
- How it works
  - Authorization process
  - Viewing application information
  - Creating reports
- ApplyTexas Counts
- FAQs

What is the ApplyTexas Counselor Suite?

- The Counselor Suite was created as a tool for high school counselors to help students complete applications through ApplyTexas

- Counselors may view applications started and completed and link to specific student application details

- Data is provided for both admission and FAFSA applications

Authorization

- The ApplyTexas team authorizes Education Service Center Region (ESC) Contacts for each TEA Region

- ESC Region Contacts are responsible for approving or denying access to the suite and for authorizing counselors in their TEA region

- At this time, only counselors at public high schools and private schools who pay for ESC services in specific TEA regions may be authorized to use the Counselor Suite

Authorization, continued

- Counselors are authorized for *one* high school for one year

- District-Level Counselors are authorized for *multiple* high schools for one year

- Counselors request authorization or password resets by contacting their ESC Region Contact

- Once approved, counselors will receive an email from ApplyTexas with log in instructions

- ESC Region Contacts may be found at: https://www.applytexas.org/adappc/html/counselor_auth_info.html

Viewing application information

- The following student listing screen shows a list of students who have started or submitted applications on ApplyTexas

- The screen includes basic information about the student and displays a breakdown of completed and total applications for four-year institutions, two-year institutions, and scholarship applications

- A "Search table" feature allows counselors to search for a specific student's applications rather than scrolling through the entire alpha list

- A link from this screen allows counselors to view more specific application information

Student listing screen

student listing for Anderson (L C) High School

There are a total of 8 students with at least one application on file for this high school.

Download Table

Search table:

Last Name ▲	First Name ⬦	Date of Birth ⬦	Phone	Email ⬦	Four Year Apps (Complete/Total)	Scholarship Apps (Complete/Total)	Two Year Apps (Complete/Total)	HS Graduation Date	Link to student details
ATEST	ALWAYS	August 1, 1998	1234567890 (Home)	test@test.com	0 / 3	1 / 1	1 / 1	May 2015	app listing
HENSCHEL	HERMIONE	August 1, 1998	1234567890 (Work)	test@test.com	0 / 1	0 / 0	0 / 1	May 2015	app listing
JUSTB	B	August 1, 1998	1234567890 (Home)	test@test.com	0 / 1	0 / 0	0 / 0	May 2016	app listing
JUSTFOURTEEN	B	August 1, 1998	1234567890 (Home)	test@test.com	2 / 2	0 / 0	0 / 0	May 2015	app listing
JUSTTHIRTEEN	B	August 1, 1998	1234567890 (Home)	test@test.com	1 / 1	0 / 0	0 / 0	December 2016	app listing
MUCK	DAVID	August 1, 1998	1234567890 (Cell)	test@test.com	0 / 1	0 / 1	0 / 0	March 2015	app listing
MUCK	DAVID	August 1, 1998	1234567890 (Cell)	test@test.com	2 / 2	0 / 0	0 / 1	February 2015	app listing

Application details screen

- The 'app listing' link on the student listing page leads to the application details screen. This screen displays the application ID, institution applied to, semester applied for, application type, application deadline, and the application status on ApplyTexas

- If the application has not been submitted, a status column will show the last page saved and the last date that the application was updated

- The essay columns will indicate if essays were submitted, but will not indicate if essays are required

Application details screen

Please keep in mind that this site displays student data. Unauthorized access and viewing is not permitted. Make sure to log off when you are finished.

