



Application for Postsecondary Studies(APS) - Community Based Organization Module User Guide

2023-24 School Year

*** All data used are for demonstration purposes only.**

Application for Postsecondary Studies (APS)

Application for PostSecondary Studies

District of Columbia Office of the
State Superintendent of Education



Welcome to the Application for Postsecondary Studies (APS)

Please select the appropriate access to enter:

Student applying for Scholarships Access

Institute of Higher Education (IHE) Access

Community Based Organization (CBO) Access

After you click the application link, you will be presented with the Home page. Click: Community Based Organization (CBO) Access



Application for Postsecondary Studies (APS)

DC.gov

Sign in with your social account

OSSE User G+ Google

or

Sign in with your email address

Email Address

Email Address

Password

Forgot your password?

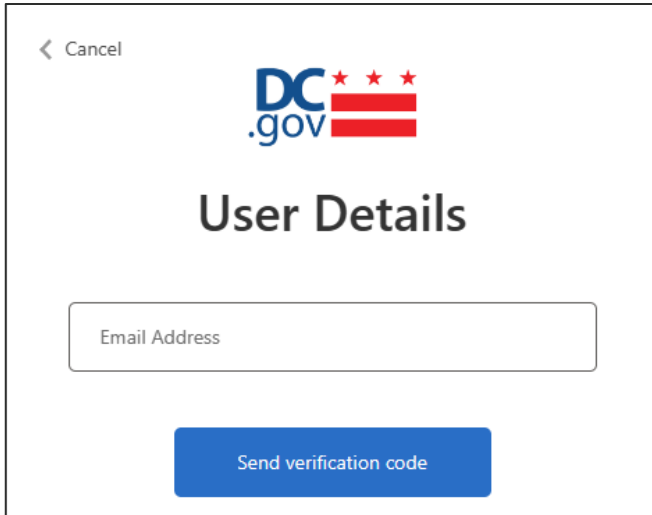
Sign in

or

Don't have an account? [Sign up now](#)

Click the “Sign up now” button to begin the log in process

Application for Postsecondary Studies (APS)



< Cancel

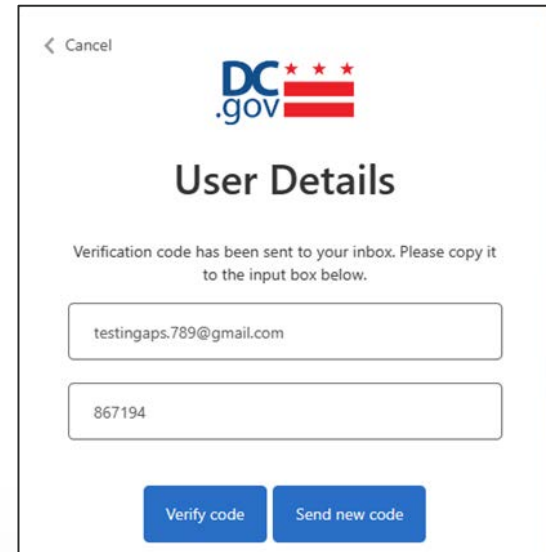
DC.gov

User Details

Email Address

Send verification code

- Enter your email address
- Click "send verification code"



< Cancel

DC.gov

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

testingaps.789@gmail.com

867194

Verify code Send new code

- Enter the verification code which was emailed to you
- Click "verify code"

Application for Postsecondary Studies (APS)

< Cancel



User Details

Send verification code

Create

After you click “verify code”
create a password

Application for Postsecondary Studies (APS)

**Welcome to the
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(APS)**

Please select the appropriate access to enter:

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Consent Form


Data Privacy Information

The data contained in the Application for Postsecondary Studies (APS) application is kept confidential pursuant to the Family Educational Rights and Privacy Act (FERPA), which is Federal law that protects the privacy of student education records, and the FERPA regulations promulgated by the Department of Education (20 U.S.C. § 1232g; 34 CFR Part 99).

Review the consent form and click agree

Application for Postsecondary Studies- CBO Coach Registration

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education 

CBO Registration

CBO Name *

JMG productions, Inc.

