Dual Enrollment Consortium Quick Base Application

New Applicant Tutorial

Overview

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  - Creating login credentials
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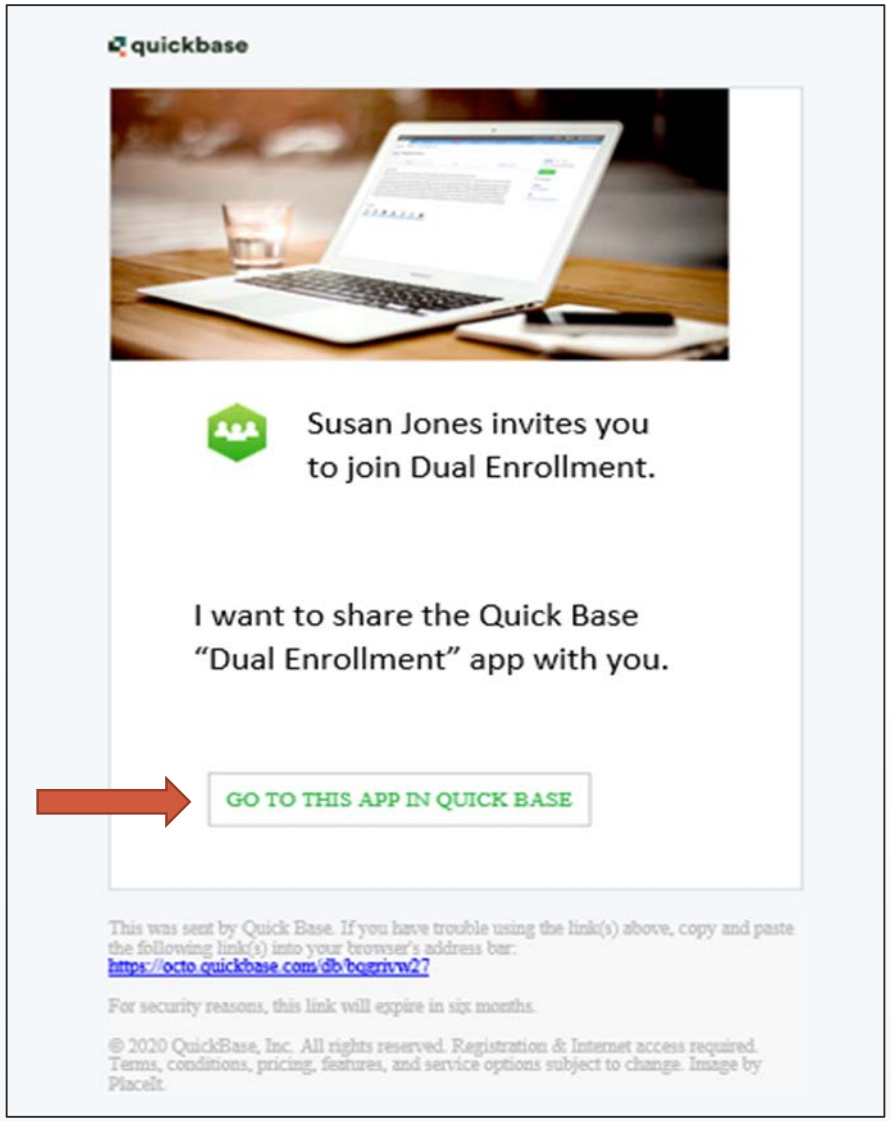
How to Apply - Overview

- Students can apply by visiting the dual enrollment consortium application website below: octo.quickbase.com/db/bmsi2h8z2
- To begin your application, click the **"New Application"** button and complete **Part One.**
- After you complete **Part One**, you can choose to a) click the "Save & close" button and finish your application later, OR b) immediately complete **Part Two** of the application, click the "Save & close" button.
- Applicants will not be able to log back into their application until they receive an email notification from the Quickbase system within **24-48 hours** of clicking the "Save & close" button.
- The notification will provide you with directions on how to create a profile and log back in to your application to complete it.

