

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](#)

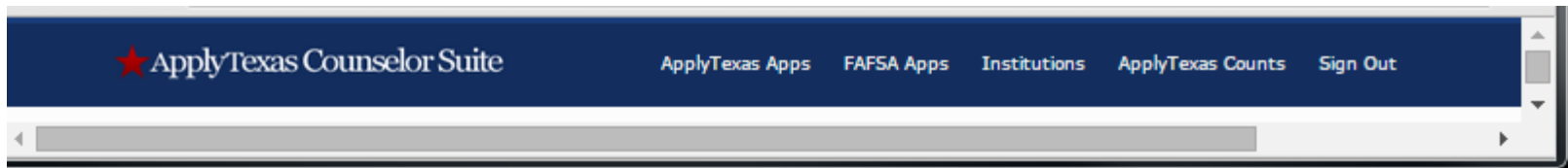
application details for Always Atest

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



- 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
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

Creating Reports

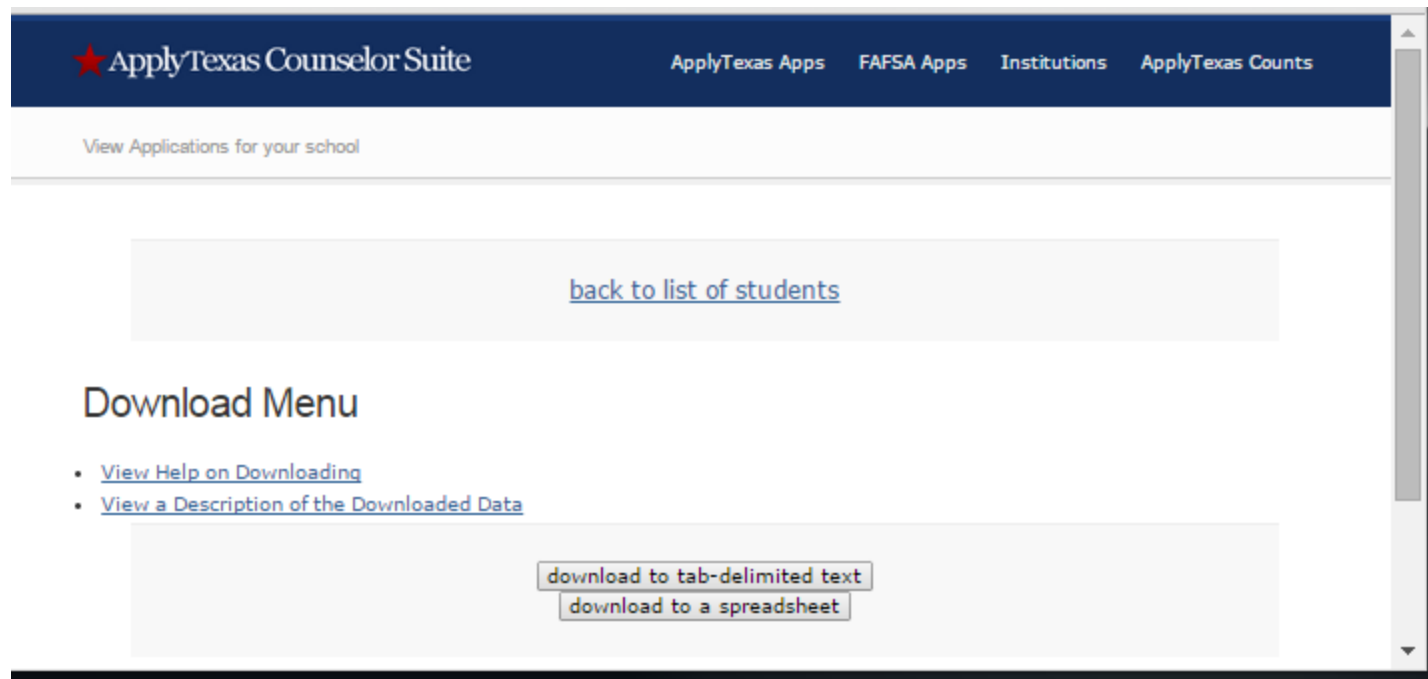
To create a report that includes both the student listing and application details screens, click on the “Full Download” button found at the bottom of every application screen.

