# 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

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## Contact Information

**Need Help?** Email us at precollege@iit.edu

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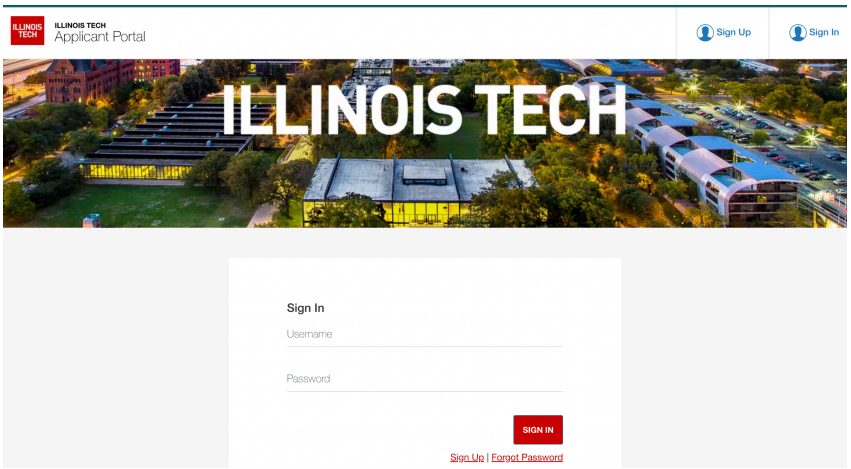
## Phase 1: Application Process

