EDUCATOR
GENERAL INSTRUCTION
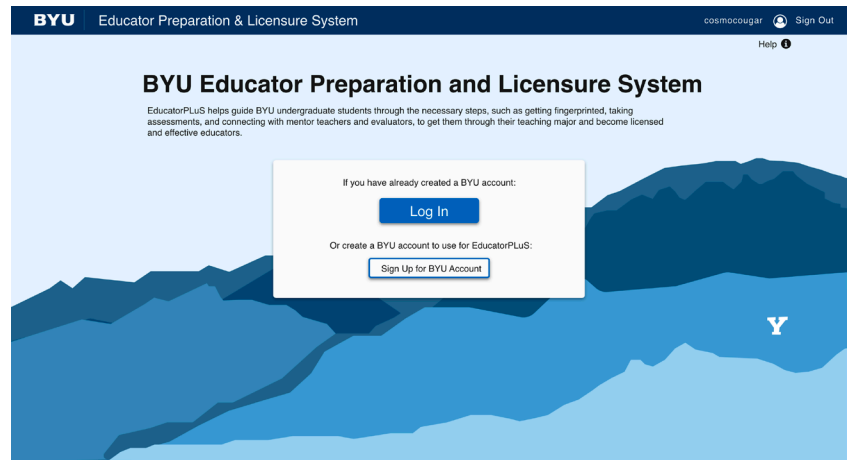
Table of Contents

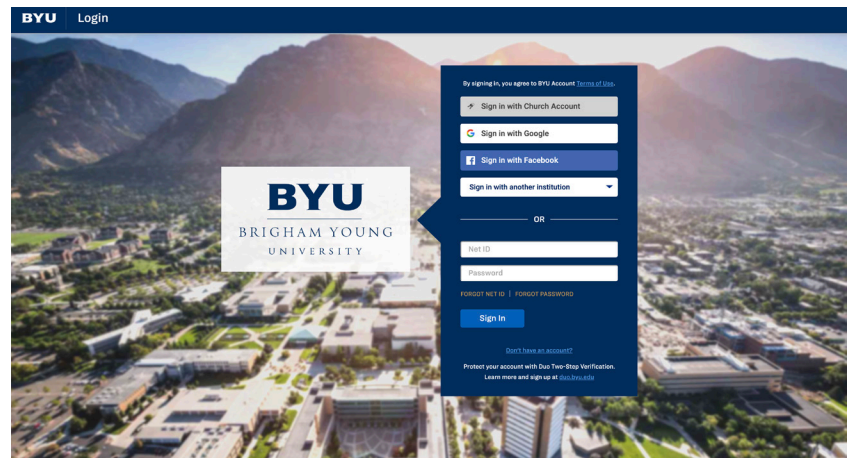**Welcome** to Educator. To begin the application process, log into your BYU account by selecting "Log In."
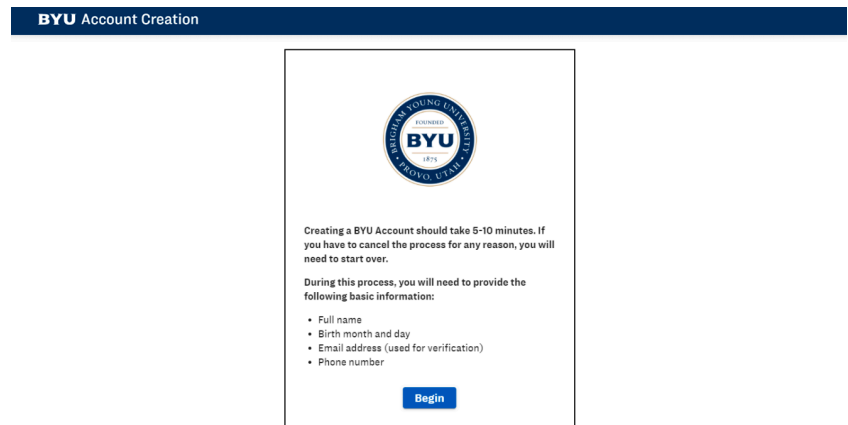
If you do not have a BYU account, click on "Sign Up for BYU Account."

If you already have a BYU account, log in like usual, using DUO two-factor authentication if necessary.

If you need to create a BYU account, follow the steps on this screen to set up your account. Then, log in.

Please check your personal information to make sure it is correct and up-to-date. If everything is correct, click confirm.

If you need to update your information, click "Change or Update Information."

To change your information, click "Edit".

Update your information and then click "Done."