⊘ **This site is for testing purposes only. Visit and bookmark the live site to complete your applications.**

back to list of students

application details for Always Atest

Download Table

Search table:

App. ID	Institution	Semester	Type	Deadline	Status	Last Updated	Essay 1	Essay 2	Essay 3
283518	Texas A&M University at Galveston	Fall 2015	US Freshman	July 31, 2015	Submitted	February 20, 2015	Submitted	Submitted	Submitted
283518			Scholarship	March 1, 2015	Submitted				
283519	Austin Community College	Summer 2015	Two Year	June 1, 2016	Submitted		No essay on file	No essay on file	No essay on file
283520	Sul Ross State University	Fall 2015	US Freshman	August 26, 2015	Pg 9	February 20, 2015	No essay on file	No essay on file	No essay on file
283521	Baylor University	Fall 2015	US Freshman	February 1, 2015	Pg 9	February 20, 2015	No essay on file	No essay on file	No essay on file

Viewing other information

★ApplyTexas Counselor Suite   ApplyTexas Apps   FAFSA Apps   Institutions   ApplyTexas Counts   Sign Out
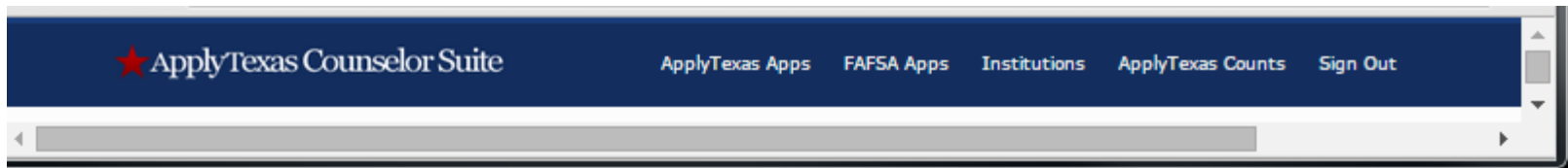
- Links on the blue toolbar at the top of every screen are used to navigate to other sections of the Counselor Suite

- To view FAFSA applications, click on the "FAFSA Apps" link

The FAFSA application

- The FAFSA application is sponsored by the U.S. Department of Education and may be found at https://fafsa.ed.gov/

- The U.S. Department of Education's Central Processing System reviews submitted FAFSA applications and notifies students through email if information is missing. A completed FAFSA app is necessary to determine eligibility for federal and other forms of financial aid

FAFSA Information

- Beginning on the last Friday in January, data is released weekly through June and is updated on ApplyTexas each Thursday

- From July onward, data is released monthly on the last Friday of the month

- The Department of Education sends application data for Texas students to the Texas Higher Education Coordinating Board, which forwards the information to ApplyTexas to post on the Counselor Suite site

FAFSA information

- High schools will not appear on the report until they have at least 5 completed applications

- Previous year's information remains in the ApplyTexas Counselor Suite until the first report of the new year arrives

FAFSA information

- The FAFSA website includes information on applications completion by high school, answers to FAQs, and contact information for the Department of Education:

  - https://studentaid.ed.gov/about/data-center/student/application-volume/fafsa-completion-high-school

  - https://studentaid.ed.gov/about/data-center/student/application-volume/faq#1

  - https://studentaid.ed.gov/contact

Creating Reports

To view a list of all students who have started or submitted an application, use the "Download Table" button found on the left-hand side of each student listing page.

student listing for Anderson (L C) High School

There are a total of 8 students with at least one application on file for this high school.

Download Table

Search table:

Last Name	First Name	Date of Birth	Phone	Email	Four Year Apps (Complete/Total)	Scholarship Apps (Complete/Total)	Two Year Apps (Complete/Total)	HS Graduation Date	Link to student details
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HENSCHEL	HERMIONE	August 1, 1998	1234567890 (Work)	test@test.com	0 / 1	0 / 0	0 / 1	May 2015	app listing
JUSTB	B	August 1, 1998	1234567890 (Home)	test@test.com	0 / 1	0 / 0	0 / 0	May 2016	app listing
JUSTFOURTEEN	B	August 1, 1998	1234567890 (Home)	test@test.com	2 / 2	0 / 0	0 / 0	May 2015	app listing
JUSTTHIRTEEN	B	August 1, 1998	1234567890 (Home)	test@test.com	1 / 1	0 / 0	0 / 0	December 2016	app listing

Creating Reports

To create a report that includes both the student listing and application details screens, click on the "Full Download" button found at the bottom of every application screen.