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
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
WOMAN	WONDER	August 1, 1998	1234567890 (Home)	test@test.com	0 / 0	0 / 0	1 / 1	May 2015	app listing

[Full Download](#)

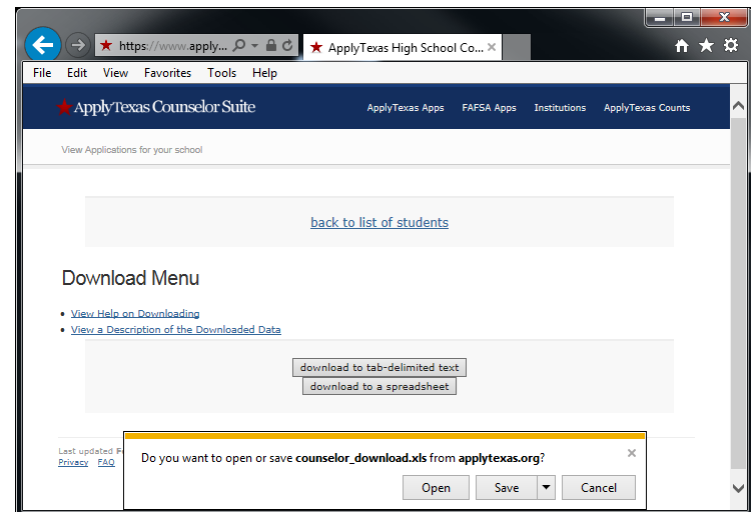
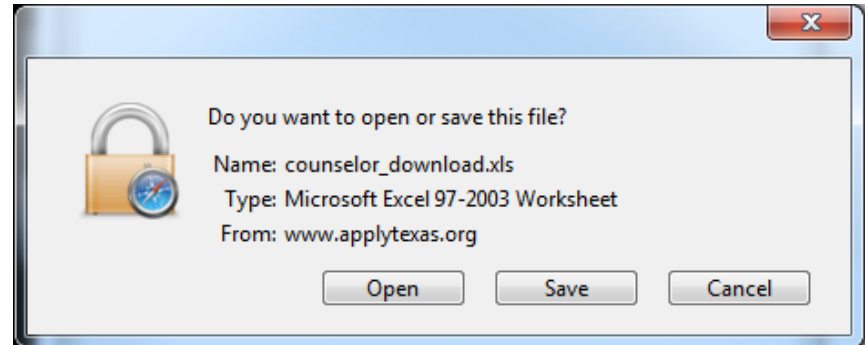
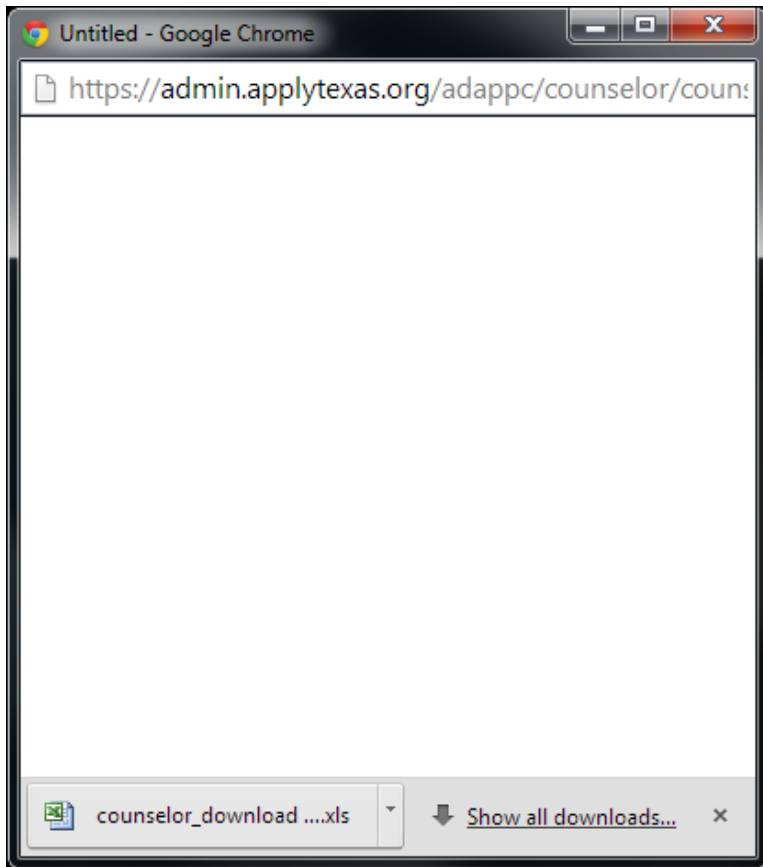
Creating Reports

