

Steps to Create a New Application for an Existing Account

Select which option applies to your school:

A. Districts/Universities – start here if your district or university has an account in the portal and your school account is here (even if you plan to apply for RAMP in October).

A. Districts/Universities	
Open Districts/Universities (<u>not</u> My Applications):	
<ol style="list-style-type: none">1. Select your District or University.2. Locate your existing school and click on Select School.3. Click on +Create New Application (top right corner). Do not open an existing application.4. In the dropdown menu, select the school year for your application. Click Continue. A new application for that school year will open.5. To confirm you are working in the correct application, you can view the year in the top right corner of the application:	
<div style="border: 1px solid black; padding: 5px; text-align: center;">District: Test District School Year: 2023-2024</div>	

B. Applying for RAMP – start here if **A.** does not apply and you are applying for RAMP in October.

B. Applying for RAMP	
Open Get Started (<u>not</u> My Applications):	
<ol style="list-style-type: none">1. Locate your existing school.2. Click on Select School.3. Click on +Create New Application (top right corner). Do not open an existing application.4. In the dropdown menu, select the school year for your application. Click Continue. A new application for that school year will open.5. To confirm you are working in the correct application, you can view the year in the top right corner of the application:	
<div style="border: 1px solid black; padding: 5px; text-align: center;">District: National School Year: 2023-2024</div>	