Last Name	First Name	Date of Birth	Phone	Email	Four Year Apps (Complete/Total)	Scholarship Apps (Complete/Total)	Two Year Apps (Complete/Total)	HS Graduation Date	Link to student details
ATEST	ALWAYS	August 1, 1998	1234567890 (Home)	test@test.com	0 / 3	1 / 1	1 / 1	May 2015	app listing
HENSCHEL	HERMIONE	August 1, 1998	1234567890 (Work)	test@test.com	0 / 1	0 / 0	0 / 1	May 2015	app listing
JUSTB	B	August 1, 1998	1234567890 (Home)	test@test.com	0 / 1	0 / 0	0 / 0	May 2016	app listing
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MUCK	DAVID	August 1, 1998	1234567890 (Cell)	test@test.com	2 / 2	0 / 0	0 / 1	February 2015	app listing
WOMAN	WONDER	August 1, 1998	1234567890 (Home)	test@test.com	0 / 0	0 / 0	1 / 1	May 2015	app listing

Full Download

Creating Reports

When creating full download reports, use the Download Menu to select a format and for assistance in using the download feature.
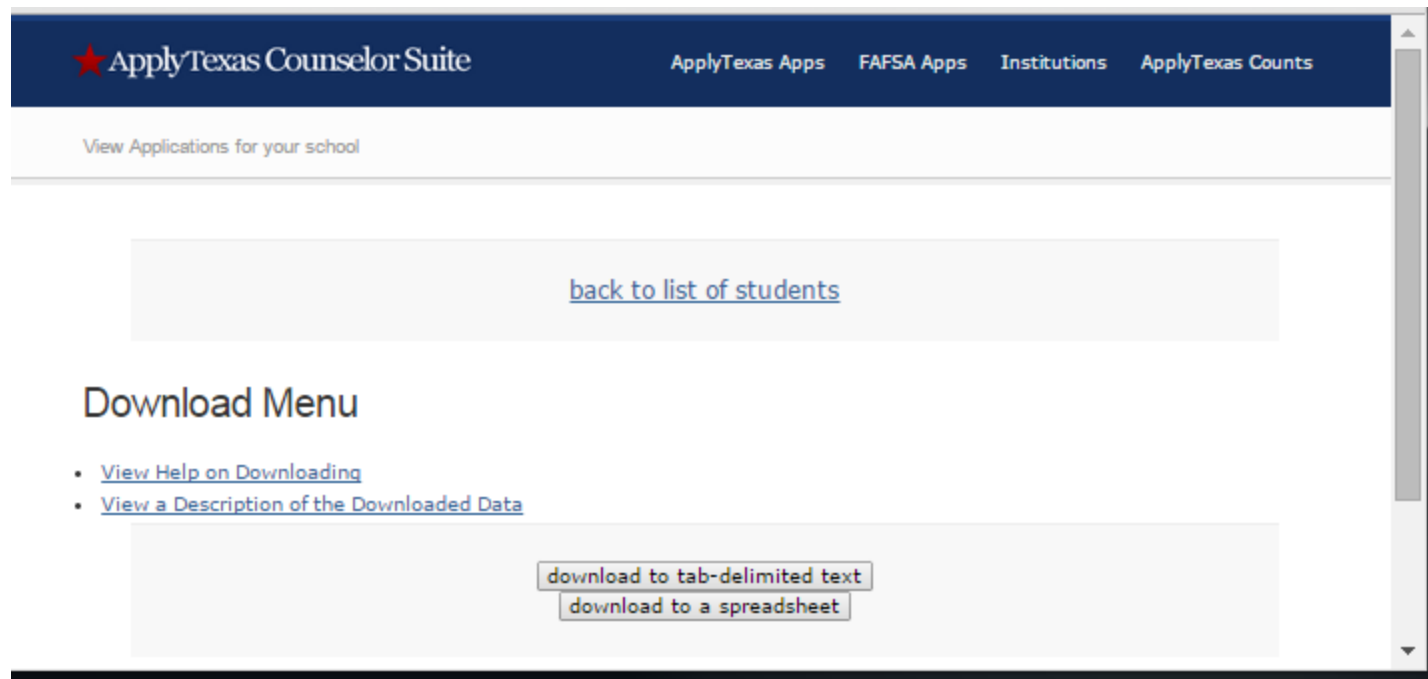
Creating Reports