When brought to this screen, please read the information release forms. Once read, click the corresponding checkbox.

When you are finished, and each box has been checked, click "Next."

This is the profile page, with your basic information.

To begin the application process, select the "Start a New Admissions Application" button.
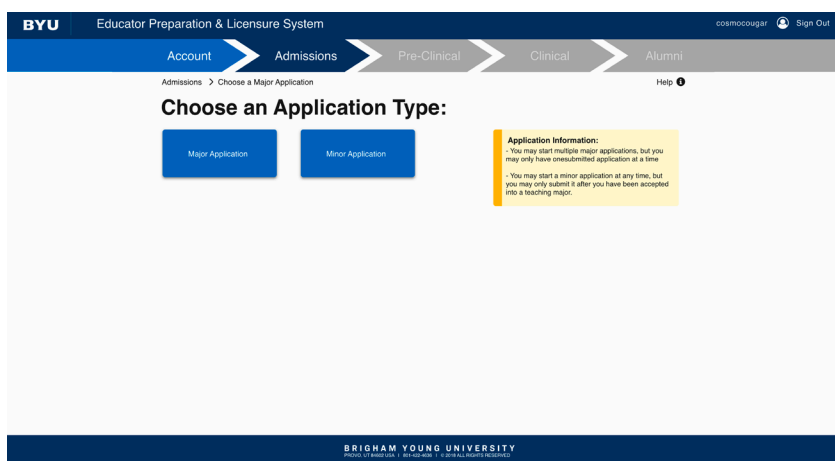
If you have already selected a pre-major, your pre-major information and your advisor's information will show up on your profile.

To begin the application process, select the "Start a New Admissions Application" button.
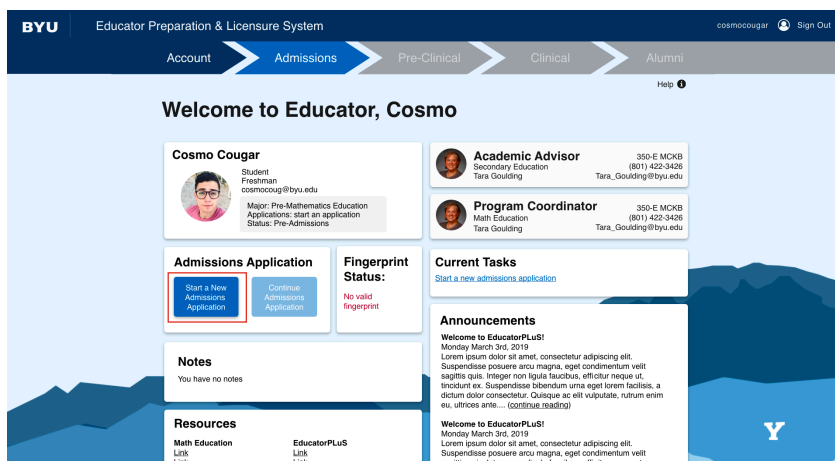
If you wish to start a major application, select "Major Application."

If you wish to start a minor application, select "Minor Application."

If you have a pre-major already, a pop-up will appear. If you wish to start an application for this major, select "Yes."

If you wish to start a different application, select "No, I want a different application."

Once you select which type of application you are starting, then select which program you plan on applying to.

If your program has multiple sub-sections, a box will appear labeled "Choose a Subject."

Click that box, scroll through all of the options, and select your desired program.

Then click "Submit."

This page is the admissions application checklist. Here you will see each task on the application that needs to be completed in order to submit your application.

When you are in the process of completing a task, it will appear blue in the checklist.

Tasks that include course completion may stay blue for the entirety of the semester, until complete.

If a task is waiting approval by someone or something else, it will appear yellow. This means it is pending approval.

Once a task has been completed, it will appear green in the checklist. This means all work for this task has been finished.

If the checkmark on a task appears purple but the box around it is green, this means that the task has been waived and is considered complete.

To complete the "Entrance Form" task, please confirm that your information is correct. Then finish filling out the form. Once you are finished, click "Submit."

To complete the "Academic and Test History" task, please confirm your GPA, and your test history. Then click "Submit."

If you cannot submit, it means that your are missing an essential test score. Once your score is recorded here, you can complete this task.

To complete the "Fingerprint and Background Check" task, follow the prompts on the list. Begin with the application.

On the "Fingerprint Application" please make sure your information is correct, and finish filling out the form. At the bottom, click "Submit."

To register with the USBE, follow the steps in task number 2 on the list. The link listed will take you to a third-party website.

When your registration is submitted and approved by the USBE, this task will be considered completed.