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

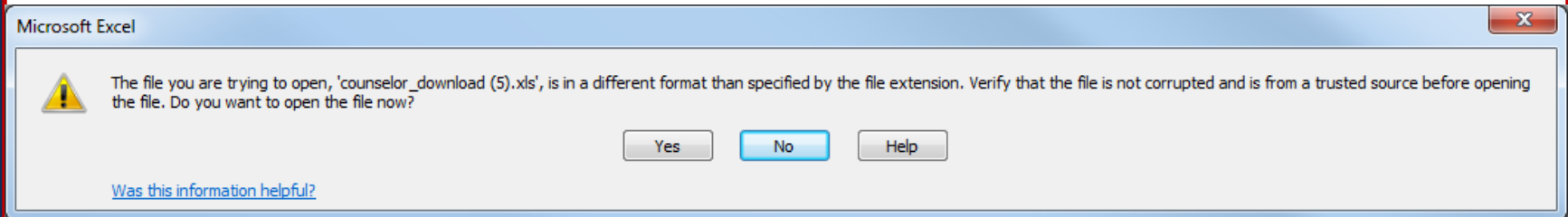


Creating Reports

- 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



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

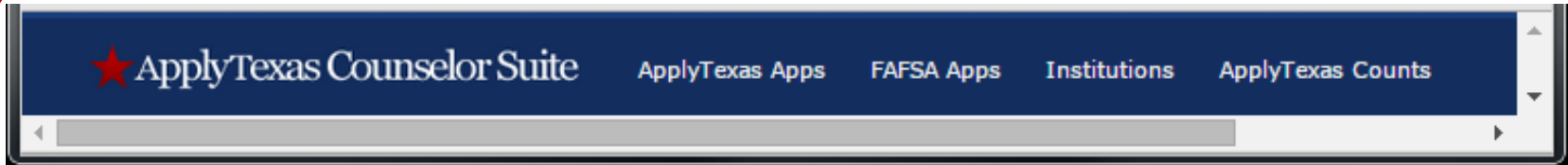
Creating Reports

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.