- Depending on the browser used, a screen may appear that looks like one of the screenshots below. Click on 'counselor download...xls" box or "Open" the file:

Creating Reports

Microsoft Excel

The file you are trying to open, 'counselor_download (5).xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

[Yes] [No] [Help]

Was this information helpful?
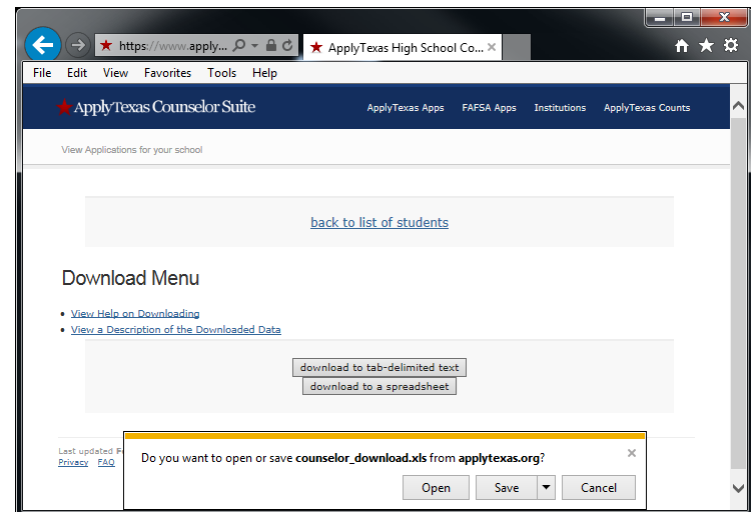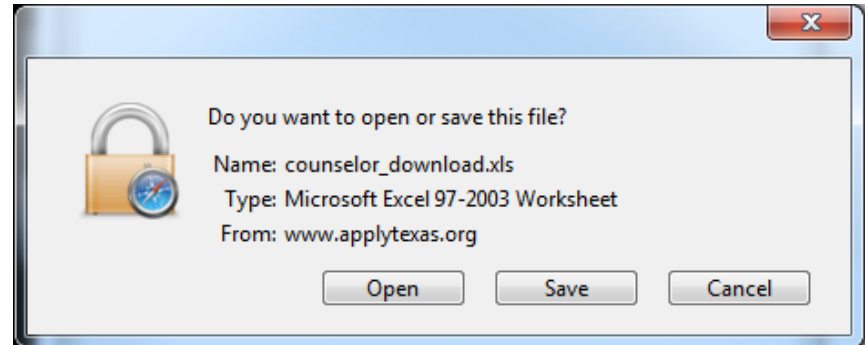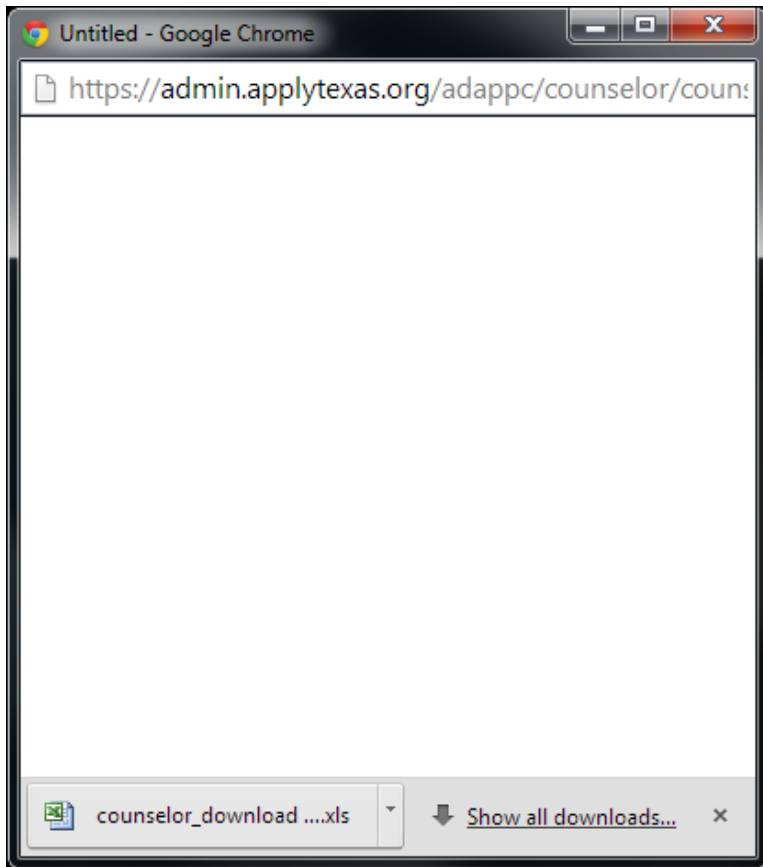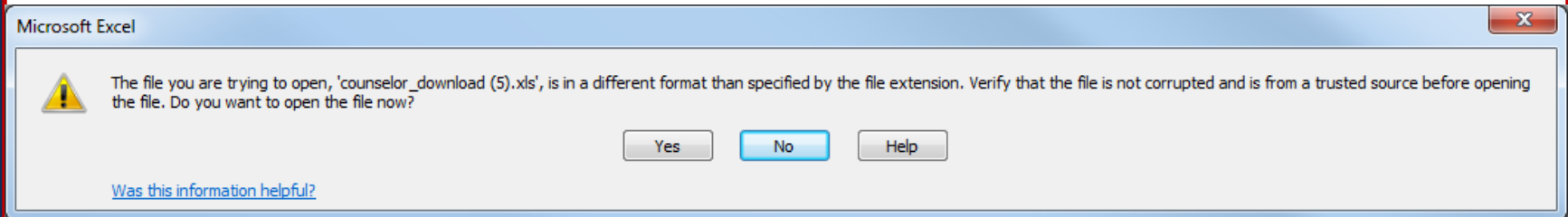
If prompted by this screen to download the report in a different format, click on 'Yes'.

