College Application and Acceptance Entry and Reporting

Directions:
Schools must report for all GEAR UP seniors each postsecondary application submitted, and confirm if the student accepted into the postsecondary institution if they receive an acceptance letter.

To enter college applications:
1. Login to the WSAC Portal.
2. Choose "Program" then "GEAR UP" from the blue bar menu.
3. Choose "Students" from the blue bar menu.
4. Search for the GEAR UP student by SSID, First Name, or Last Name. Type the student's full first or last name, it will not self-populate. Clicking "Search" without filtering opens a roster of all students enrolled in the school.
5. Click on the student's SSID number to open the individual student's record.
6. Under the student's name, there are three tabs, *'Activities,' 'College Apps',* and *'Notes'*.
7. Click on the *'College Apps'* tab.
8. Click on the '+ *Add Application'* button.
9. Select the College the student applied to from the drop down "College" menu. If you type the first few letters of the college, it will narrow the results.
10. Enter the date the application was submitted.
11. Click on the *'Save'* button at the bottom right hand corner of the *'College Application'* box.
12. The college the student applied to will now show up on the student's *'College Apps'* tab.
13. Repeat these steps to enter additional college applications.

To enter college acceptance data:
1. Follow steps 1 through 7 above.
2. All college applications should appear for the students.
3. Click in the box "Accepted at College" if the student has confirmed they were accepted.

To print a Students With Completed College Applications Report:
1. Click on Activity Reports from the blue bar menu.
2. Select the "Students with Completed College Apps' report.
3. Click Run Report to view the report, or click CSV to get an exported file of the report.