Quickbase Invite

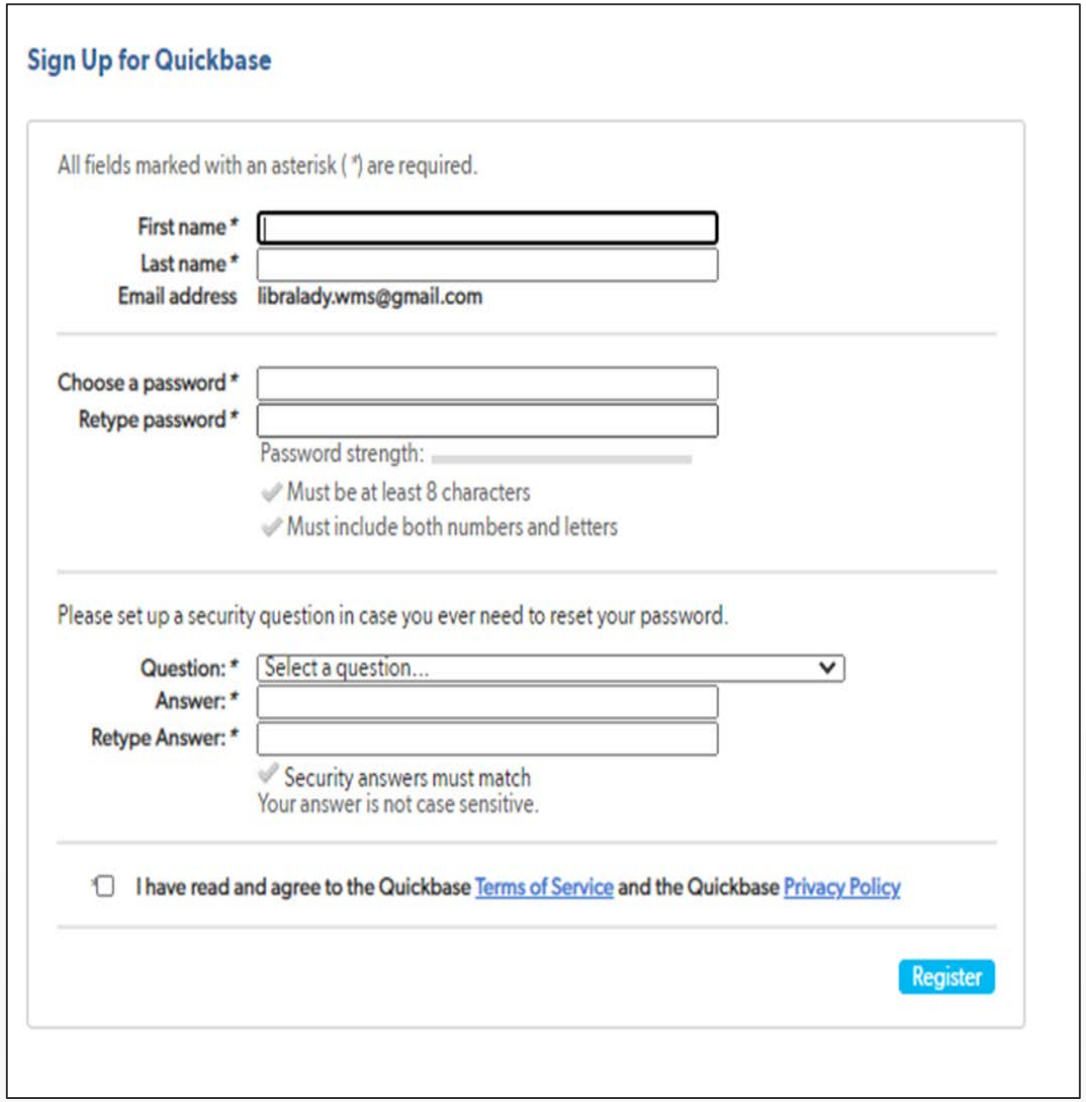
- New applicants will receive a Quickbase invitation email (If the user does not receive an email from Quickbase within 24-48 hours, the user may need to check their "Spam" folder. User email account filter may have classified the email notification as spam).
- Click the “Go to this app in Quickbase” link to create a username and password.

CLICK HERE



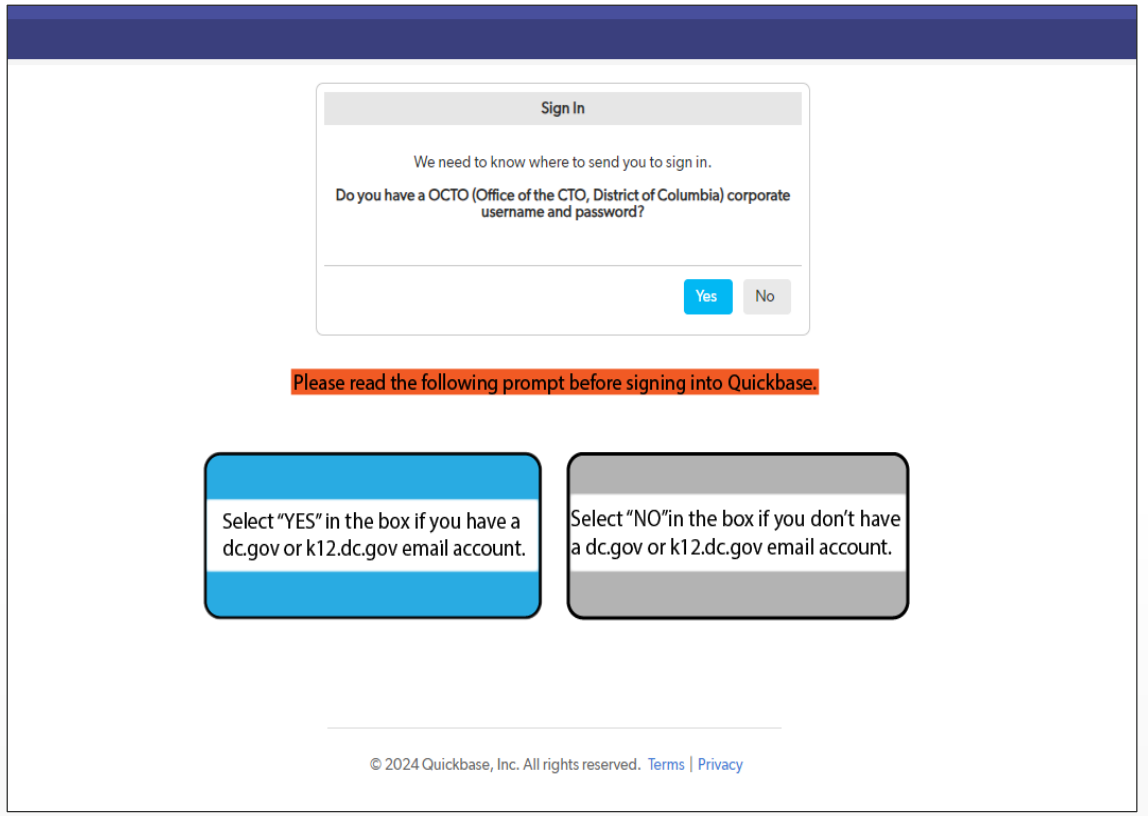
Create Login Credentials

- Username - school or personal email address.
- Password – secure password the user will remember. Quickbase does not have access to user passwords.
- Click the check box after user has agreed to Quickbase terms and privacy policy.
- Click “Register.”