Creating Reports

A spreadsheet will be created that displays basic information on students who have started or submitted an application, the institution applied to, and the status of the application on ApplyTexas.

Viewing application counts
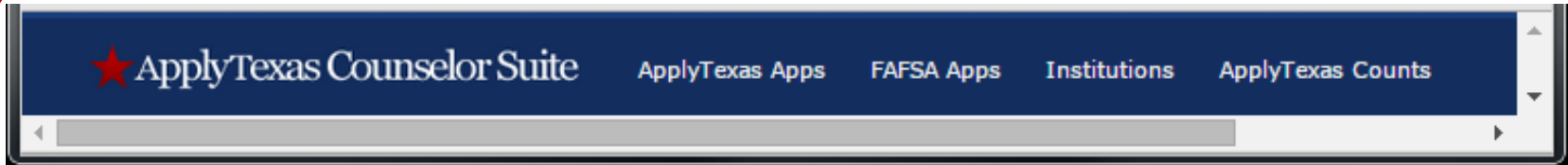
- The Counselor Suite includes a link that allows counselors to view statewide application totals for students applying as a U.S. Freshman or to a 2-year institution

- The ApplyTexas Counts website displays data by semester on applications saved, applications submitted, and total applicants

ApplyTexas Counts

The links on the blue navigation toolbar are used to view Statewide, Higher Education Region, College, TEA Region, School District or High School totals.

