1. After you have opened up an Internet browser page, go to www.besmart.com. Then click “Admissions”. 
   **NOTE** - For best results please use either Mozilla Firefox or Google Chrome browsers when applying.

2. Click on the “Apply Online” link.
3. Read the Honor Code, if you agree to live by the Honor Code, click on the link “I have read and agree to live by the Honor Code” and continue to fill out the application.
4. If you are new to BeSmart, create a Net ID by clicking on the link “Create a Net ID”. (If you already have a my.byui.edu ID, you might want to use that for your BeSmart Net ID)

⇒ If you have used BeSmart before, click on “Login”.

⇒ If you have forgotten your Net ID, click on “Forgot Your Net ID”.

Steps 5-9 will explain how to create a Net ID if you do not have one. If you have a Net ID, enter your Net ID and password and skip to Step 10.
5. If you need to create a new Net ID, you will proceed to this page. Fill out all of the required information.

6. Select a Net ID and enter your email address. Then click “continue.”
7. Create a password, choose two security questions from the list, and provide answers to both questions. Click “continue.”
8. Verify your information. If it is correct, click “confirm.”

When you click confirm, you will be on the BYU website. Close this page and open besmart.com again. Repeat steps 1-4 from this tutorial to return to the application login page. Click on the link that says “Login using your Net ID and Password.” The following page should appear.

9. Enter your Net ID and password that you just created.
10. The entire first page contains helpful information. Especially, read the “General Admission Policies” and “Part 1: Student Information.” After you read the first page, scroll to the bottom and click “submit.”
11. After clicking the “submit” button, click on “Contact Information” to fill out the “Applicant Information,” “Educational History,” and “School Selection.” Below are screen shots of the areas you must complete.

If you have a 999 number, do not enter that number in the box for the “U.S. SSN.”

Yes, it is important to enter your emergency information!

12. Click on the “Submit” button. This will take you to the “Educational History” section.
12. If you attended a high school, you need to add that information in this section. You can also add any college/university information on this page. After you have entered your education, click on the “Submit” button. (International Pathway students see additional instructions below.)

- To find what your graded hours and GPA from BYU-Idaho are you may look this information up through your “Unofficial Transcript” on your my.byui.edu account or you may contact the Records and Registration office at: (208) 496-1000; registrar@byui.edu. To access this information from a different University please contact their records office. For further assistance please contact Pathway Advising at: (208) 496-9898; pathwayadvising@byui.edu.

**International Pathway Students:**

- See the next page for instructions on entering your high school information. You will need to start by clicking on the [Find High School]
**International Pathway Students**: Click on the “here” link to enter your high school information. You will not select the next button on the screen below.

Once you have clicked on the next button, you should see the screen below. Enter your information, and click “Save High School.”
13. In the first part of the school selection, click and drag BYU-Idaho to the “1st Preference” location.
14. The second part of the school selection is seen below. Please make sure to select the semester you desire to attend, the “Pathway” option, and select the “Non-Degree Seeking” option under intended major.
15. You will be redirected to a page that will summarize your application thus far. Click submit. You will then see the page below. It will show you where you are at in the application process. The documents with a red “Required” by them still need to be submitted. Click “Continue to Part 4PW.”
16. You will then need to download the Institute Recommendation Request Form. Print this form and take it to the missionary couple over the Pathway Program in your area. Press Submit.

When you look at your admission status, all of the parts must have been submitted before your application will be sent to BYU Admissions. If there is anything in red, please submit any missing parts.

*Please note that as a Pathway student, your application fee will not be assessed until you have registered for classes.*
17. Missionaries: Follow the link on the Institute Recommendation Request Form. Fill out all parts (Applicant Info, Institute Director/Mission Couple Section, Institute Director/Mission Couple Recommendation, Institute Director/Mission Couple Contact Info) of this form and click submit.