

DIRECT ADMIT WISCONSIN

DIRECT ADMIT FORM TROUBLESHOOTING

COMMON DIRECT ADMIT FORM ISSUES AND TROUBLESHOOTING TIPS

Use this guide as a reference when helping students troubleshoot common Direct Admit Form issues, including account setup, updating student information, and understanding university selection options.

This guide covers the following common Direct Admit Form topics:

- Accessing Direct Admit Wisconsin Offers of Admission:
 - Creating an Account vs. Linking an Account
- Updating Student Name and High School Information Within an Account
- Understanding Grayed-Out Options on the Direct Admit Form

HELPFUL RESOURCES

Student *Direct Admit Form Step-by-Step Guide* and Other Resources:

wisconsin.edu/go-wisconsin-admission-help/go-wisconsin-resources

Recorded Walkthroughs: youtube.com/@gowisconsin

WE'RE HERE TO HELP

Need help with the Direct Admit Form? The **Go Wisconsin** team is here to help.

Phone: **(800) 442-6459**

Email: **dawi@go.wisconsin.edu**

ACCESSING DIRECT ADMIT WISCONSIN OFFERS OF ADMISSION

Students who have received Direct Admit Wisconsin 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**

CREATE A NEW ACCOUNT

If this is the first time a student is visiting the Universities of Wisconsin Admission Pathway Portal to view and access Direct Admit Wisconsin offers, they will need to create a new account at the following link: **apply.wisconsin.edu/direct-admit**

1. Go to the Universities of Wisconsin Admission Pathway Portal at **apply.wisconsin.edu/directadmit**
2. Click on "Create Your 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, and enter the verification codes to continue.
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 "Start Direct Admit Form." Follow the instructions to complete the form.

If a student creates an account at the Universities of Wisconsin Admission Pathway Portal's main webpage (**apply.wisconsin.edu**), please follow instructions to "Link an Existing Account" on page 3.

Example: Account Creation screen

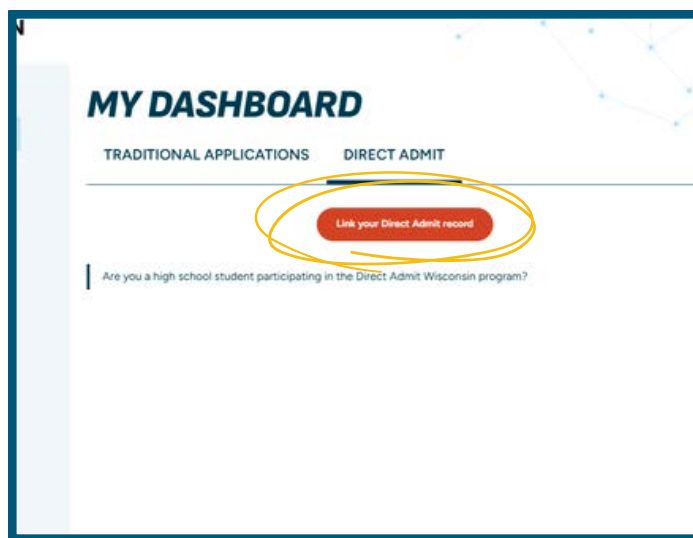
Example: Direct Admit dashboard and Direct Admit Offers

ACCESSING DIRECT ADMIT WISCONSIN OFFERS OF ADMISSION (CONT'D)

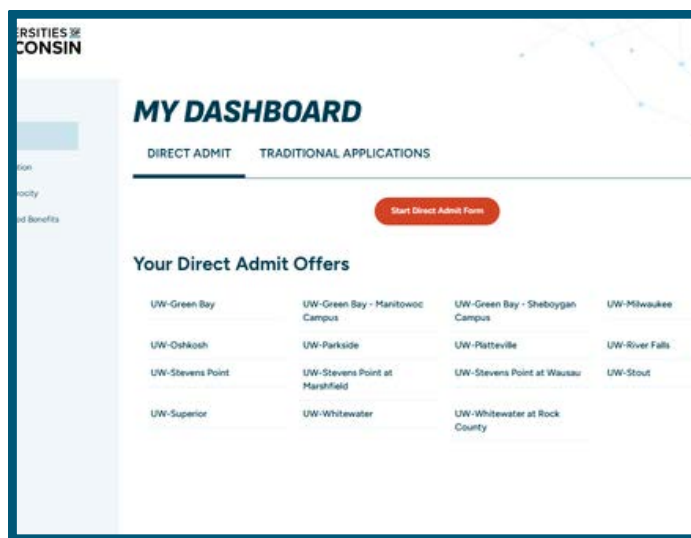
LINK A NEW ACCOUNT

If students have used the Universities of Wisconsin Admission Pathway Portal account before and have an existing account OR created an account on the general website at apply.wisconsin.edu, students 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.