ApplyTexas Counts

Use the mouse to reveal additional Statewide information by clicking on the colored bars.
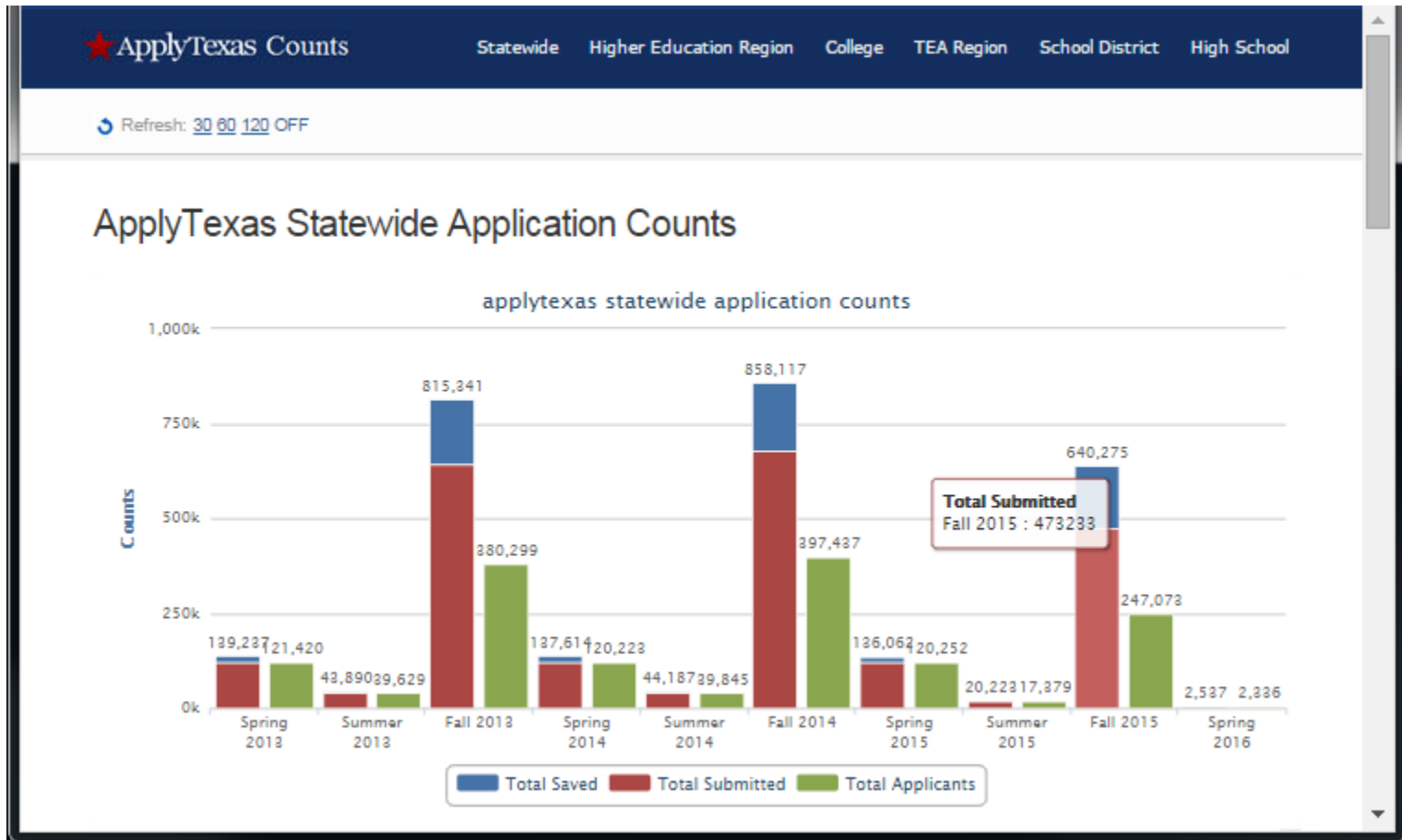
ApplyTexas Counts

To view counts by high school, click on the High School link on the blue tool bar. On the next screen, select the semester and TEA region for the high school and 'submit'.

