The Continuing Education 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.

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.)
STEP 3: HONOR CODE

• Read and click to accept the Honor Code

(NO:TE 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 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: Write down your security questions answers as these will help you if you forget your password.)

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.”

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
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.

**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.
• 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.”

• 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)
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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: EDUCATION HISTORY

- You can add any college/university information by clicking “Add College/University”

- A new form will pop up. Type in the name of your College/University. Then select the state, and click “Find College”

- Input the dates you attended, and your course hours completed and GPA. 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 “Continuing Education”

- You will then set you “Intended Major” to “Non-Degree Seeking.”

- 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.”
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 any transcript that you are waiting to submit. You will need to contact that school and ask them to send in your transcript.

- You will also see "Required" next to your ecclesiastical endorsement. Once your Stake President has submitted the endorsement, the status will show up as "Received" with the date the school received the endorsement.

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, 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 Continuing Education Program.

For more information about our Online Programs go to: http://www.byui.edu/online