Login Screen

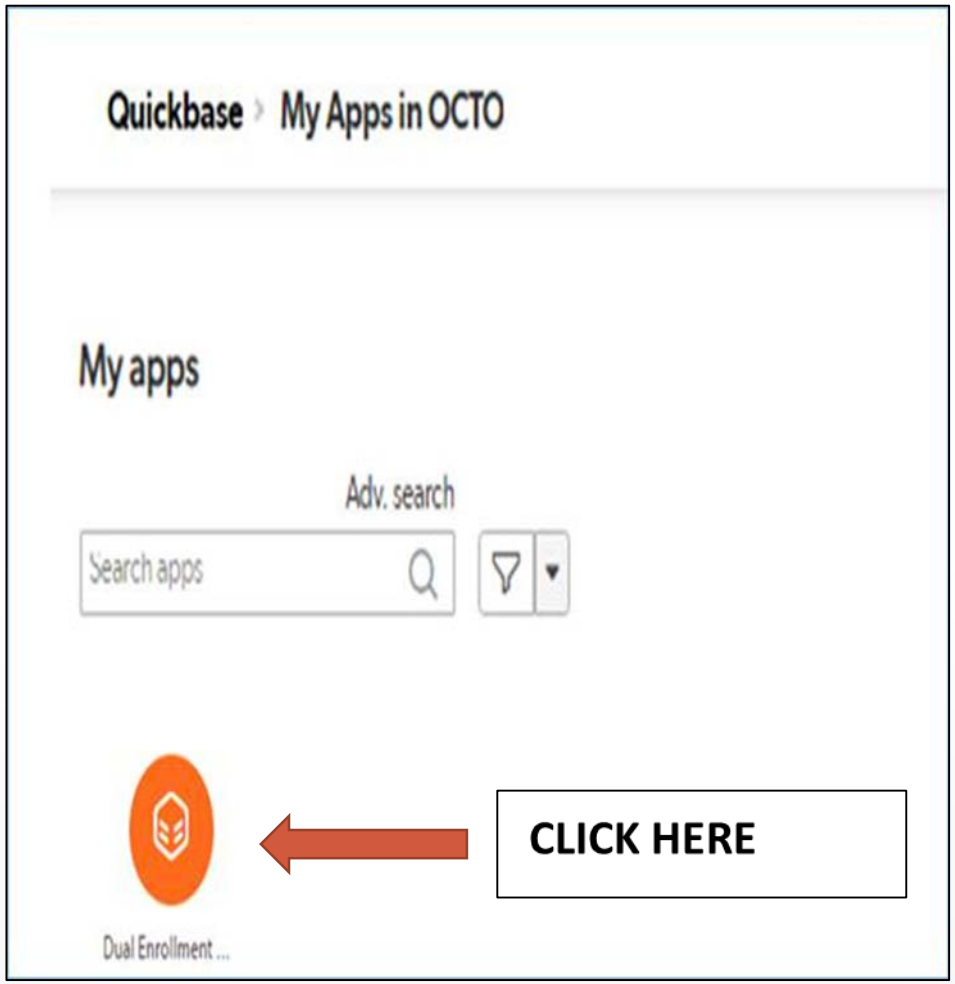
- After creating user login credentials, the user will be directed to the Quickbase homepage.
- User must click “No” to precede to the login page.
- Login with username and created password.
- If user is unable to remember their password then click “I forgot my password.”
- Quickbase will send an email to user email address with instructions to recreate password.



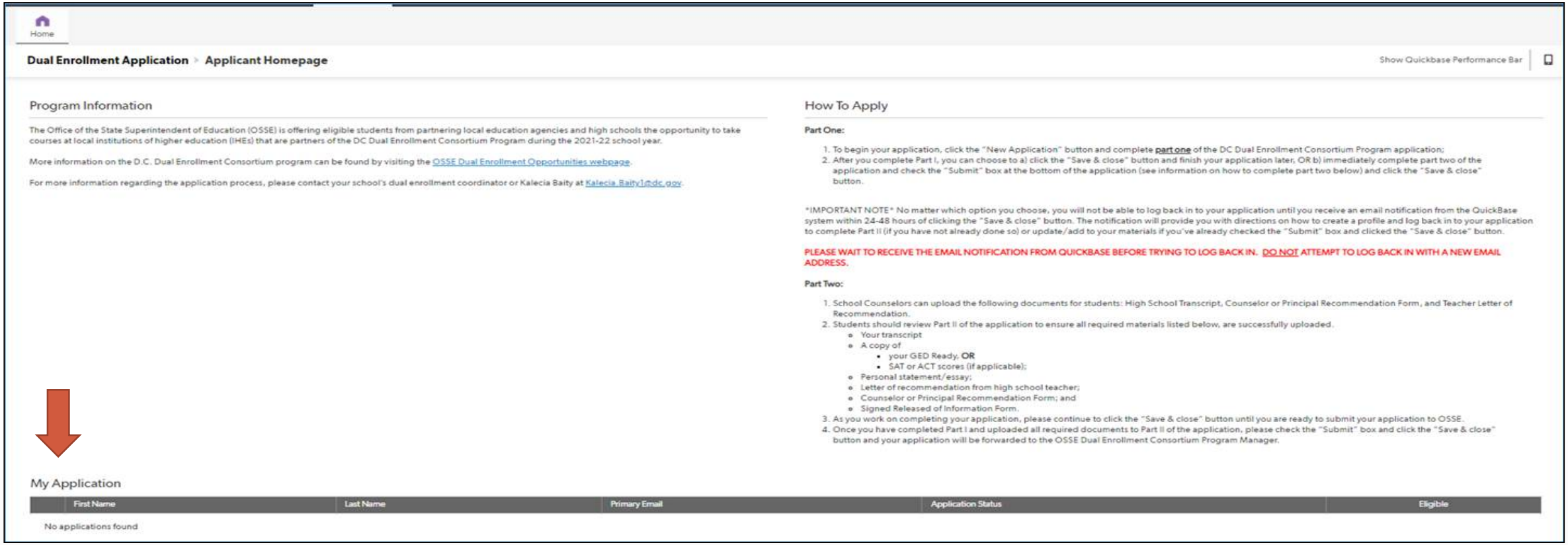
Quickbase Homepage

- After logging in, user will view the Quickbase “My Apps in OCTO” webpage.