1. Go to the Universities of Wisconsin Admission Pathway Portal at **apply.wisconsin.edu** OR **apply.wisconsin.edu/directadmit**
2. Click on "Sign In." Enter the personal email address on the account.
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 that the email address is correct, then enter the verification code to continue. If students do not receive the verification code within 5 minutes, check your junk/spam folder or contact Go Wisconsin for assistance.
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 "Start Direct Admit Form." Follow the instructions to complete the form.



Example: Dashboard with button to link Direct Admit record



Example: Direct Admit dashboard and Direct Admit Offers

UPDATING STUDENT INFORMATION WITHIN ACCOUNT

When a student accesses their Direct Admit offers, the portal displays the student information submitted by their high school. In some cases, information such as the student's name or high school may appear differently than expected. If any of this information is incorrect, follow the steps below to update it.

UPDATING LEGAL 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.

The screenshot shows the 'BASIC INFORMATION' section of the Direct Admit Form. The 'First Name' field contains 'Student' and the 'Last Name/Family Name' field contains 'Test'. Both fields are circled in yellow. Other fields include 'Middle Name', 'Suffix', 'Date of Birth' (June 9, 2007), and 'Gender' (Female).

Example: Direct Admit Form - Basic Information section

The screenshot shows the 'ACCOUNT INFORMATION' section of the dashboard. The 'Account Information' link in the sidebar is circled in yellow. The form includes fields for 'First Name' (Student), 'Last Name/Family Name' (Student), 'Email Address' (student@gmail.com), and 'Cell Phone' (+1 (000) 000-0000). A 'Save' button is located at the bottom right.

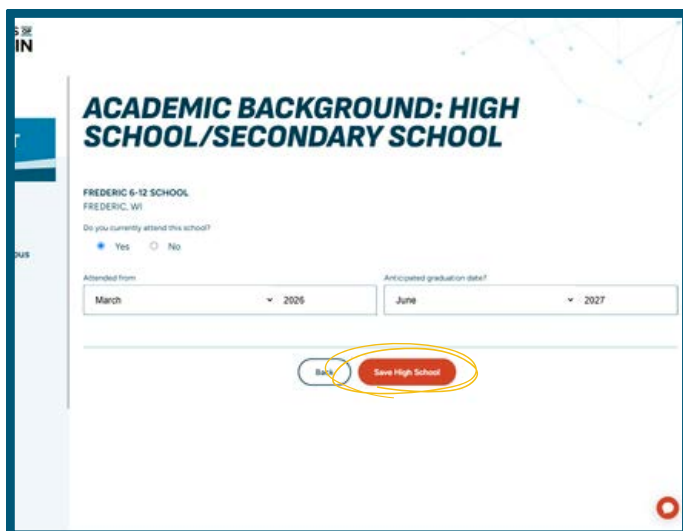
Example: Dashboard - Account Information

UPDATING STUDENT INFORMATION WITHIN ACCOUNT (CONT'D)

UPDATING HIGH SCHOOL NAME

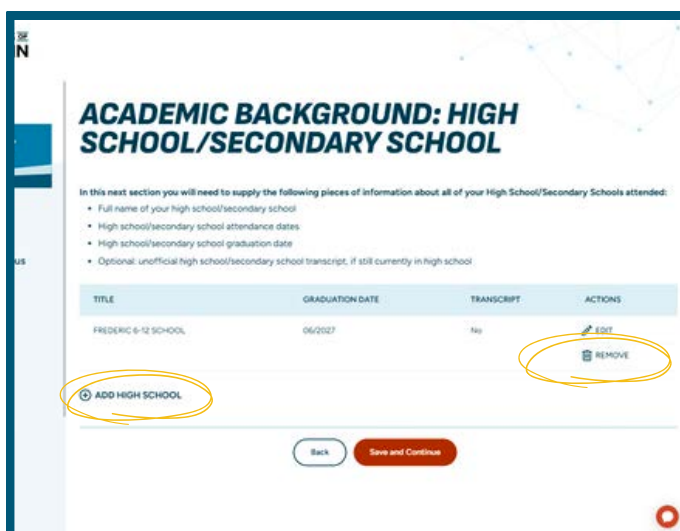
When a student creates a Direct Admit Form, their high school and anticipated graduation date are automatically populated based on the information submitted by their high school. If the high school listed is incorrect, the student can update it within the “Academic Background: High School” section of the Direct Admit Form.