counselor_download - Microsoft Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
High School:	L C Anderson High School																					
Name-First-Last	Student-L	First-Nam	Student-D	Student-E	Application-	Applicatio	App-Seme	App-Type	Application-	App-Statu	Last-Date-	Essay1-St	Essay2-St	Essay3-St	Scholar-U	Scholar-A	Scholar-D	Scholar-A	H.S. Grad	Primary Pl	Primary Phone Ty	
ALWAYS ATEST	ATEST	ALWAYS	1-Aug-98	test@test	1500283518	Texas A&M	Fall 2015	Freshman	31-Jul-15	Pg 9	#####	Submittec	Submittec	Submittec	Yes	Yes	1-Mar-15	Submittec	May-15	1.23E+09	Home	
ALWAYS ATEST	ATEST	ALWAYS	1-Aug-98	test@test	1500283519	Austin Co	Summer 22	Year		Submittec	#####	No essay	No essay	No essay	No	No			May-15	1.23E+09	Home	
ALWAYS ATEST	ATEST	ALWAYS	1-Aug-98	test@test	1500283520	Sul Ross S	Fall 2015	Freshman	26-Aug-15	Pg 6	#####	No essay	No essay	No essay	No	No			May-15	1.23E+09	Home	
ALWAYS ATEST	ATEST	ALWAYS	1-Aug-98	test@test	1500283521	Baylor Uni	Fall 2015	Freshman	1-Feb-15	Pg 8	#####	No essay	No essay	No essay	No	No			May-15	1.23E+09	Home	
HERMIONE HENSCHEL	HENSCHEL	HERMION	1-Aug-98	test@test	1400002173	The Unive	Fall 2015	Freshman	1-Jun-15	Pg 7	#####	No essay	No essay	No essay	No	No			May-15	1.23E+09	Work	
HERMIONE HENSCHEL	HENSCHEL	HERMION	1-Aug-98	test@test	1400002341	Austin Co	Fall 2014	2 Year		Pg 2	#####	No essay	No essay	No essay	No	No			May-15	1.23E+09	Work	
B JUSTB	JUSTB	B	1-Aug-98	test@test	1400000368	Test Univ	Fall 2015	Freshman	1-Dec-14	Pg 10	#####	Saved	Saved	Saved	Yes	No	1-Mar-15		May-16	1.23E+09	Home	
B JUSTFOURTEEN	JUSTFOURB	B	1-Aug-98	test@test	1400000450	Texas A&M	Fall 2015	Freshman	1-Dec-14	Submittec	16-Jun-14	Submittec	Submittec	Submittec	Yes	No	1-Dec-14		May-15	1.23E+09	Home	
B JUSTFOURTEEN	JUSTFOURB	B	1-Aug-98	test@test	1400000451	Test Univ	Fall 2015	Freshman	1-Dec-14	Submittec	16-Jun-14	No essay	No essay	No essay	Yes	No	1-Mar-15		May-16	1.23E+09	Home	
B JUSTTHIRTEEN	JUSTTHIRTB	B	1-Aug-98	test@test	1400000364	Test Univ	Fall 2015	Freshman	1-Dec-14	Submittec	13-Jun-14	No essay	No essay	No essay	Yes	No	1-Mar-15		Dec-16	1.23E+09	Home	
DAVID MUCK	MUCK	DAVID	1-Aug-98	test@test	1300001524	Lamar Uni	Fall 2014	Freshman	11-Aug-14	Pg 9	30-Jan-14	No essay	No essay	No essay	Yes	Yes	1-Feb-14	Pg 7	Mar-15	1.23E+09	Cell	
DAVID MUCK	MUCK	DAVID	1-Aug-98	test@test	1400001258	The Unive	Fall 2015	Freshman	1-Dec-14	Submittec	14-Oct-14	Submittec	No essay	No essay	Yes	No	1-Dec-14		Feb-15	1.23E+09	Cell	
DAVID MUCK	MUCK	DAVID	1-Aug-98	test@test	1400002273	Temple C	Spring 2012	Year		Pg 3	13-Oct-14	No essay	No essay	No essay	No	No			Feb-15	1.23E+09	Cell	
DAVID MUCK	MUCK	DAVID	1-Aug-98	test@test	1400002384	The Unive	Fall 2015	Freshman	1-Aug-15	Submittec	#####	No essay	No essay	No essay	No	No			Feb-15	1.23E+09	Cell	
WONDER WOMAN	WOMAN	WONDER	1-Aug-98	test@test	1300001704	Blinn Coll	Spring 2012	Year		Submittec	#####	No essay	No essay	No essay	No	No			May-15	1.23E+09	Home	
Total Records:	15																					