### Step 1: Access the Application Portal

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



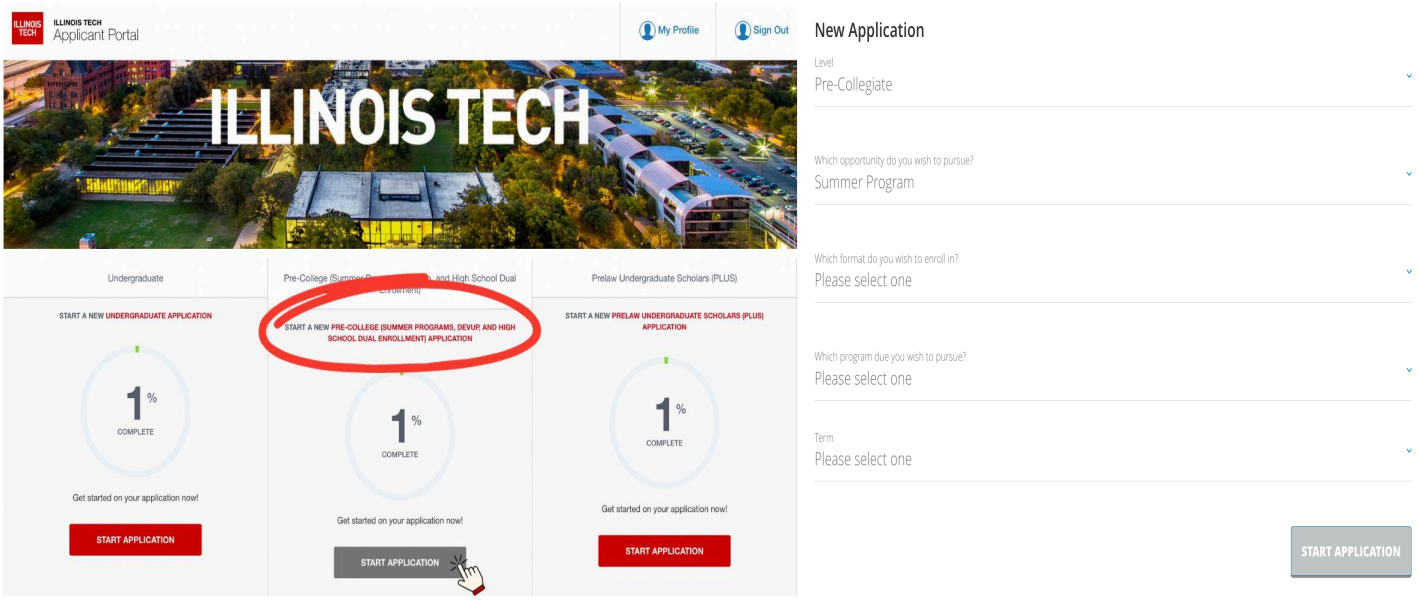
## Step 2: Account Creation/Login

**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



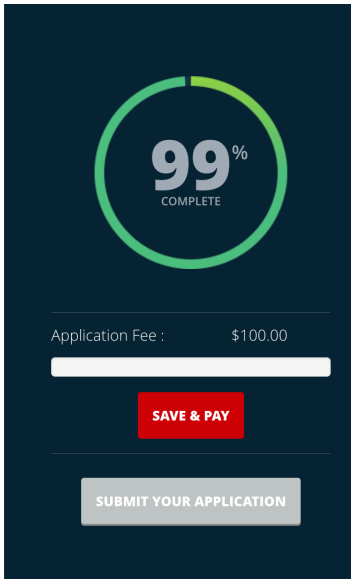
## Step 4: Complete Application Form

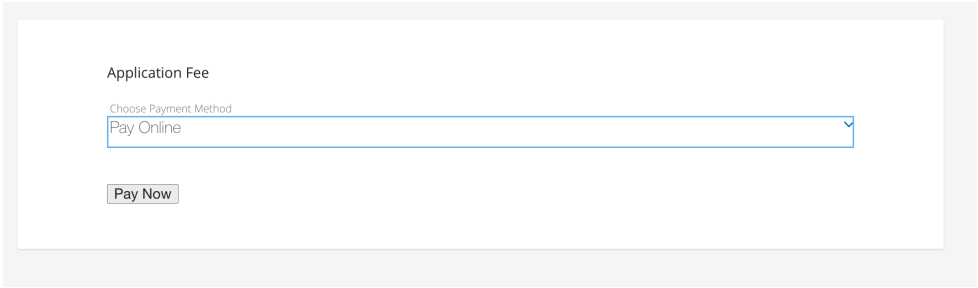
Fill out all required sections:

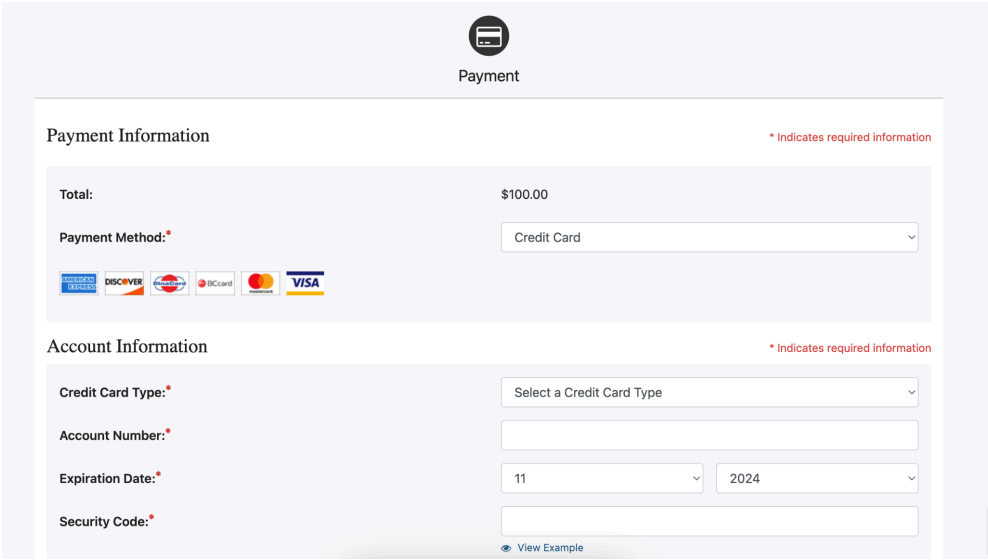
- Personal Information
- Biographical Information
- Permanent Address
- Phone Number
- Emergency Contact Information
- Pre-Collegiate Program Details
- Review and Sign