1. Enter in an “Attended from” date. This can be any date. Click on “Save High School.”



Example: Direct Admit Form - High School Information

2. 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.

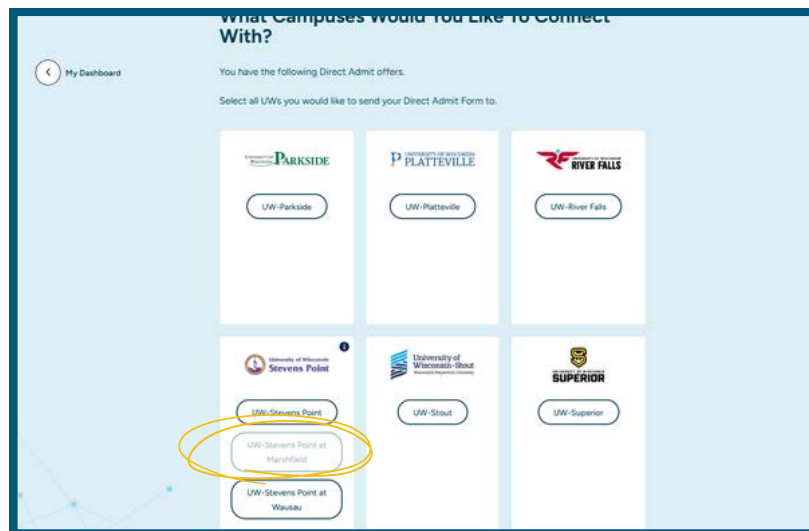


Example: Direct Admit Form - Removing and adding high school

UNDERSTANDING GRAYED-OUT OPTIONS

GRAYED OUT UW ON DIRECT ADMIT FORM

As you assist students with accepting their Direct Admit offers in the Universities of Wisconsin Admission Pathway Portal, you may notice that one or more UW universities appear grayed out or not listed on the Direct Admit Form.



Example: Direct Admit Form creation - grayed out UW option

A grayed-out or unlisted UW can indicate that the student either already has a traditional application that is either in progress or submitted for that university, or that the student already has a Direct Admit Form submitted.

If the traditional application is in progress and the student wishes to accept their Direct Admit offer instead, they should delete the in-progress application. Once it is deleted, the UW will no longer appear grayed out on the Direct Admit Form, and the student can proceed with accepting their Direct Admit offer.

If the traditional application has already been submitted, the Direct Admit Form cannot be submitted for that UW. In this case, the student should contact the UW university's Admissions Office and let them know they received a Direct Admit Wisconsin offer. The Admissions Office will provide the student with next steps for accepting their Direct Admit offer after submitting a traditional application for admission.

UNDERSTANDING GRAYED-OUT OPTIONS (CONT'D)

GRAYED OUT MAJOR/PROGRAM ON DIRECT ADMIT FORM

A grayed-out major/program indicates that the major/program is considered competitive and requires the student to select a backup major/program. The student must choose a different major/program as their backup choice before they can proceed with submitting the Direct Admit Form.

The screenshot shows a web interface for the University of Wisconsin-Milwaukee. At the top, it says "You Have Chosen A Selective Major/Program." Below this, it instructs the user to "Please select a backup Major/Program." and offers the option to "Or, select **Undecided**." The main content area features the UW-Milwaukee logo, a search bar, and a "Filter" button. Below these, it states "Total Results: 2". There are two results listed in a table-like format. The first result is "Nursing", which is circled in yellow and has a light gray background, indicating it is a grayed-out option. To its right, it says "BACHELOR" and "In-Person". The second result is "Nursing-Collaborative", which has a light blue background and is not grayed out. To its right, it says "BACHELOR" and "Online".

Program	Degree	Mode
Nursing	BACHELOR	In-Person
Nursing-Collaborative	BACHELOR	Online

Example: Direct Admit Form creation - grayed out major/program option