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



★ ApplyTexas Counts

Statewide

Higher Education Region

College

TEA Region

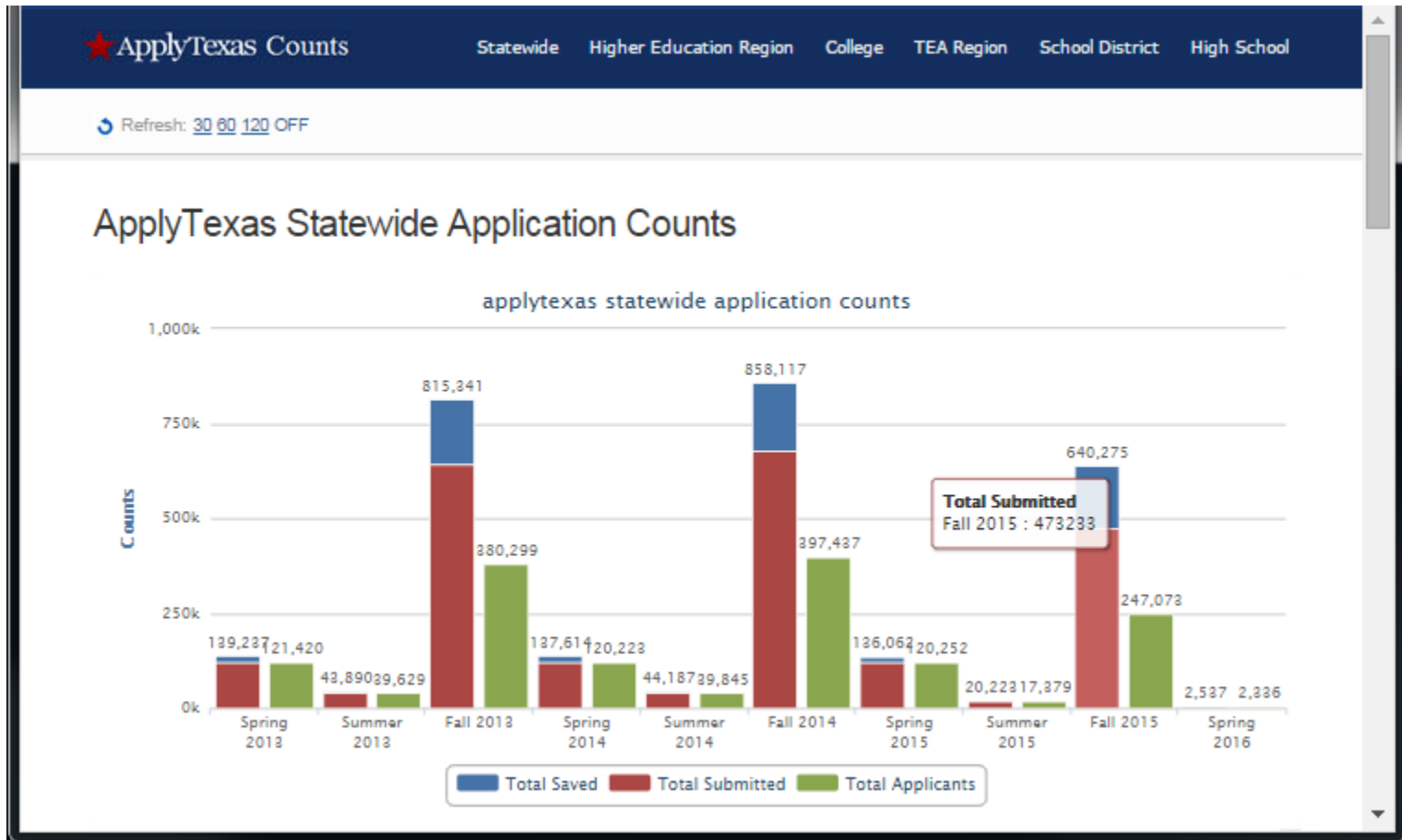
School District

High School

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 Statewide Higher Education Region College TEA Region School District High School

Refresh: [30](#) [60](#) [120](#) OFF

School District Counts

View two year, freshman (4 year), and total applications by semester/year and grade level for a school district

Select a semester and region, then a school district.

