The Online Degree Application Tutorial walks students step by step through the BYU-Idaho application. Please read through each step of the tutorial prior to beginning an application, and refer to it throughout the application process.

Please note that all students, regardless of which university or program they are applying to, use the same application. Therefore, some portions of the application will not apply to Online applicants.

In order to qualify for the BYU-Idaho Online Degree Program you must have 15 previous credits from a school in the Church Educational System which include BYU, BYU-Idaho, BYU Hawaii, or LDS Business College. Completing the Pathway Program also fulfills this requirement.

For help completing an application, contact the BYU-Idaho Admissions at (208) 496-1300.

**STEP 1: BEGIN APPLICATION**

- Review the entire application tutorial
- Go to www.besmart.com
- Click on “Apply Now”

**STEP 2: APPLY ONLINE**

- Click on “Apply Online”

(Note: Disregard the application deadlines listed in the chart. These deadlines only apply to students coming to campus in Rexburg.)

*Refer back to the Online Degree Admissions page for the online application deadlines*
STEP 3: HONOR CODE

• Read and click to accept the Honor Code.

(NOTE: Students should strive to live the Honor Code at all times. Students should commit to living by the standards and principles of the student Honor Code.)

STEP 4.1: CREATE NET ID

• Click "Create a Net ID." You will be redirected to a new page. (see STEP 4.2)

• If you have previously set up a Net ID on besmart.com, click on "Login using your Net ID and Password" instead. Then skip to Step 5.

• If you used besmart before but have forgotten your Net ID, click on "Forgot Your Net ID".

STEP 4.2: CREATE NET ID

• Follow the steps to create your Net ID. You will be taken through 3 pages of questions, and then a 4th page where you will confirm your information.

• See steps 4.3 through 4.5 for detailed instructions.
STEP 4.3: CREATE NET ID

- Select a suggested Net ID or create a Net ID; then enter your email address.
- Click “continue.”

NOTE: Matriculating Pathway Students: DO NOT select a suggested NetID but create a NetID that matches your my.byui.edu username (the username you used to login to your Pathway course).

STEP 4.4: CREATE NET ID

- Create a password. Then choose two security questions from the list, and provide answers to both questions. Then click “continue.”

(NOTE: Write down your security questions answers as these will help you if you forget your password.)

*Matriculating Pathway Students: Use the same password that matches your my.byui.edu password (the password you used to login to Pathway courses)

STEP 4.5: CREATE NET ID

- Verify your information. (You may print this page for future reference if needed.)
- If your information is correct, click “Confirm.” After you confirm, you will be redirected to a sign in page (see next step).

*Write down your username and password so you don’t forget it.
STEP 5: LOGIN

- Using the Net ID and password you just created, sign in to continue your application.

(Note: Don’t worry that the web pages are labeled “BYU.” This is only because BYU administers the application process for all Church schools.)

STEP 6: INSTRUCTIONS

- Read the “General Admission Policies,” and then scroll down to the section titled “Online (BYU-Idaho only).”

- Once you understand the information, click “Submit” at the bottom of the screen.

STEP 7: IDENTIFICATION

- Enter all applicable fields, then click “Submit.”

International Students: Leave the “U.S. SSN” blank.
**STEP 8.1: APPLICANT INFO.**

- The information you entered in the previous screen will appear again at the top of this screen. Scroll down and complete the following sections:
  - Contact Information
  - Ethnicity
  - Religious Affiliation

(NOTE: Detailed instructions are included in the next few steps.)

**STEP 8.2: CONTACT INFO.**

- Under the “Applicant” heading, click on “Add” next to the “Mailing Label.”

- A form will pop up. Enter all fields in all sections. A new page will then appear asking you to confirm the information. Click “Save” if everything is correct.

**STEP 8.3: CONTACT INFO.**

- Input information for a permanent/emergency contact. (usually a parent)

- Once input, ensure the mailing label shows the emergency contact’s correct address and phone number.

- Next, complete the “Ethnicity” section.
STEP 8.4: RELIGION

- In the dropdown menu, select "Latter-day Saint."
- Click “Find” to select your ward and stake.
- A new form will pop up. Type in the name of your ward or branch, then click “Lookup.”
- Answer the remaining questions, then click “Submit.”

STEP 9.1: EDUCATION HISTORY

- If you attended a high school, you need to add that information in this section. You must answer the first two questions.
- To find your high school please see step 9.2 below.