- User clicks the “Dual Enrollment” icon to view the dual enrollment applicant dashboard.



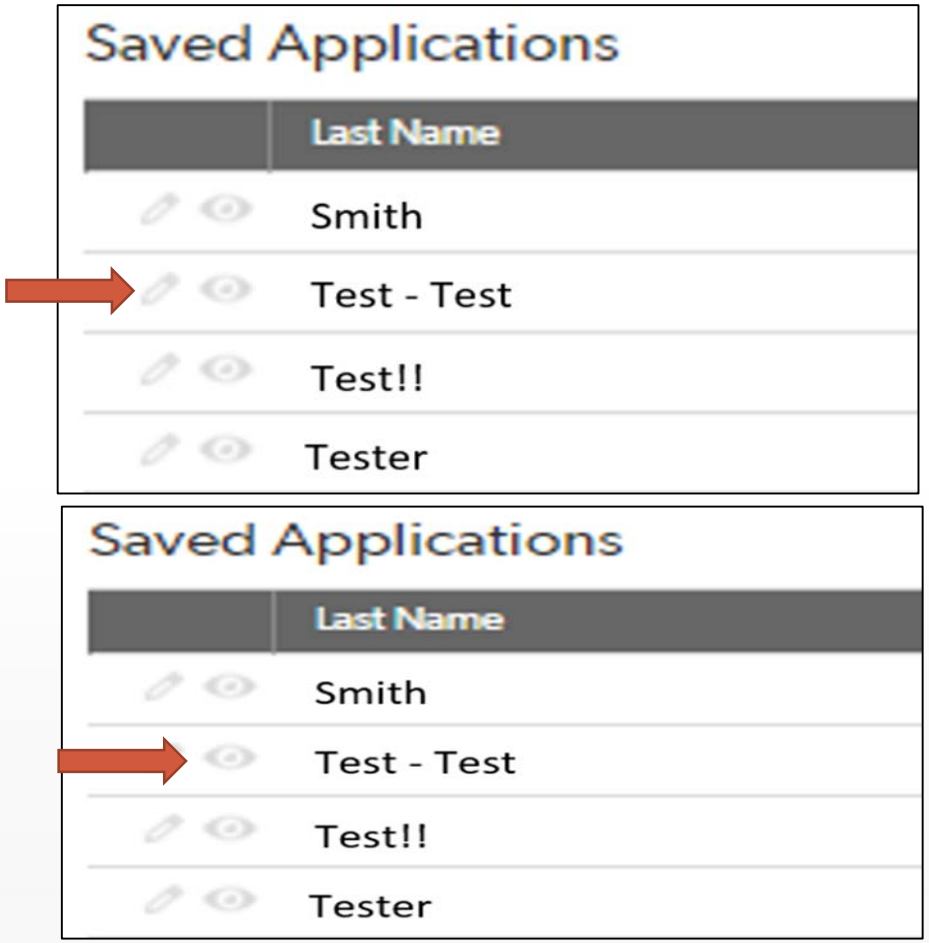
Applicant Dashboard



- The applicant will click the “application” button to open and create a new application.
- Please note that the database may take up to 24 hours to display an application on an applicant’s dashboard.
- Applicants can view, edit and save their application. Applicants can exit and return to their previously saved application located on the dashboard to submit their completed application.