Semester, Region, and School District Selection [?](#)

Fall 2015 10 -- Richardson submit

ApplyTexas Counts

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

★ ApplyTexas Counts Statewide Higher Education Region College TEA Region School District High School

Refresh: [30](#) [60](#) [120](#) OFF

Fall 2015 School District Counts

View two year, freshman (4 year), and total applications by semester/year and grade level for a school district

Select a semester and region, then a school district.

Semester, Region, and School District Selection [?](#)

Fall 2015 10 -- Richardson Dallas ISD 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.

The screenshot shows the ApplyTexas Administrative & Counselor Reporting Suite sign-in page. At the top, the ApplyTexas logo is displayed with the tagline "Many Schools One Application". Below the logo, the page title "ApplyTexas Administrative & Counselor Reporting Suite" is centered. The page is divided into three columns of information:

- See who is involved.** A listing of every higher education institution using ApplyTexas and whether they are allowing counselors to view the status of their applications. [Participating Institutions »](#)
- Get access.** Public high school counselors in the state of Texas can find out how to get an account. [Get started now »](#)
- How it works.** Common questions on how the Counselor Reporting Suite functions. [Learn how »](#)

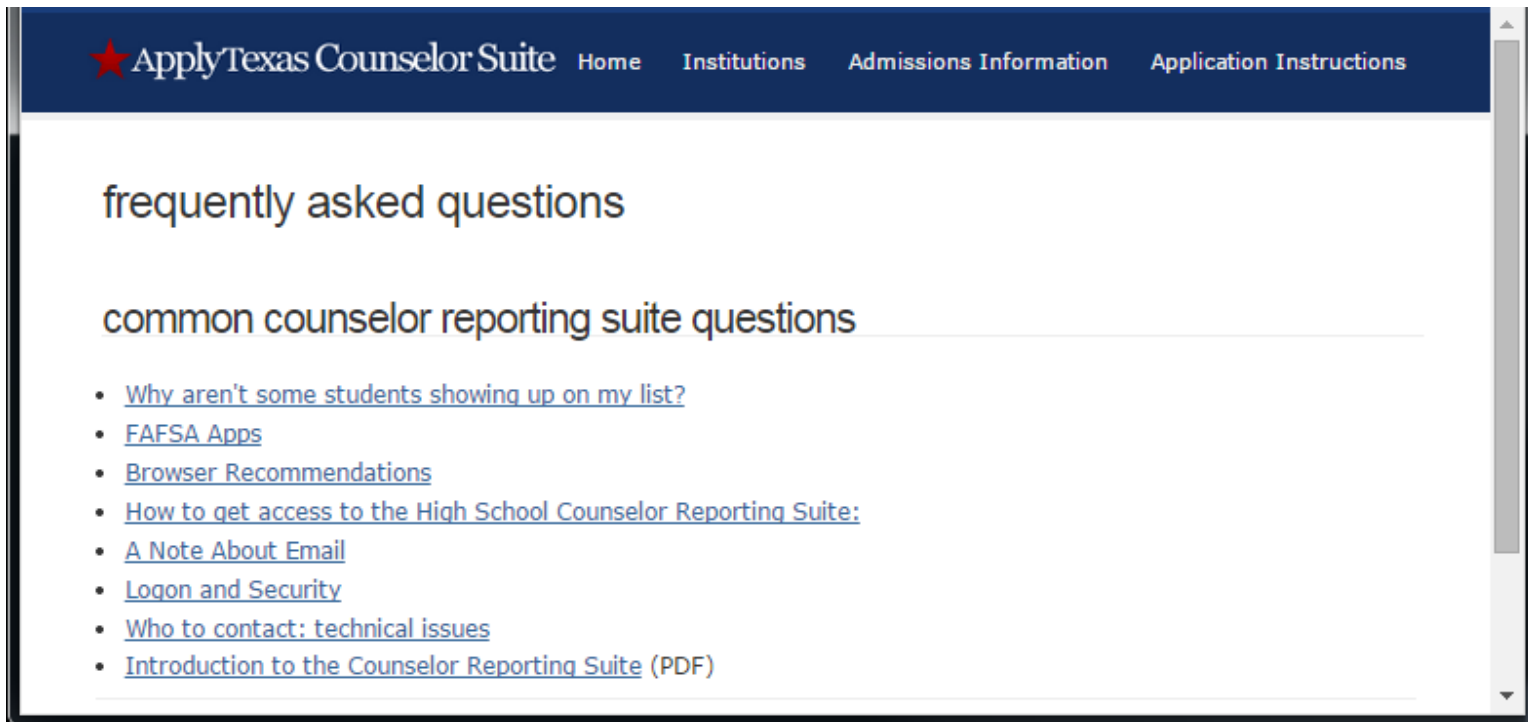
Below this information, there are two red buttons: "ApplyTexas Administrators Welcome!" and "You are entering a secure service Log in now".

