

Applying for UToledo's College Credit Plus

1. Visit www.utoledo.edu/admission/dualcredit and select 'Apply Now'

Apply Now

2. If this is your first time creating an account with UToledo, select 'Create an Account' under first-time users

APPLICATION MANAGEMENT

RETURNING USERS:

Log in to continue an application.

FIRST-TIME USERS:

Create an account to start a new application.

3. Fill in your student information and click 'continue'

REGISTER

To register for an account, please enter the information requested below.

Email Address	<input type="text" value="matthew.will@utoledo.edu"/>
First Name	<input type="text" value="Matthew - TEST"/>
Last Name	<input type="text" value="Will - TEST"/>
Birthdate	<input type="text" value="."/> <input type="text"/> <input type="text"/>

Continue

4. Check your email for a temporary pin. This will allow you to activate your account and start submitting your application. *Make sure to check junk/spam folder

LOGIN

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email	matthew.will@utoledo.edu	switch
Account	Will - TEST, Matthew - TEST	
Temporary PIN	<input type="text"/>	
Birthdate	<input type="text"/>	<input type="text"/>

Login

This is what your email will look like:



Thank you for registering online with The University of Toledo.

To activate your account, please use the link below:

[Activate Account](#)

When requested for a password, enter the following temporary PIN:

070090103

The University of Toledo

5. Once your account is activated set up your new password.

Revised 9/2/21

SET PASSWORD

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

Set Password

6. Within your application account if you haven't submitted an application before, choose 'Start New Application'

APPLICATION MANAGEMENT

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

Start New Application

7. To start your application select College Credit Plus -> Create Application -> Open Application

Start New Application

Choose **Undergraduate Degree** for all undergraduate degree and certificate programs.

Choose **College Credit Plus** if you are taking part in the College Credit Plus program.

Choose **Non-Degree**:

Create Application

Cancel

Application Details

Started 09/02/2021

Status In Progress

2022-23 UToledo Application

Undergraduate Application

College Credit Plus Application

Non-Degree Application



Open Application

Cancel

8. As you go through the application, check through each tab and make sure all of your information is filled in. Afterwards, sign your full name and select 'Submit Application'

[Home](#)

[Personal Information](#)

[Personal Information \(Continued\)](#)

[Enrollment Information](#)

[Parent/Guardian Information](#)

[Academic History](#)

[Additional Information](#)

[Disciplinary History](#)

[Signature](#)

Review

REVIEW

If you are satisfied with your application and are ready to submit it, click **Submit Application**.

Submit Application

Save for Later

Below you will find your confirmation that your application has been submitted. Check the list to figure out which materials will be needed to make an admission decision.

consent approval form can be found on our homepage www.utoledo.edu/admission/dualcredit

APPLICATION STATUS FOR MATTHEW - TEST WILL - TEST COLLEGE CREDIT PLUS APPLICATION-SPRING 2022

You did it! You submitted your UToledo application.

The next step is to submit all required documents seen below in order to process your application for admission.

APPLICATION CHECKLIST

APPLICATION SUBMITTED: 09/02/2021

The documents shown below are needed in order to review your application for admission to UToledo.

All documents must be sent directly from the institution in order to be considered official. Please contact your high school and/or previous college or university in order to have official transcripts sent.

Status	Details	Date
✘ Awaiting	Dual Credit Approval Form	
✘ Awaiting	Dual Credit Test Scores	

10. You can also check your application account to view the status of your application. Materials need to be sent to dualcredit@utoledo.edu

Your Applications				
Type		Status	Started	Submitted
You have started 1 application, listed below, using this account.				
College Credit Plus Application	College Credit Plus Application-Spring 2022	In Progress	09/02/2021	09/02/2021

If you have any questions about the materials needed or your application status please contact 419-530-4200 or dualcredit@utoledo.edu.