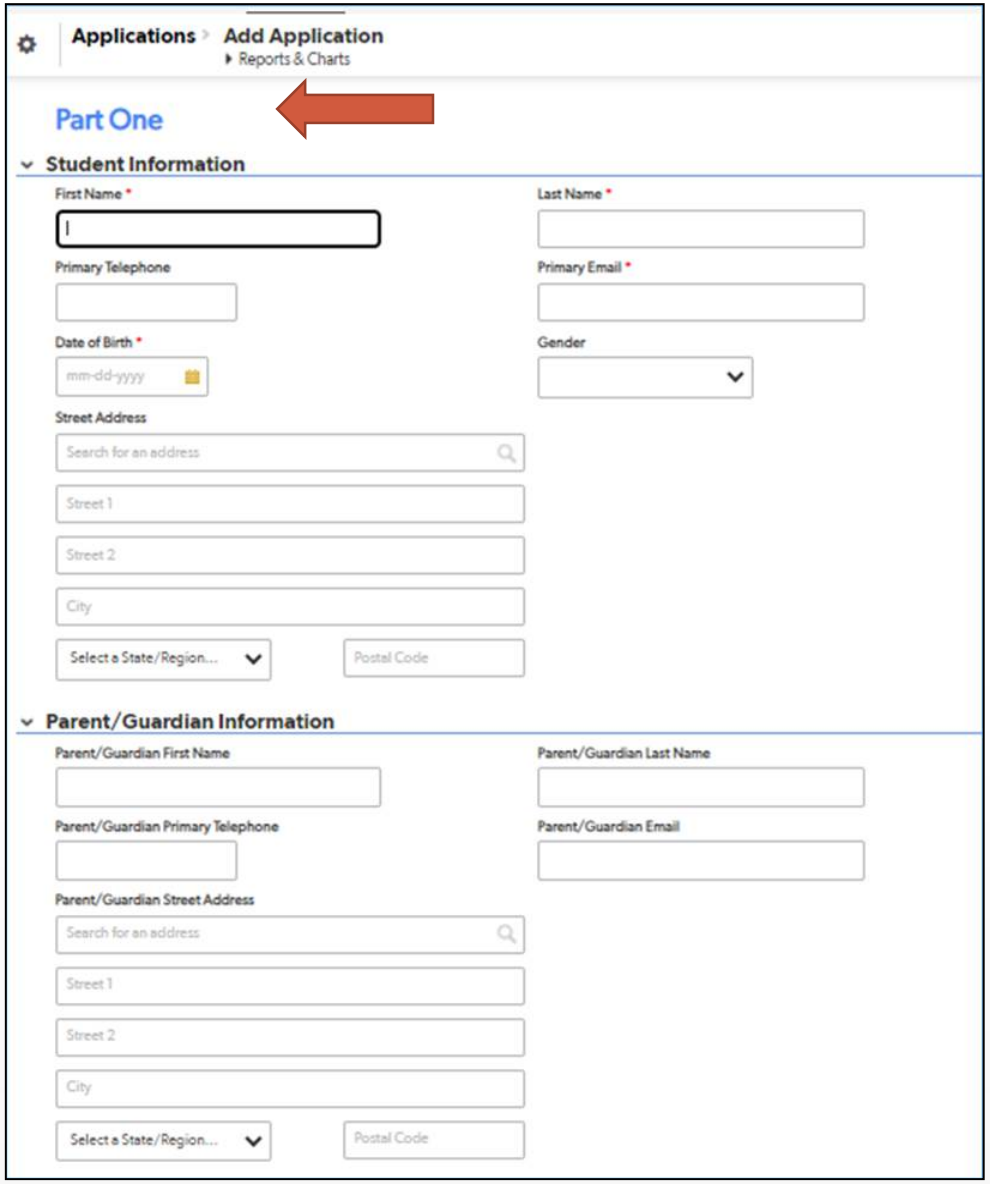
Edit and View Student Application

- Student applications are viewed two ways:
  - Pencil icon - is used to “edit” the student application. The “edit” icon is used to upload supporting documents.
  - Eye icon - is used to “View” the student application.