STEP 9.2: EDUCATION HISTORY

- Click “Find High School.” (International Pathway students: after clicking “Find High School” go to Step 9.2.1. All other students: follow the information below.)
- A new form will pop up. Type in the name of your high school. Then select the state, and click “Find High School.” (NOTE: This step must be completed even if you did not finish high school.)
STEP 9.2.1 EDUCATION HISTORY

- Click the “here” link to enter your high school information. (DO NOT select “Next” at the bottom of the screen.)
- Once you have clicked the “here” link, you will see the screen to the left. Enter your information, then click “Save High School.”

STEP 9.3.1: EDUCATION HISTORY

- Matriculating Pathway Students: You must list institute credits separate from your BYU-Idaho Pathway Program.
- International Matriculated Pathway Students are not required to submit transcripts unless you chose to have them evaluated and submitted.
- Once you have completed this section click “Submit.”
STEP 10: SCHOOL SELECTION

- Click the “add” button above the BYU-Idaho logo. You will then see the logo appear under the “1st Preference” position. Then click “Save.”
- Do not click ‘add’ for the other schools unless you intend to apply for those schools.
- Once you have completed this section, click “Save.”

STEP 11: PROGRAM TYPE

- Select the semester in which you are starting.
- Under “Confirm your admission type” select “Online”
- Select your desired “Intended Major” (for a list of available Online Degrees, refer to the Degrees & Certificates web page)
- Once you have complete this section, click “Submit.”

STEP 12: VERIFY INFO.

- A web page will now be displayed showing all information you have entered thus far. Review everything for accuracy.
- If any information is incorrect, click the “Edit” tab for the section you need to correct. When finished, click “Submit.”
Part 3: Ecclesiastical Endorsement (New Process)

1. BYU-Idaho requires applicants to receive recommendations from church leaders as part of the application process. When you continue to part 3 of the application at besmart.com, you will be given a brief description of the purpose of collecting these recommendations and a link to the endorsement site, http://endorsement.byu.edu. If you do not want to complete Part 3 now, you can continue with the rest of the application by clicking ‘submit’.

2. If you click the link to endorsement.byu.edu, a new window will open in your internet browser and you will be taken to a page titled ‘Universal Student Ecclesiastical Endorsement’. Select ‘student’ at the bottom of the page.

3. The next screen asks you to indicate what type of applicant you are. Select the yellow box for ‘applicants’ (the others lead to the annual re-endorsement process for students already attending one of the four CES schools).
4. Because the endorsement system is housed on a different site than the rest of the application, you’ll be asked to log in again:

5. On the next page, indicate that you are applying for undergraduate admission by clicking the very first box at the top and then click next at the bottom right of the page.
6. You will next need to identify the ward/unit which you currently attend. Click ‘search’.

7. A new box will appear asking for you to enter either your unit name or your bishop, branch president, or mission president’s name. If you search by unit name, don’t type in the word ‘Ward’ or ‘Branch’. If your ward has a number in it, use the numeral instead of spelling it out. (Ex: Rexburg 10th, not Rexburg Tenth)

8. Possible matches will appear. If more than one result appears, make sure you select the correct ward.
9. The search window closes and your correct ward/unit with leader’s name and stake/district/mission should appear. If there is an error, click ‘change’ to make any needed corrections. If all looks correct, click ‘next’.

10. On step 2, you will once again review the CES Honor Code and Dress and Grooming Standards. Please note that each CES Institution may have some additional specific requirements regarding dress and grooming. Please visit the link for each school to which you are applying to read specific requirements for each campus. When you have finished, click ‘next’. Only the bottom of the screen is shown here.
11. Step 3 contains the rest of the CES Honor Code (only the bottom of the page is shown here). If you agree to uphold and live by these standards, click ‘I commit to live the Honor Code’. You may cancel your request if you do not agree.

12. Step 4 contains an information release and declaration of your understanding of financial responsibilities. Read the material and click the green box at the bottom when you are ready to continue.

13. On step 5, you are instructed to print the endorsement instructions to take to your interview. You may want to print two copies (one for your bishop/branch president, one for your stake presidency). The bishop/branch president must do his portion before the stake presidency can submit the stake portion. Applicants currently serving a full-time LDS mission are only required to be endorsed by their Mission President. After printing the instructions, click ‘next’. A copy of the instruction sheet is displayed on the next page of this tutorial for your reference.
Your name is now on your Bishop/Branch President/Mission President’s waiting list. Schedule your appointment with him. He should use endorse.byuc.edu to enter his Endorsement decision.

