DIRECT ADMIT WISCONSIN

DIRECT ADMIT FORM

Common Direct Admit Form Issues and Troubleshooting Tips

Common Direct Admit Form Issues:

- Getting Started: Creating an Account vs Linking an Account
- Making Updates to the Student Information Within the Account: Student Name and High School Information
- Grayed out UWs on the Direct Admit Form

Getting Started: Creating an Account vs Linking an Account

Students who have received Direct Admit offers of admission must take the next step of submitting a Direct Admit Form. To do so, students must use the Universities of Wisconsin Admission Pathway Portal at apply.wisconsin.edu/direct-admit

Creating a New Account

If this is the first time a student is visiting the Universities of Wisconsin Admission Pathway Portal, they will need to create a new account.

Steps to Create a New Account

- 1. Go to the Universities of Wisconsin Admission Pathway Portal at apply.wisconsin.edu/direct-admit
- 2. Click on "CREATE ACCOUNT." Enter in the high school email address in addition to the personal email address. Complete all other fields.
- 3. Verify both the high school email address and personal email address.
- 4. Once logged in, from the "DIRECT ADMIT" tab, it will display the list of the UWs the student has been directly admitted to.
- 5. To start a Direct Admit Form, click on the button "DIRECT ADMIT FORM." Follow the instructions to complete the form.

Linking an Existing Account

If students have used the Universities of Wisconsin Admission Pathway Portal account before and have an existing account, they will need to log into the account and link the high school record to the account. Students may already have an account if they previously applied for dual enrollment classes at a UW (for example: CAPP, PIE, ECCP, PACC, CCIHS courses).

Steps to Use an Existing Account to Link a Direct Admit Record

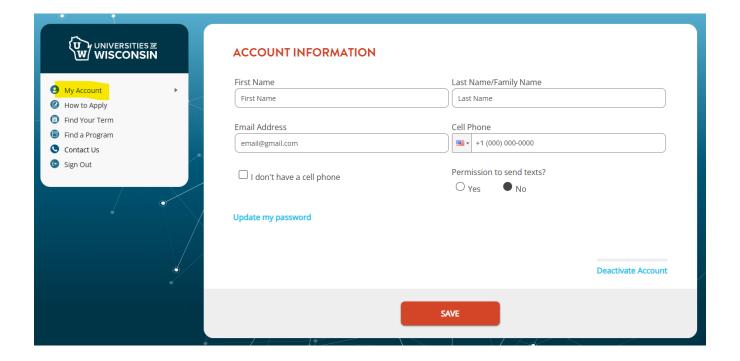
- 1. Go to the Universities of Wisconsin Admission Pathway Portal at apply.wisconsin.edu/direct-admit
- 2. Click on "SIGN IN." Enter the personal email address.
- 3. Once logged in, click on the "Direct Admit" tab. Then, click on "LINK YOUR DIRECT ADMIT RECORD." Enter the high school email address.

- 4. A verification code will be sent to the student's high school email address. Verify the high school email address.
- 5. Once the email is verified, from the "DIRECT ADMIT" tab, it will display the list of the UWs the student has been directly admitted to.
- 6. To start a Direct Admit Form, click on the button "DIRECT ADMIT FORM." Follow the instructions to complete the form.

Making Updates to the Student Information Within the Account

Updating a First and Last Name

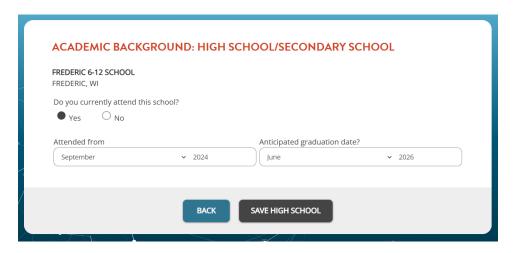
The first and last name of a student cannot be updated within the Direct Admit Form itself. If the Direct Admit Form is displaying an incorrect first and/or last name, this information can be updated within the main account under "My Account: Account Information." Updates to the "Account Information" will automatically update any in-progress Direct Admit Forms.



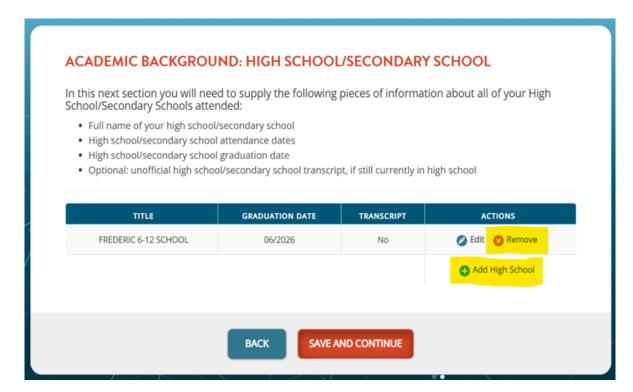
Updating a High School

Upon creating a Direct Admit Form, the high school of the student will automatically populate for the student. If the high school is incorrect, the student can make changes within the Form.

In the "Academic Background: High School" section, a high school will automatically populate along with an "Anticipated graduation date."



- 1. Enter in an "Attended from" date. This can be any date. Click on "SAVE HIGH SCHOOL."
- Once the high school is saved, it will show up in the "Academic Background: High School" page.



- 3. From the "Actions" column, click on "Remove" to remove the incorrect school.
- 4. Then, click on "Add High School" to add the correct school.

Grayed out UWs on the Direct Admit Form

As you work with students to accept their Direct Admit offers of admission to the Universities of Wisconsin Admission Pathway Portal, a grayed-out UW means they already have a traditional application either submitted or in-progress (see image below). If in-progress, they should delete it before submitting the Direct Admit Form. If already submitted, they are not going to be able to submit a Direct Admit Form; simply contact the UW to inform them of their Direct Admit status.

Example of a grayed-out UW in the Direct Admit Form (see UW-Whitewater):

