Summer Program Registration Step-by-Step Guide

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Overview

This guide will walk you through the complete registration process for summer programs, which consists of three main components:

- 1. Creating an account
- 2. Submitting your application
- 3. Completing enrollment after acceptance

Contact Information

Need Help? Email us at precollege@iit.edu

Phase 1: Application Process

Step 1: Access the Application Portal

- 1. Navigate to the <u>Summer Programs</u> page
- 2. Click the "Apply Now" button
- 3. You will be redirected to the Application Portal

		Sign Up Sign In
	INOIS TECH	
8	Sign In Joername	
F	Sisword	

Step 2: Account Creation/Login

Important Note: The account information must be the student's information. If you are a parent registering your student, please ensure you are using their contact information, not your own.

- New Users:
 - 1. Click "Sign Up"
 - 2. Create your account
 - 3. Check your email (including spam/junk) for a verification link
 - 4. Click the verification link to activate your account and set your password
- Returning Users:
 - 1. Log in with your existing credentials
 - 2. If you forgot your password, use the "Forgot Password" link

Step 3: Start Your Application

- 1. Look for "Start A New Pre-College Application" (includes Summer Programs, DevUp, and High School Dual Enrollment)
- 2. Click "Start Application"
- 3. Select your desired program



Step 4: Complete Application Form

Fill out all required sections:

- Personal Information
- Biographical Information
- Permanent Address
- Phone Number
- Emergency Contact Information
- Pre-Collegiate Program Details
- Review and Sign

Step 5: Submit Application

- 1. Click "Review Application"
- 2. Verify all information is correct
- 3. Click "Save & Pay"
- 4. Complete the application fee payment
 - Note: This fee will be deducted from your final payment

99 % COMPLETE	Application Fee Choose Payment Method Pay Online Pay Now	Y
Application Fee : \$100.00		Payment
	Payment Information	* Indicates required information
SUBMIT YOUR APPLICATION	Total:	\$100.00
	Payment Method:*	Credit Card ~
	Account Information	* Indicates required information
	Credit Card Type: [*]	Select a Credit Card Type
	Account Number:*	
	Expiration Date:*	11 ~ 2024 ~
	Security Code:*	

Phase 2: Post-Acceptance Process

Step 1: Access Your Decision

- 1. Log into the Application Portal using your credentials
- 2. If you can't access the main screen, try these solutions:
 - Use a private/incognito window
 - Clear your browser cache and cookies
 - Access directly via: <u>https://illinoistech.my.site.com/UndergraduateAdmissionApp/TargetX_Portal_P</u> <u>B#/</u>
 - Start a brand new application. Once you are in the application where it prompts you to begin filling out your information, use the back arrow (←) in a new application to return to the main portal

ILLINOIS TECH		9
	INOIS TE	CH
Pre-Collegiate Application	Checklist	My Events
	No checklist items found.	You have not registered for any upcoming events. Events Appointments & Interviews
Your Decision is Ready		
VIEW YOUR DECISION Review Your Application State A New Application		

Step 2: Review and Accept Offer

- 1. Click "View Your Decision"
- 2. Review your acceptance letter
- 3. Click "Reply to Offer"
- 4. Submit your Intent to Enroll

<	REPLY TO OFFER	X		<	ACCEPT ADMISSION OFFER	×
ACCEPT OFFER		>		By	entering your name and submitting the form below, you are formally accepting our offer of admission.	
DECLINE OFFER		>		HOW DC	YOU PLAN TO SUBMIT THE ENROLLMENT DEPOSIT *	۴
				ELECTRO	NIC SIGNATURE / PLEASE ENTER YOUR NAME *	
			My Events			
			You hi		CLOSE	

Step 3: Payment

- Submit your final payment
- Or select "Pay Later" if needed
- Important: Full payment is due by May 15th
- Note: Payment plans are not available at this time

<	PAY ONLINE	×
	To pay online, please click the button below. Pay Now	
	PAY LATER	

Important Reminders

- All fees must be paid in full by the deadline
- Keep your login credentials secure
- Save all confirmation emails
- Contact precollege@iit.edu for any questions or issues