# Step by Step Guide to the PSEO Online Application Process

High school students applying to take SCC PSEO courses go to the SCC Online Application (it can also be found on the www.southcentral.edu website using the "Apply" link at the top of every page).

- If you already have a StarID from another Minnesota State institution, select "Login". You will log into your account using that StarID and password. Skip down to the Application Process below and follow those steps. Some of your application information will populate from your Minnesota State system account.
- If you have NOT applied to another Minnesota State institution, select "Create StarID" and follow these steps:

**How to Create your StarID:**

1. Enter First and Last Name
2. Enter and re-enter an Email Address – (this needs to be a PERSONAL email address (not a family email) that you will have access to later)
3. Enter and re-enter a Password (then select "Get my StarID")
4. You should see a page stating StarID Successfully Created
5. **Note:** Write down and save the StarID you receive on this page and the Password you created.
6. Select "Next" and you will be brought to the first page of the Application Process and can continue with the following steps:

## Application Process – (fields with asterisks are required)

**Personal**

1. Fill out Legal Name and Email Address (then select "Next")
2. Fill out Social Security Number (SSN) (if known) and Date of Birth – these are not required, but are highly recommended as it will help in accessing the StarID Self Service page in the future (then select "Next")
3. Fill out Veteran Status (then select "Next")
4. Fill out Parent Education, if known – if not known, you can skip (then select "Continue to Citizenship")

**Citizenship**

- Fill out Citizenship (then select "Continue to Contact")


**Contact**

1. Fill out Residency (then select "Next")
2. Fill out Permanent Address (then select "Next")
3. Fill out Phone Number (then select "Continue to Education")


**Education**

1. Under High School Information – select "Yes" for are you currently a High School Student (then select "Next")
2. Fill out High School Attended (use June as the month and then the graduation year and select "Next")
3. You may skip High School Preparation Standards (select "Next" through the next three screens)
4. Skip Colleges/Universities Attended and click on "Continue to Confidential"


**Confidential**

- Fill out Demographic Information (then select "Continue to Major")


**Major**

1. Under Application Term – select the semester in which you will take your first PSEO course at SCC (then click on "Next")
2. Under Educational Intent – select "Complete courses, but not a degree."
3. And click "Part Time Student" (then click on "Next")
4. Under Academic Program – click on "Next"
5. Under Application Campus – select "South Central College-North Mankato" (then click on "Next")
6. Under Application Information – select "No" you haven't attended South Central College before (then select "Continue to Additional")


**Additional**

- Skip Additional and click on "Continue to Review"

**Application Review**

- Review all provided information and make sure it is listed correctly.  If you need to make changes, you can select the green box associated with that area on the top of the screen.  Once all information is verified, select "Continue to Submit Application"

**YOU ARE NOT DONE YET…KEEP GOING!**

**Applications**

- A box that says "South Central College" will appear on the screen.  Check the box next to the SCC application and then enter your StarID password in the box marked "*Verify StarID Password".

- Click "Submit Selected Application(s)"

- From here you will be brought to the Application Status Page where you can see the status of the application listed as either "Processing" or "Pending" and the date it was submitted.

**If you have any questions, please contact:**

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