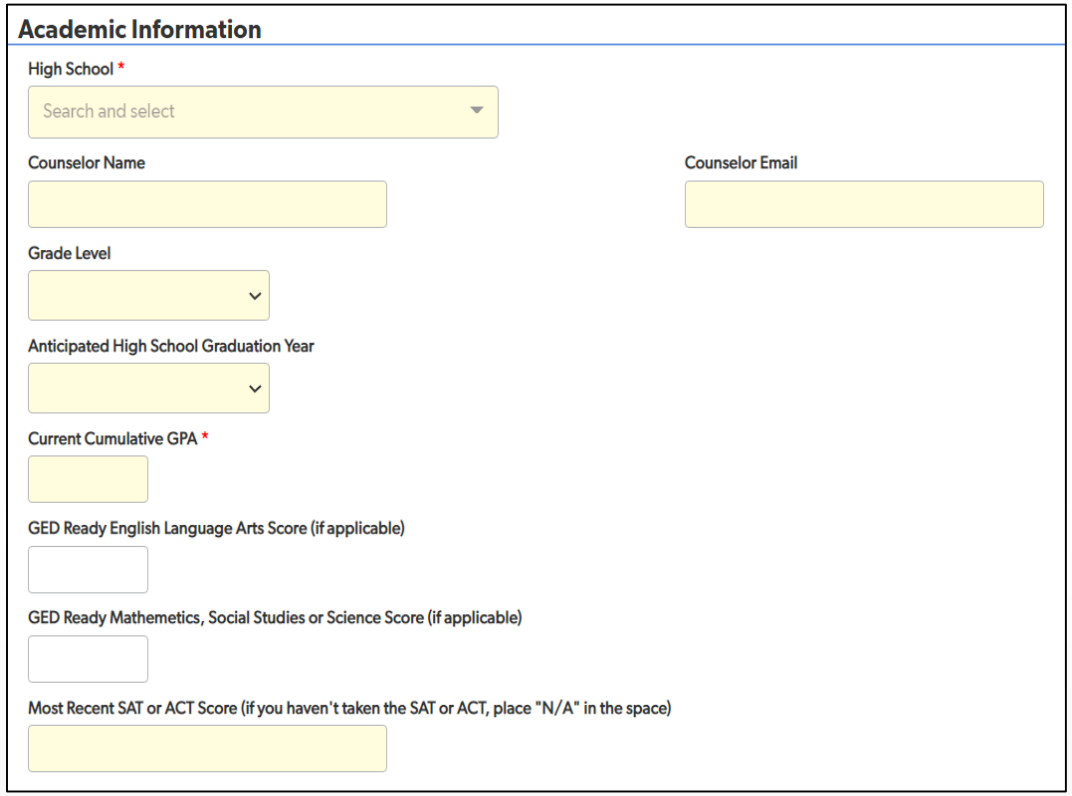


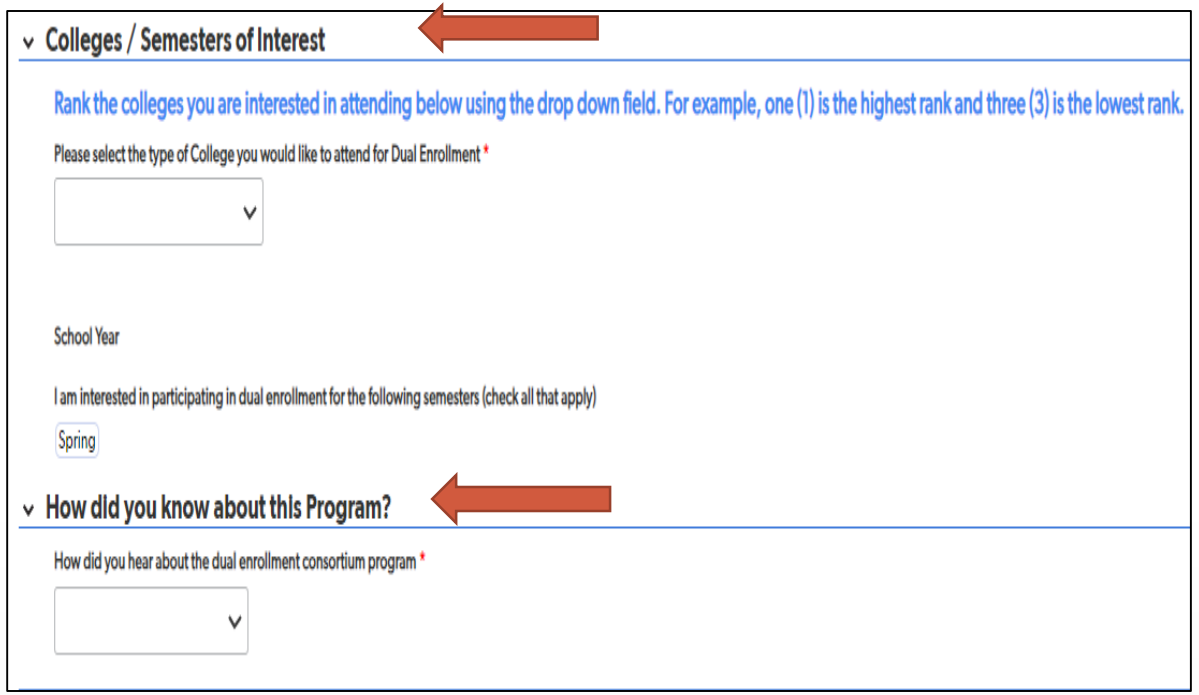
Application: Part One

- Students must complete **ALL** required (*) information: Student information, parent information, academic information and colleges / semesters of interest.



Cont. Application: Part One

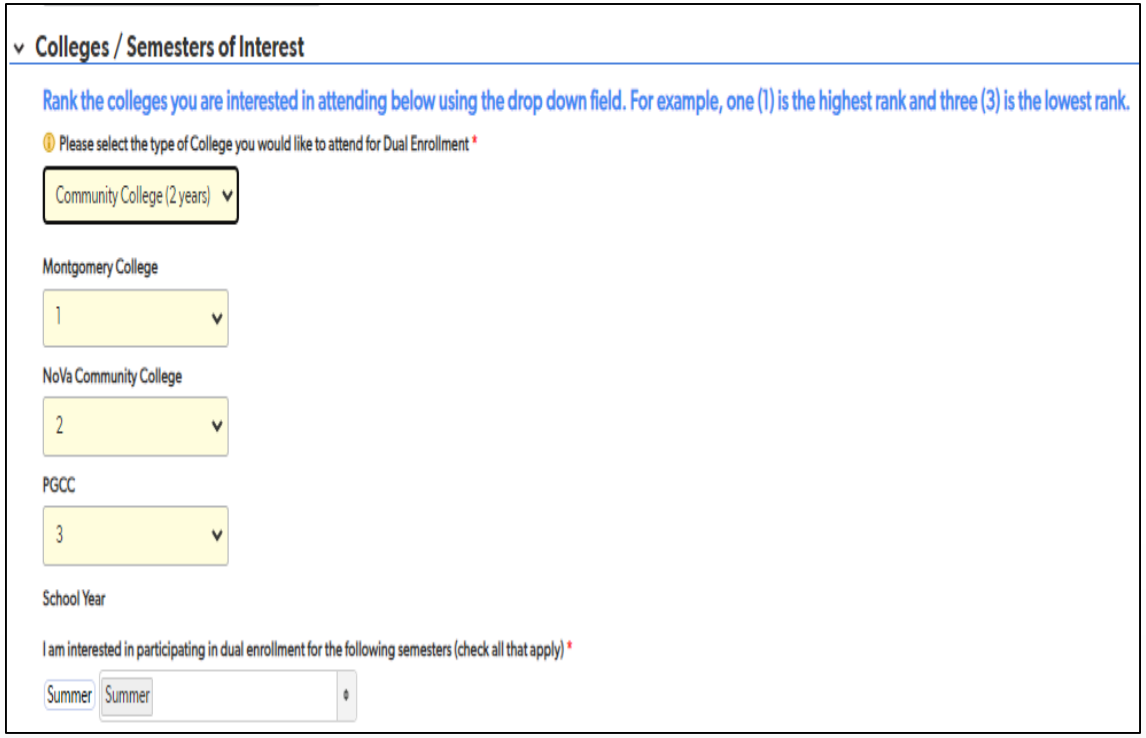




- Students must complete **ALL** required (*) information: academic information and colleges / semesters of interest.

