Pathway Application Tutorial

The Pathway Application Tutorial walks students step by step through the BYU-Idaho Pathway 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 Pathway applicants. The tutorial specifically notes which sections need to be completed.

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.)

See application deadlines at www.byui.edu/online/pathway/admission.
Pathway Application Tutorial

Page 2

**STEP 3: HONOR CODE**

- Read and click to accept the Honor Code.

**(NOTE:** Students should strive to live the Honor Code at all times. While living all principles embodied in the Honor Code is not required during the first year of Pathway, it will be required after the first year. Students should commit to living the standards now.)

**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.

**STEP 4.2: CREATE NET ID**

- Follow the steps to create your Net ID. You will be taken through 3 pages of questions, on the last page 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 and enter your email address. Then click “continue.”

(NOTE: We recommend for you to write down your Net ID in a safe place were you can reference back to it in case you forget it.)

STEP 4.4: CREATE NET ID

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

(NOTE: Remember the password you set up. Also we recommend you write down the answer to both security questions. This will help you retrieve your password in case you forget it.)

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)
• 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 5: LOGIN

STEP 6: INSTRUCTIONS

• Read the “General Admission Policies,” and then scroll down to the section titled “Pathway (BYU-Idaho only).” Make sure you read this section.

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

STEP 7: IDENTIFICATION

• Enter all applicable fields, then click “Submit.”
• 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 8.1: APPLICANT 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.
- Be sure to provide a phone number. This is a required field.

**STEP 8.2: 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.”

(Note: Pathway International applicants do not need to submit secondary education or college transcripts. Ignore these instructions.)

STEP 9.1: EDUCATION HISTORY

- Select the type(s) of secondary education you received.
- If you did not complete high school (or equivalent), a box will appear asking “Why Not?” Type “N/A” in that field.

(Note: Pathway International applicants do not need to submit secondary education or college transcripts. Ignore these instructions.)

STEP 9.2: EDUCATION HISTORY

- Click “Find High School.”
- 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.)

(For International Students you will need to follow step 9.2.1. U.S. and Canada applicants skip to Step 9.3)
Pathway Application Tutorial

STEP 9.2.1 EDUCATION HISTORY
INTERNATIONAL APPLICANTS ONLY

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

STEP 9.3: EDUCATION HISTORY

- Click “Add College/University” if you have obtained college credit at any other school. If not, continue to Step 10.
- A new form will pop up. Type in the name of your college and click “Find College.”
- Input the dates you attended.
- (U.S. Pathway applicants need to submit official transcripts to the University for application to be complete.)

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.

(NOTE: Pathway applicants will not have to pay the application fee.)
Step 11: Program Type

- Disregard these paragraphs; they do not pertain to Pathway.
- Select the semester you wish to begin the Pathway program.
- Under “Confirm your admission type,” choose “Pathway.”
- Make sure you select the Pathway location you will be attending.
- For “Intended Major,” select “Non-Degree Seeking.” Then 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.”

Step 13: Application Status

- Under the “Required Document” section, you will see the word “Required” in red type form.
- If you are a US/Canada student and you are required to take the English Proficiency Exam, you will need to contact your missionaries for more information. The application will be incomplete until you have been tested and the score is received by Admissions.
- International applicants will have already been tested. Scores will update in the system in about one week. Therefore, ignore the Required notification.
- If you are applying to a Pathway site in USA, you are required to have your official college transcripts submitted from any previous school to BYU-Idaho Admissions Office 120 Kimball Rexburg, ID 83460-1615. The application will be incomplete until Admissions receives your official transcript(s).
• 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 Pathway program.

1To locate your Pathway missionaries, visit the following website: http://www.byui.edu/online/pathway/locations. Click on the city closest to you. You will find contact information near the top of your city’s page.