If this is your first time using the Portal, click “New member?” to create your account.
2) Fill in your information, create a password, and click “Sign Up”.
3) From the Home page, select “Program Application”.

4) Fill in your information, selecting “Next” to continue to each page of the application.
5) If your Educational Institution is not found, please type it manually in the second “Educational Institution” field.
6) If you’re applying as an MTS or MDiv applicant, you will be prompted to submit Reference contact information. Once your application is submitted (steps 17-18), your referee(s) will be emailed with the request and instructions to upload their reference letter(s).
7) Once you have completed your application, click “Submit Form”.
8) Please allow for the page to redirect to the “My Application Status” page.

9) From the “My Application Status” page, you will find a summary list of all applications and their admission statuses. You can open each application by selecting “Open”.
10) If the Checklist Progress bar is not at 100%, there are outstanding documents to submit.
11) Expand sections to view outstanding requirements and upload accordingly (anything without a green checkmark is incomplete).
12) You can drag and drop your document(s) in each section.

13) If you wish to replace an uploaded document before submission, just select “Upload Files” again (underneath your document) and upload your replacement.
14) If you have more than one document to submit per section, please add additional ones in the "Additional Documents" section.
15) Once uploaded, your documents will be marked “Pending Approval”.
16) Once all *required* sections are complete, your “Checklist Progress” bar will update to 100% (this does not include references which are only visible by administration).
17) You must then click “Submit Application” in order to complete your application. If you do not submit from this page, your application will not fall in queue for review.
18) Hit “Submit” once more, keeping in mind that your application cannot be altered after submission.
19) Refresh your page and you will see that your documents have now been marked approved and your submission date posted.

20) Upon returning to the “My Application Status” page, you will see the status of your application posted here.
21) Once an admission decision has been made, you will see the update under “Decision”.
22) If admitted, you can respond directly on the application and click “Open” to view your official Admission Letter(s).

23) You will find your Admission Letter(s) at the top of the page. You can view it online or download it to your computer.