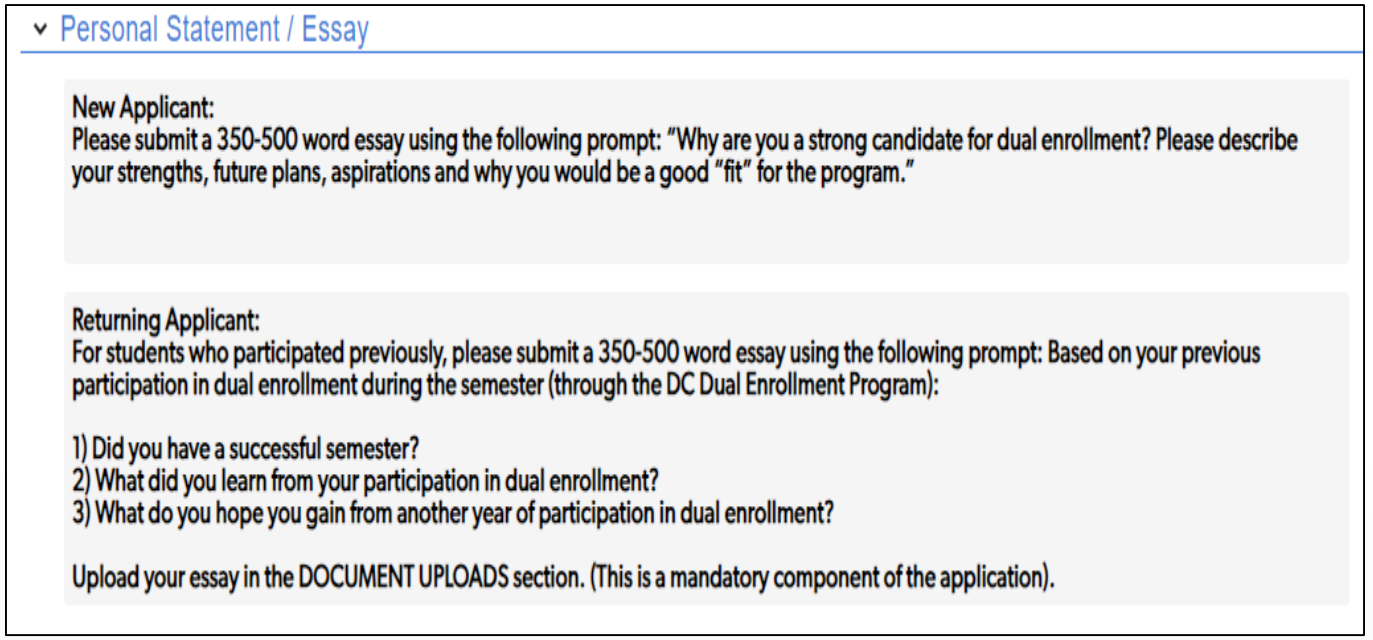
College/Semesters of Interest

- Applicants must click the dropdown menu to select one out of the three types of colleges below.
  - Community College (2-Year)
  - University (4 Year)
  - UDC CARE Program
- Quickbase will identify the type of college the applicant qualifies for based on the grade level and grade point average (GPA).
- Applicants must rank the colleges they are interested in attending from one (1) is the highest rank and three (3) is the lowest rank.



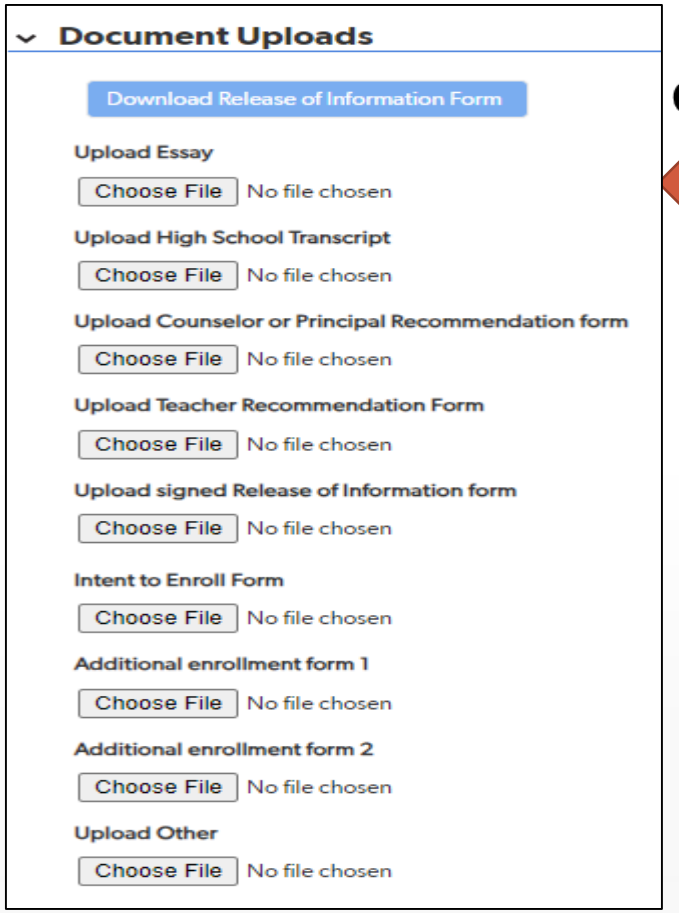
Application: Part Two

- New and returning applicants must submit a 350-500 word essay and upload documents to their application.



Upload Supporting Documents

- Applicants must upload all required documents.
- Click the “Choose File” button to open the drive on your computer then locate the file and attach the supporting document in PDF format.
- School counselors and LEA POCs can upload student transcripts and letters of recommendations (counselor or principal form and teacher letter of recommendation).