ApplyTexas Counts

On the next screen, select the school district and 'submit'.

ApplyTexas Counts

Scroll down the next screen to view applications by grade level.

Total applications

	Two Yr Applications	Four Yr Freshman Applications	Total Applications*	Total Applicants*
10th Grade Saved	0	3	3	---
10th Grade Submitted	0	13	13	---
10th Grade Totals	**0**	**16**	**16**	**3**
11th Grade Saved	0	7	7	---
11th Grade Submitted	0	0	0	---
11th Grade Totals	**0**	**7**	**7**	**1**
12th Grade Saved	40	5587	5627	---
12th Grade Submitted	922	16857	17779	---
12th Grade Totals	**962**	**22444**	**23406**	**5857**
High School Graduate Saved	4	193	197	---
High School Graduate Submitted	83	406	489	---
High School Graduate Totals	**87**	**599**	**686**	**403**
Total Saved	44	5790	5834	---
Total Submitted	1005	17276	18281	---
Totals	**1049**	**23066**	**24115**	**6264**

* differentiates between number of applications and applicants (one applicant may fill out numerous applications).

ApplyTexas Counts

Continue to scroll down the screen to see counts by high school.

View by high school

Click on a high school for total counts

Download

Search table:

School name	Saved Applications	Submitted Applications	Total Applications
A Maceo Smith High School	128	323	451
Barack Obama Leadership Acdmy	15	47	62
Booker T. Washington Hs/Perf Vis Arts	178	278	456
Bryan Adams High School	294	764	1058
Dallas Environmental Science Academy	0	0	0
David W Carter High School	108	509	617
Dr. Wright L. Lassiter Jr. Early College Hs	71	226	297
Emmett Conrad High School	154	423	577
Franklin D Roosevelt Hs	74	316	390
Garza Early College High School	298	524	822
H Grady Spruce High School	99	907	1006
Hillcrest High School	304	495	799
Irma Rangel Ywl School	76	180	256

ApplyTexas Counts

Click on the column headings to sort the data in ascending or descending order.

View by high school

Click on a high school for total counts

Download

Search table:

School name	Saved Applications	Submitted Applications	Total Applications
Skyline High School	610	2142	2752
Justin F Kimball High School	138	1278	1416
Moises E Molina High School	538	827	1365
Sunset High School	247	835	1082
Bryan Adams High School	294	764	1058
H Grady Spruce High School	99	907	1006
South Oak Cliff High School	165	749	914
Warren T White High School	230	627	857
Garza Early College High School	298	524	822
Hillcrest High School	304	495	799
W H Adamson High School	134	635	769
W W Samuell High School	143	623	766
North Dallas High School	119	632	751

ApplyTexas Counts

Scroll to the top of any screen to the blue toolbar and the links to view applications by College, School District, TEA Region, or Higher Ed Region.

Other information

The "Learn how" link on the Counselor Suite sign in screen includes more information about the site.

Other information

Frequently asked questions

Other information

For students to be shown on the Counselor Suite list:

- The student must be applying for a current or future semester

- The student must be applying as a U.S. Freshman or to a 2-year institution

- The student must be graduating from high school in the future

- The correct school code must be entered on the educational background page of the application

Other information

- It's important to know that once an application is submitted on ApplyTexas, it is considered complete and it may not be changed in any way on the ApplyTexas site

- For assistance with user names or passwords, contact the password reset help desk at applytexas_password@austin.utexas.edu

- For assistance with questions about the application, contact the applicant help desk at applytexas@austin.utexas.edu

- Questions about the Counselor Suite? Contact the help desk at Applytexashsc@austin.utexas.edu

Other information

The College for all Texans website contains helpful information on applying for college. Type "publications" into the search box to download paper copies of the Freshman and Transfer applications.

ApplyTexas

Many Schools One Application