This CBO is registered, please enter your details and submit a request for access.

First Name *

Albert

Last Name *

Test

MI

E

Prefix

Mr

Suffix

II

Email Address

cbotestuser@gmail.com

Job Title *

CBO Counselor

Phone *

212-999-2222

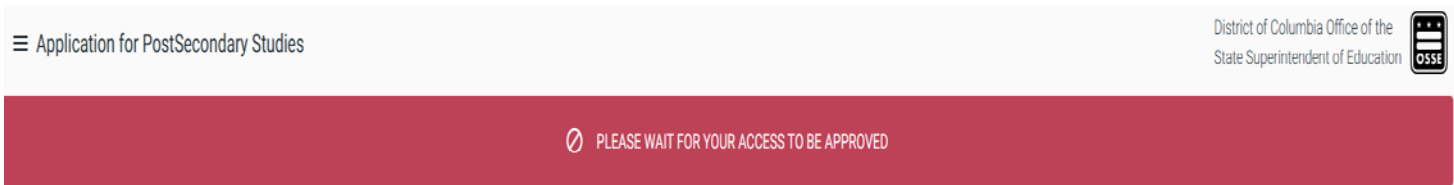
Extension

Reset

Request Access


When logged in, you will need to register in order to gain access to your student roster. Select the CBO name from the dropdown, complete the form on the right and click "Request Access."

Application for Postsecondary Studies CBO Coach Registration



Once you request access you are given this message.
Your Administrator will approve access


Application for Postsecondary Studies CBO Administrator Grant Access

Application for PostSecondary Studies					District of Columbia Office of the State Superintendent of Education		
CBO JMG productions, Inc.					CBO Student Roster	Manage CBO	Points of Contact
First Name	Middle Initial	Last Name	Email Address	Phone	Job Title		ADMIN
Jether		Buddy	osse.cbo.test@gmail.com	123-456-7890	Coach		
First Name	Middle Initial	Last Name	Email Address	Phone	Job Title		INACTIVE
Albert	E	Test	cbotestuser@gmail.com	212-999-2222	CBO Counselor		

When the Administrator logs in to APS, they will see the Users that require access. In the example above, the second user is in "Inactive" status.



Application for Postsecondary Studies CBO Administrator Grant Access

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education 

CBO JMG productions, Inc.


[CBO Student Roster](#) [Manage CBO](#) [Points of Contact](#)

First Name	Middle Initial	Last Name	Email Address	Phone	Job Title	
Jether		Buddy	osse.cbo.test@gmail.com	123-456-7890	Coach	
Albert	E	Test	cbotestuser@gmail.com	212-999-2222	CBO Counselor	

Approve



Click on the three dots and click "Approve"

Application for PostSecondary Studies

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CBO JMG productions, Inc.

[CBO Student Roster](#) [Manage CBO](#) [Points of Contact](#)

First Name	Middle Initial	Last Name	Email Address	Phone	Job Title	
Jether		Buddy	osse.cbo.test@gmail.com	123-456-7890	Coach	
Albert	E	Test	cbotestuser@gmail.com	212-999-2222	CBO Counselor	

The user will now be in "Active" Status

Application for Postsecondary Studies CBO Administrator Grant Access

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education OSSE

CBO JMG Productions, Inc.

CBO Student Roster Manage CBO Points of Contact

First Name	Middle Initial	Last Name	Email Address	Phone	Job Title	
Albert	E	Test	cbotestuser@gmail.com	212-993-3333	Manager	<div>Remove Provide Admin Access</div>

ACTIVE

If you need to promote a user to Admin, click the three dots and select "Provide Admin Access"

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education OSSE

CBO JMG Productions, Inc.


CBO Student Roster Manage CBO Points of Contact

First Name	Middle Initial	Last Name	Email Address	Phone	Job Title	
Albert	E	Test	cbotestuser@gmail.com	212-993-3333	Manager	<div>ADMIN</div>

The user now has Admin access

Application for Postsecondary Studies CBO Access Granted – Log in to Module

Application for PostSecondary Studies

District of Columbia Office of the
State Superintendent of Education 

Welcome to the Application for Postsecondary Studies (APS)

Please select the appropriate access to enter:

Student applying for Scholarships Access

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Community Based Organization (CBO) Access

After access has been granted, log into application by clicking
"Community Based Organization (CBO) Access"

Application for Postsecondary Studies CBO Student Roster

Application for PostSecondary Studies

District of Columbia Office of the State Superintendent of Education



JMG Productions, Inc.