CLICK HERE

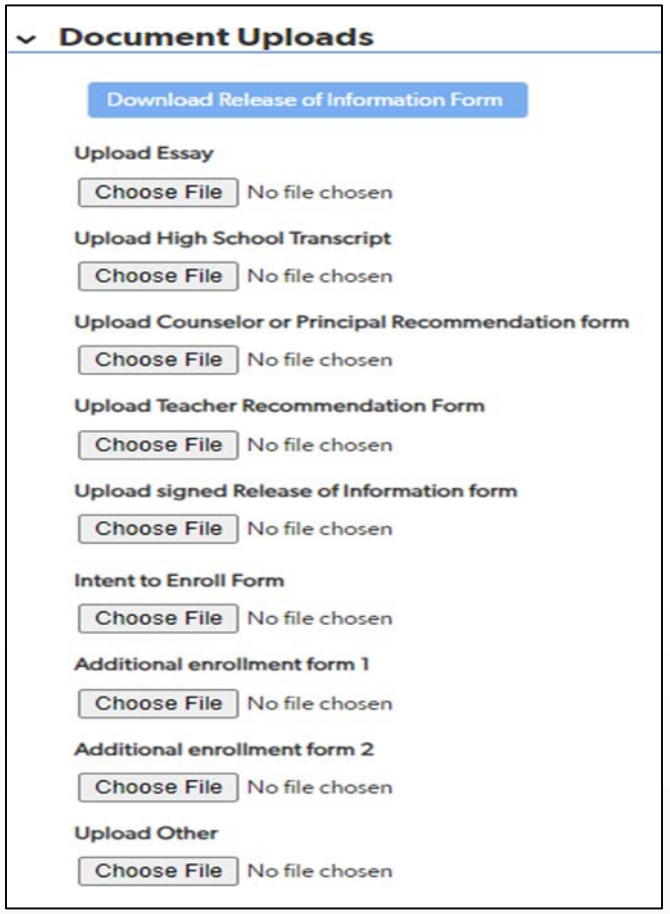
Saving Changes to Student Application

- After user uploads supporting documents then click the “Save & close” button.

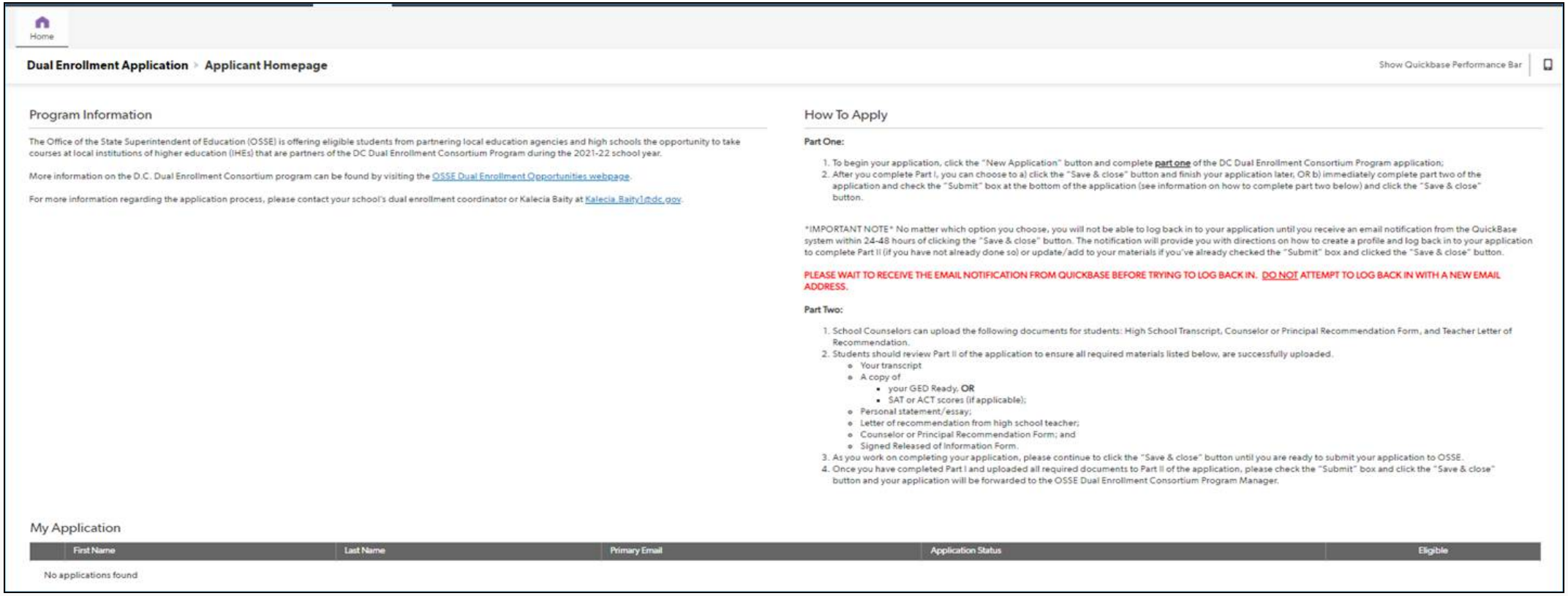
- The "Save & close” button is located on the upper right hand corner of the page. Click this button to save changes and close the application.

Application Submission

- Click the “**SAVE & CLOSE**” button after completing Part One and Part Two of the application.
- Students will receive an email confirming their successful submission of the DC Dual Enrollment Consortium Program application.



Redirected to Applicant Dashboard



- After user clicks the “Submit Application” and “Save & close” button, user will be redirected to the applicant dashboard.
- User can continue to edit or view student application.

Application Tips

- Attach all supporting documents in **PDF format**. Review the following steps below to convert your Word document or image to PDF format.
  - Open your **Word** document, and click the "File" button in the upper left corner.
  - Click the "Save As" button. In Word 2013, you will also need to click the "Browse" button on the "Save As" screen.
  - Next to "Save as type:", select "PDF (*.pdf)". Then name your file and pay attention to where you are saving it. When you are done, click "Save."
  - To convert an **image** to PDF format, open the image on your computer. Go to File > Print or use the Command+P keyboard shortcut. In the Print dialog box, select the PDF drop-down menu and choose Save as PDF. Choose a name for the new PDF and select Save.
- Applicants must ensure their essays are 350-500 words (use word count to ensure you meet the application requirement).
- New applicants are strongly encouraged to gather ALL required documents BEFORE starting the application.
- ALL required (*) fields must be completed for successful application submission.

Contact Information

- For general questions or information about the applicant tutorial guide, please contact the Dual Enrollment Program Manager Kalecia Baity at Kalecia.Baity1@dc.gov.