## 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



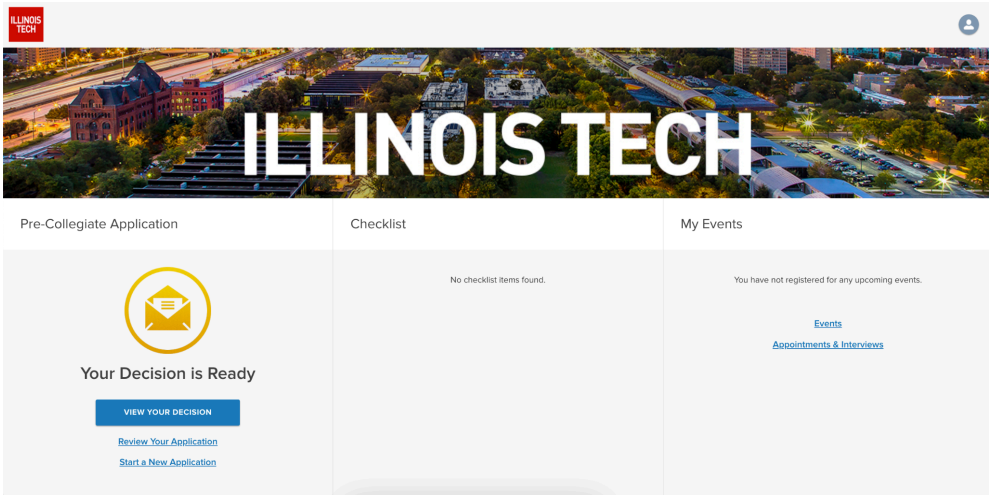



# Phase 2: Post-Acceptance Process

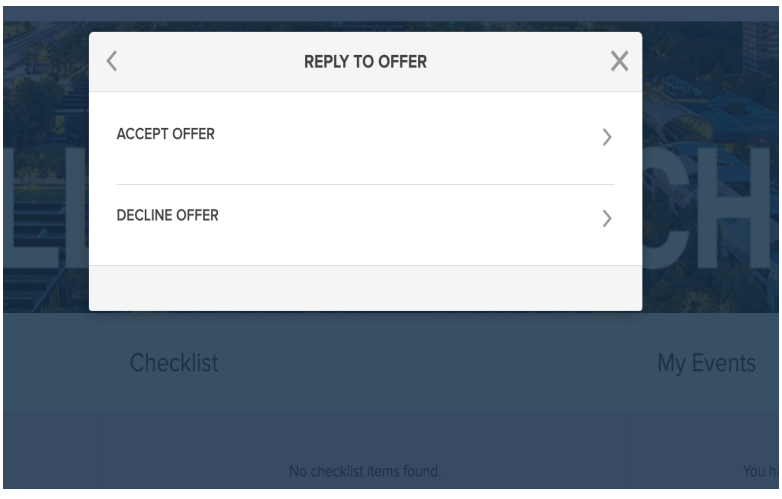
## Step 1: Access Your Decision

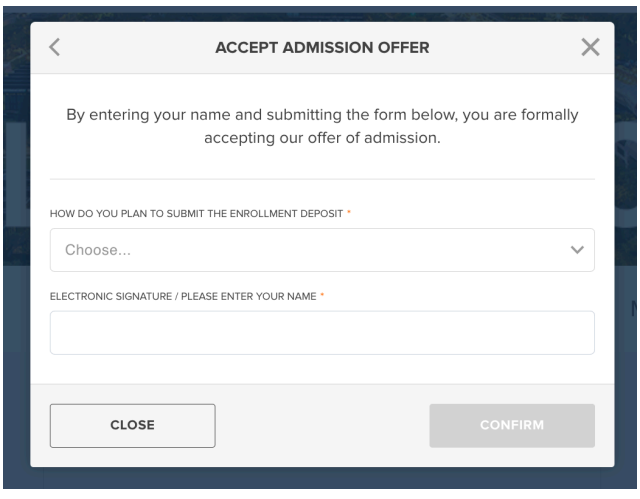
1. Log into the Application Portal using your credentials
2. If you can't access the main screen, try these solutions:
    - Use a private/incognito window
    - Clear your browser cache and cookies
    - Access directly via: https://illinoistech.my.site.com/UndergraduateAdmissionApp/TargetX_Portal__PB#/
    - 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




## Step 2: Review and Accept Offer

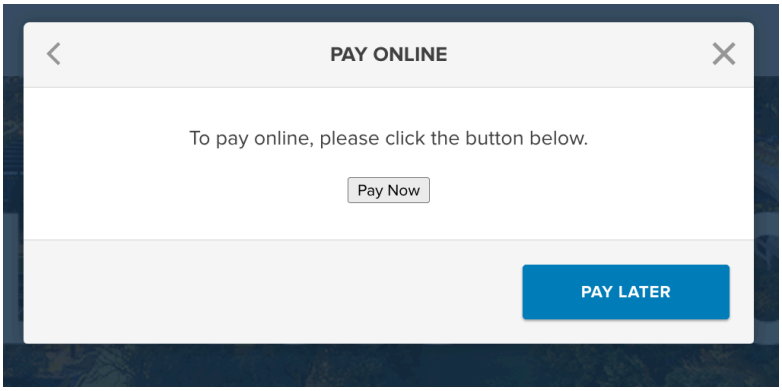
1. Click "View Your Decision"
2. Review your acceptance letter
3. Click "Reply to Offer"
4. Submit your Intent to Enroll



### 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

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## 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