

## The ApplyYourself™ Process – EOL Site Based Programs

1. Click the “Apply” button below, this will take you to the Graduate College Website.
  2. Please carefully read the instructions on the Graduate College Web site.
  3. Scroll down and select "[Click Here to Start your Application Now!](#)"
  4. Read the Instructions.
  5. Click “create account” button if you are beginning your application for the first time. If you are returning to an existing application, log in using the User Name and Password you created.
  6. **Be sure you turn off any pop-up blockers that you may have running before beginning the ApplyYourself™ application.**
  7. Create your application account.
  8. Make sure you select “**Education, Policy, Organization and Leadership**” in the Academic Program drop-down menu.
  9. Create User Name and Password.
  10. Click “Submit Information” button.
  11. “Click Here” where it says to.
  12. Click on the “Application for Admission” link.
  13. See the vertical menu on the left Click on and please read “Application Instructions”
  14. Each link under the “Application for Admission” header opens that specific section of the application, [Personal Information, Contact Information, Application Information, Educational History, Languages, Test Information (Not Applicable for this program unless you’re an international applicant), Statements].. You may complete the sections in any order you prefer. You can also save and exit each section at any time.
  15. Complete each of the ‘Application for Admission’ information sections on the left bar of the page.
  16. In the “Application Information” section, The proposed program should show **Education, Policy, Organization & Leadership**
  17. In the "Degree" drop-down menu, select from the following options:
    - a. **Educational Organization & Leadership (Site-Based Off Campus)—CASX**
    - b. **Educational Organization & Leadership (Site-Based Off Campus)—EDDX**
    - c. **Educational Organization & Leadership (Site-Based Off Campus)—EDMX**
  18. In the "Concentration/Field of Specialization" box, select from the following options:
    - a. **Educational Administration**
    - b. **Higher Education**
- \*\*Note: Only type your field of specialization into the “Other Field of Specialization” box if it does not appear in the previous drop-down menu.*
19. Select appropriate “Term of Enrollment”



20. Enter faculty member's name if appropriate.
21. Fill out remainder of that section based on your individual situation.
22. Remember to save each section of the application as you go along. Click either "save" or "save and continue" depending on whether you're going to keep going or come back later.
23. Most sections of the application are click-to select-forms or simple fill-in-the-blank items. The 'Statements' section allows you to upload other required documents.
24. Click the appropriate "Upload Document" button to add your 1) resume and 2) personal statement. A new dialog box will open with instructions on what types of documents are acceptable how to upload them. Use the dialog box's 'Browse' button to find your document on your computer and its 'upload document' button to insert it into your application.
25. Click "save & proceed to submission."
26. Once the required documents are uploaded, click "Save & Proceed to Submission."
27. On the submission page, you may still return to any section of your application by clicking the links on the left. You can go directly to specific required items in the application by clicking on the appropriate link in the table.
28. Remember to Logout each time you leave your application. University IT recommends closing your browser to assure security.