Task number 3 on the list requires you to go get physically fingerprinted in the McKay building at BYU Provo's campus. Please follow the steps accordingly.

Once you have completed the tasks in the list, and your registration from the USBE is recorded, this task in its entirety will be considered complete.

To complete the "Academic Advisement & Graduation Plan", contact your academic advisor to set up a meeting and upload a graduation plan.
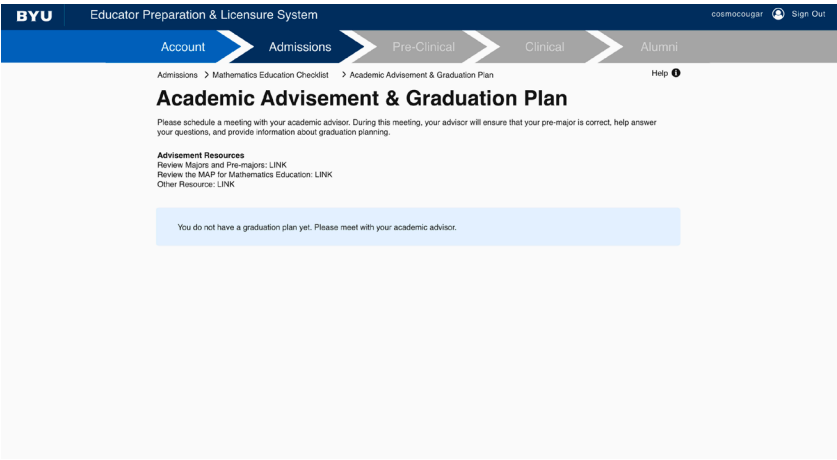
Some advisors will not require a meeting and will give you the necessary permissions in the system to allow you to upload the graduation plan yourself.
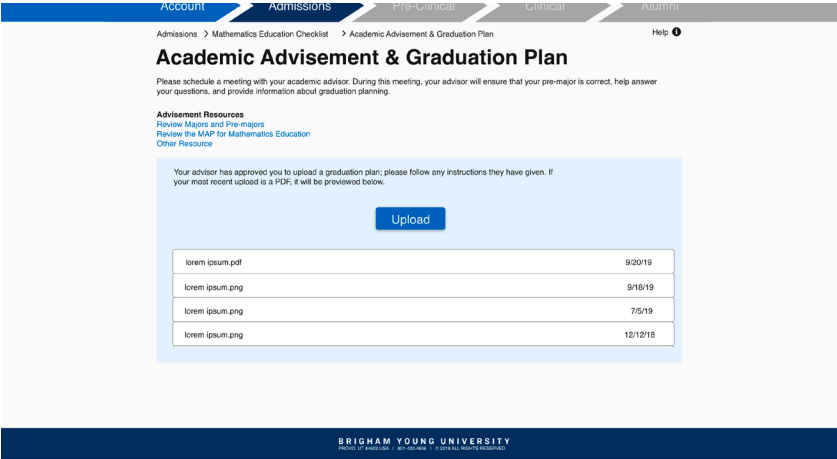
To complete the "Assessments" task, click the drop down list to view and complete the required assessments.
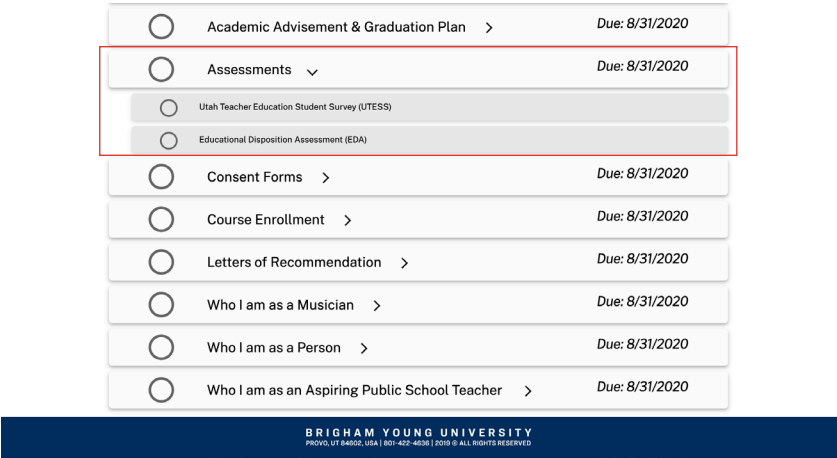
To fill our consent forms, please read each statement, checking each box as you finish them.

When each statement has been read, and each box checked, please click "Submit."