✓ CBO Student Roster

Manage CBO

Points of Contact

Albert Test

CBO Student Roster

Search (First Name, Last Name, Email Address)

Clear Filters

Last Name	First Name	MI	DOB	Street Address	Apt #	Quadrant ↑	Ward	Zip Code	Credential Earned	High School Name	Credential Earned Year	College/University ↑
						NE	4	20011	High School Diploma	Columbia Heights Education Cam...	2020	Trinity Washington Uni
					614	NW	3	20001	High School Diploma	Hyde Leadership PCS - DC - Distric...	2014	Trinity Washington Uni
						NE	7	20019	High School Diploma	Friendship PCS - Collegiate Acade...	2020	Trinity Washington Uni
						NW	4	20011	High School Diploma	Roosevelt High School	2019	Trinity Washington Uni
					Apt B	SE	8	20032	High School Diploma	Anacostia High School	2022	Trinity Washington Uni

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Once logged in, you will be presented with your student roster.
You can review details of multiple students.

To begin logging a coaching engagement, click the student's last name.



Application for Postsecondary Studies CBO

Complete Coaching Engagement

Application for PostSecondary Studies

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JMG Productions, Inc.

CBO Student Roster

Manage CBO

Points of Contact

Albert Test

CBO Student Information

Last Name	First Name	MI	DOB	College/University	Major
				Trinity Washington University - DC	Biology - STEM - BS

DCPS Persists Participant *

Withdrew *

No

Anticipated College Graduation Year?

Save

Coaching Engagement

Coach Name *

Satisfactory Coaching Engagement *

Stipend Paid

Coaching Engagement Date *

Stipend Amount Paid

Comments

Cancel

Add


After the Last Name is clicked, the system will present the screen where you enter the details of your coaching session with the student. The fields with an asterisk are required.




Application for Postsecondary Studies CBO


Complete Coaching Engagement


Application for PostSecondary Studies


District of Columbia Office of the State Superintendent of Education 

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 CBO Student Roster

 Manage CBO

 Points of Contact

 Albert Test

CBO Student Information

Last Name	First Name	MI	DOB	College/University	Major
				Trinity Washington University - DC	Biology - STEM - BS

DCPS Persists Participant *

No

Withdraw *

No

Anticipated College Graduation Year?

2026

Save

Coaching Engagement

Coch Name *	Satisfactory Coaching Engagement *
Albert Test	Yes
Stipend Paid	Coaching Engagement Date *
Yes	1/26/2023
Stipend Amount Paid	Comments
\$500.00	Great meeting with student

Cancel


Add

An example of a completed form is shown. Once all fields are entered, click "Add" to save the session.

Application for Postsecondary Studies CBO

Complete Coaching Engagement

Coaching Engagement History


Satisfactory Coaching Engagement	Engagement Date	Coach Name	Comments	Stipend Paid	Stipend Amount	
Y	01/26/2023	Albert Test	Great meeting with student	Y	\$500.00	

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Once you click "Add" your session will be added to the Coaching Engagement History card. Your sessions will be stored for your view and will accumulate each time you complete an engagement.

Application for Postsecondary Studies CBO Complete Coaching Engagement - Student Withdrawn

≡ Application for PostSecondary Studies

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JMG Productions, Inc.

 CBO Student Roster  Manage CBO  Points of Contact  Albert Test

CBO Student Information

Last Name	First Name	MI	DOB	College/University	Major
				Trinity Washington University - DC	Biology - STEM - BS

DCPS Persists Participant *
No

Withdrew *
Yes

Anticipated College Graduation Year?
2026

If yes, withdrawal date? *
1/25/2023

Save

If a student has withdrawn, you must enter "Yes" in the withdrawn field. When yes is entered, a new field appears. Enter the date the student has withdrawn in that field.