At the bottom, there are two white boxes with text:

- Left box: "Last successful sign in: February 17, 2015" and "Last failed sign in: February 4, 2015".
- Right box: [See students at your high school](#)

Other information

Frequently asked questions



The screenshot displays the 'ApplyTexas Counselor Suite' website. The navigation bar includes links for 'Home', 'Institutions', 'Admissions Information', and 'Application Instructions'. The main content area features the heading 'frequently asked questions' and a sub-heading 'common counselor reporting suite questions'. Below this, a list of links provides answers to common issues, such as why students aren't showing up, FAFSA app status, browser recommendations, and how to access the reporting suite.

★ ApplyTexas Counselor Suite Home Institutions Admissions Information Application Instructions

frequently asked questions

common counselor reporting suite questions

- [Why aren't some students showing up on my list?](#)
- [FAFSA Apps](#)
- [Browser Recommendations](#)
- [How to get access to the High School Counselor Reporting Suite:](#)
- [A Note About Email](#)
- [Logon and Security](#)
- [Who to contact: technical issues](#)
- [Introduction to the Counselor Reporting Suite \(PDF\)](#)

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.

The screenshot shows the homepage of the College for All Texans website. At the top, there is a yellow banner with the text "COLLEGE FOR ALL TEXANS" and a search bar. Below this is a green section with the text "GET THE FACTS, PLAN, APPLY". Three images of students are displayed: a young woman labeled "Students", a man in a military uniform labeled "Military", and a man with glasses labeled "Adult Learners". Below these images is the text "Select a student type to learn more...". At the bottom, there are three columns: "Inspiration" with the GEN TX logo, "Exploration" with the COMPARE COLLEGE | TX logo, and "Application" with the ApplyTexas logo. Each column has a short paragraph of text and a link to learn more.

COLLEGE FOR ALL TEXANS

GET THE FACTS, PLAN, APPLY

Students **Military** **Adult Learners**

Select a student type to learn more...

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Inspiration
GEN TX
I am strong. I am independent. I am ready for my career. I support my family. I want to go to college. I am a leader of tomorrow. I am Generation TX. Learn more at gentx.org.

Exploration
COMPARE COLLEGE | TX
There are so many colleges, how do I know which is best fit for me? Compare colleges side-by-side on key measures such as tuition & fees, completion rates, and average salaries after college. Start exploring now at applytexas.org.

Application
ApplyTexas
I am ready to start my college journey, now what? ApplyTexas is a one-stop shop for applying to a public university or community college in Texas. Start now at applytexas.org.