- If your first interview is not with a Mission President, you will need a 2nd interview with your Stake Presidency.
- Once your Bishop/Branch President has made his Endorsement decision, your name will transfer to your Stake Presidency’s waiting list.

- Print these instructions and take it to your interview.
- As an Applicant, you WILL NEED a 2nd Interview with either your Stake Presidency or the CES Chaplain.

You are not done yet... remember you still need to schedule your interview...
Instructions for Ecclesiastical Endorsement

Instructions to all students: Please review this document prior to your interview and give it to your ecclesiastical leader before the interview begins.

Instructions to the Interviewing Officer: Review, in detail, the Honor Code with the student. Ecclesiastical leaders are strongly encouraged to counsel with young people regarding their responsibilities as students at CES Church Schools and to carefully consider whether the student is eligible for endorsement. Please go to www.endorse.byu.edu to enter your endorsement decision.

Church Educational System Honor Code

“We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men. . . . If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things.” (Thirteenth Article of Faith)

As a matter of personal commitments, faculty, administration, staff, and students of Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College seek to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

- Be honest
- Live a chaste and virtuous life
- Obey the law and all campus policies
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse
- Participate regularly in church services
- Observe the Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

Before making your endorsement decision please review and consider the following with the applicant:

1. If LDS, is this applicant’s Church membership record in your unit? Applicants may only be endorsed by their bishop of record. If member less than 6 months, please contact the former bishop.
2. I have thoroughly reviewed the Dress & Grooming Standards with the applicant, and the applicant agrees to abide by them.
3. Does the applicant understand that the Residential Living Guidelines apply to them?
4. Does the applicant live a chaste and virtuous life, including avoidance of pornography, abstinence from sexual relations outside of marriage, and abstinence from homosexual conduct?
5. Does the applicant live the Word of Wisdom by abstaining from alcoholic beverages, tobacco, coffee, tea, and drug abuse? (Or does the non-LDS applicant agree to live the Word of Wisdom as a condition of attendance?)
6. If LDS, does the applicant demonstrate appropriate and consistent Church activity, including doing his or her duty in the Church and abiding by the rules and standards of the Church?
7. Is the applicant honest and does he/she understand the Academic Honesty Policy?
8. If LDS, is the applicant currently in full fellowship, (without distillation or excommunication from or voluntary distillation from the Church of Jesus Christ of Latter-day Saints) or probationary status?
9. Does the applicant understand that it is their obligation to live all aspects of the Honor Code, both on and off campus and between semesters while a matriculated student?
10. I have thoroughly reviewed the Honor Code with the applicant, and the applicant agrees to abide by these standards.
   - Select whether to “endorse,” or “not endorse,” or “endorse with reservations.”
   - If you have questions, select Section E “Contact Us” for the correct institution.
14. The next page gives a summary of your endorsement status. Your name should now be in a list for your bishop/branch president/mission president to review and endorse when he logs in through the process explained on the instructions you printed for him. If desired, you can return later to http://endorsement.byu.edu to check the status of your endorsement. You will not see the actual information submitted by your leaders, but will be able to see if the endorsement is in progress or if it has been submitted. If you’re ready to continue, close the endorsement window and return to the rest of the Admission application on www.besmart.com.
STEP 13: APPLICATION STATUS

- The status page will appear with your current status.
- Under the “Required Document” section, you will see the word “Required” in red typed next to “Ecclesiastical Endorsement”
- Click on “continue to Part 3”

ADMISSIONS PROCESS

- You will receive an automated email from BYU-Idaho Admissions letting you know that your application has been successfully submitted.
- Between one and six weeks of your application being submitted, BYU-Idaho will notify you via email of your admissions status.
- At any time you may check the status of your application. Visit [http://www.besmart.com/Admissions](http://www.besmart.com/Admissions) and click on “Check Application Status.”

QUESTIONS

- For any questions or problems regarding your application, please call the BYU-Idaho Admissions Office at (208) 496-1300. Make sure you clearly indicate to the support personnel that you are applying to the Online Degree Program.

For more information about our Online Degree Programs go to: [http://www.byui.edu/online/online-degrees-and-certificates](http://www.byui.edu/online/online-degrees-and-certificates)