



Online Application – Dual Credit Students

1. Go to www.mayvillestate.edu
2. At the bottom of the screen click APPLY NOW.
 - a. **IMPORTANT:** If you have already filled out an online application in the past, you will need to call the Extended Learning Office at 701.788.4667 to have your application deleted.
3. Create Account –If you have never filled out an online application.

A screenshot of a web browser showing the Mayville State University Online Application Login page. The browser's address bar shows the URL: https://app.applyyourself.com/AYApplicantLogin/IL_ApplicantConnectLogin.asp?id=mayville. The page has a blue header with the Mayville State University logo. Below the header, there is a 'Create Account' button with a red arrow pointing to it. To the left of the login form, there is a 'Welcome!' message and a 'Getting Started' section with instructions. The login form itself has fields for 'User Name' and 'Password', a 'login' button, and a link for 'Forgot your User Name or Password?'. The Windows taskbar is visible at the bottom of the screen.

- a. Fill out your account profile and create a username and password.
 - i. REMEMBER your user name and password. You will only need it if you choose to SAVE your application to complete at a different time.
 - ii. Once you SUBMIT your application you will not need to access your account again until you want to submit another application in the future.
4. Click Create Account.

5. User login-if you have already completed your account profile in the past.

6. Start application or Edit Application.

7. New Users: Application Type, select Early Entry Student.

8. Fill out your personal information how it is stated on screen and click SAVE & CONTINUE.

9. Fill out contact information.

a. Use address lookup box to complete your mailing address.

The screenshot shows a web browser window with the URL `://app.applyyourself.com/AYApplicantMain/fl_AYApplicantSections.asp?s=13527&AYID=DCF8BB6-818C-494C-9492-66E70AD0700&f=7817&sn=Contact%`. The browser's address bar shows the Mayville State University logo and navigation links: DASHBOARD, MESSAGES, PROFILE, TECHNICAL SUPPORT, and LOG OUT. The main content area is titled "Mailing Address" and includes a red arrow pointing to the "Address Lookup" button. Below this button are input fields for "Address Line One", "Address Line Two", "Address Line Three", "City", "State", "County", "ZIP Code", and "Country". A "Permanent Address" section is also visible at the bottom. The left sidebar contains links for "Supplemental Forms", "Supplemental Question", "Important Links", "Downloadable Forms", "Check Your Application", "Application Instructions", and a "PRINT FORMS" button.

b. Complete the rest of that page and click SAVE & CONTINUE.

10.

The screenshot shows the "Major/Program Information" section of the application portal. The left sidebar contains links for "Application for Admission", "Application Type", "Applicant Information", "Contact Information", "Major/Program Information", "High School History", "College/University History", "Residency for Tuition Purposes", "Additional Information", "Supplemental Forms", "Supplemental Question", "Important Links", "Downloadable Forms", and "Check Your Application". The main content area is titled "Major/Program Information" and includes a red arrow pointing to the "Non-Degree" dropdown menu. Below this are input fields for "Degree/Plan", "Sub Plan", "Off - campus site", "High School", and "Academic Term". A red arrow points to the "Save & Continue" button at the bottom right. The bottom of the page features a blue bar with "Save", "Save & Continue", and "Reset" buttons.

10.

- a. Make sure you click NON-DEGREE Seeking student
 - b. Online or On Campus (On-Campus includes dual credit classes at your high school or by ITV.)
 - c. SPRING 2018
 - d. SAVE & CONTINUE
11. Complete your High School history tab - SAVE & CONTINUE.
12. Indicate if you have any other College History - SAVE & CONTINUE
13. Complete Residency tab – SAVE & CONTINUE.
14. Complete Additional information tab. SAVE & Continue
15. Feel free to Preview your Application in Print view.
16. Click the check mark box if you agree with what is being submitted on your application and CLICK Continue.
17. Application fee option page. This is a one-time fee to Mayville State University. If you have paid it before you don't need to pay it again. If you have not paid this before you can choose "Pay by Check" option and print the voucher. Attach the voucher and your check to your MSU Dual Credit Enrollment Form. Or you can choose the credit card option. SAVE & CONTINUE.
18. Signature page **IMPORTANT**
- a. The student applying for school is the person who has to sign the application! (not parents or other individuals)
 - b. Sign and **SUBMIT APPLICATION!**

If you have any problems, please contact the Office of Extended Learning at 701.788.4667.