Instruction: Resuming the New NOVA Online Application For Returning Users

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Instruction: How to Resume the **New NOVA Application For Returning Users**

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For Returning Users

1) Go to https://www.apply.vccs.edu/Home/Sign_In/Logon.aspx#login or go to www.nvcc.edu and click on the “Apply Now” tab. From there, click on the “Apply Now (or Continue Application)” button.

2) You are considered as a “Returning User” if you initially started the application, but did not finish.

3) Provide the username and password you created at the very beginning of your application process to sign in.

NOTE: the sign in page may look different depending on how you accessed the account

Select “Returning User”

Provide your username & password

Figure 1 of the NOVA/VCCS application page
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For Returning Users

Or it may look like this...

Figure 2 of the NOVA/VCCS application page

Provide your username & password
PASSWORD and USERNAME RECOVERY/RESET

If you do not remember your username and, or, password, click on the “forgot your username and password” link to recover or reset your credentials.

Be ready to provide the first and last name, the email address, and the username you used to create the account.

Follow the instructions when prompted to access your pending application.
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APPLICATION MANAGER PAGE

4) Once you are on the application manager page, click on ‘Apply’ as shown on the image above.

5) Then, click on ‘Resume’ to access your current application in progress as shown on the image below.
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6) Resuming your NOVA Admissions Application

Use the navigation pane to access and track your application progress
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7) **“The Basics”**

### Required Fields

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name</td>
<td>Enter your last name, first name, and middle name. Select a suffix if applicable. Do you have another name you prefer to be called? Select Yes or No.</td>
</tr>
<tr>
<td>Birthdate</td>
<td>Enter your birthdate.</td>
</tr>
<tr>
<td>Social Security Number (SSN) or Taxpayer Identification Number (TIN)</td>
<td>Enter your SSN or TIN. Confirm your SSN or TIN.</td>
</tr>
<tr>
<td>Do you have a SSN or TIN?</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>I would rather not enter my SSN or TIN at this time. I understand this may incur significant delays to any financial assistance and could affect my HS transcript.</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>Former Name (if applicable)</td>
<td>Enter your former name.</td>
</tr>
<tr>
<td>Gender</td>
<td>Select a gender.</td>
</tr>
<tr>
<td>Ethnicity/Ancestry (Check all that apply)</td>
<td>Select one or more categories.</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>Black or African American</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>White</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>Other</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>Prefer not to answer</td>
<td>Select Yes or No.</td>
</tr>
<tr>
<td>Are you Hispanic or Latino?</td>
<td>Select one.</td>
</tr>
</tbody>
</table>

**If this is the first time** the applicant is submitting the application to NOVA or any other community college in VA, select **“No”**.

**If the applicant had already submitted** an application to NOVA or any other community college in VA, select **“Yes.”** Provide the 7-digit ID number from that college (referred to as **SIS** or **EMPLID**).
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8) “Communicating with You”

Required Fields

Provide the applicant’s permanent home or mailing address. Select “Yes” or “No” for both.

TIP: The application will match the address to online databases. Select “I am sure the address entered is correct” if an error screen pops-up.

Provide the applicant’s email account. It is recommended that the applicant provides a working telephone number.

If the applicant is currently a DE HS senior who will soon graduate and attend NOVA, select “I agree”.

If the applicant is currently a DE student who will not attend NOVA after graduation, select “I do not plan”.

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9) “Your Education”

Required Fields

TIP: Use the “Find School” button to locate the applicant’s current HS

Provide the applicant’s expected graduation date from HS

TIP: Applicants may now choose to upload their HS transcripts & test scores

Required Fields

Select the current semester and year e.g. Summer 2018

Select the appropriate enrollment status for the applicant

Select the NOVA campus closest to the student’s address
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10) “Your Military Service”

11) “Your Background”

TIP: Most dual enrolled students claim eligibility using their parent or legal guardian’s domicile.

Domicile definition: “the present, fixed home of an individual who returns following temporary absence and at which he/she intends to stay indefinitely.”

For more information about VA domicile and in-state tuition eligibility: [http://www.nvcc.edu/tuition/in-state.html](http://www.nvcc.edu/tuition/in-state.html)
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12) Signing and Submitting the Application

**TIP:** Save this information in a secure location

**Required Fields**

![Application Submittal](image)

**13) Application Confirmation**

**Print a copy (if instructed by counselor)**

**TIP:**
1) Contract DE students are **not required** to submit a signed application by parents or legal guardians.
2) All DE students must have eligible test scores.
3) Students may take the VPT in their HS or any NOVA testing center. Consult with HS counselor.

You will need your EMPLID and username to access your MyNOVA account for verifying course enrollment, grades, and requesting a transcript.
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14) Application Confirmation (continued)

TIP: The last 8-digits of the confirmation # are the most important

TIP: Parent or legal guardian signature is not required on the application. The signature is needed on the student’s intent form

TIP: This link will take students to the VCCS log-in page. Use the username and temporary password, as shown on pg. 9, to log in. It is necessary that students set up their MyNOVA account to gain access to their SIS, Blackboard, and NOVA Gmail account.

A welcome email from NOVA will be sent to the student. The confirmation will be sent to the email the student used to create the account
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Troubleshooting the Application Wizard

Common System & Technical Errors:

1) Using Facebook & Gmail to Complete the Application

   Students should carefully consider which avenue they use to apply while using high school computers. It may be best to use personal emails versus social media/Facebook. Therefore, we did not create instructions on how to complete the application using external accounts.

2) Forgot Username & Password

   If the applicant has already begun the application process to NOVA or any other Virginia Community College schools (VCCS) and did not finish submitting the application, follow step 1, and select “Returning User.” Provide the temporary username and password to access the application wizard. If the username and or password is not available, use the “Forgot Your Username or Password” tool to reset the password. A temporary password will be sent to the email address the applicant used to set up the account.

3) Already Submitted an Application or Already Existing Account (Account Duplication)

   If the applicant has already submitted an application to NOVA or any other Virginia Community College schools (VCCS) and has received 1) a NOVA/VCCS seven-digit student ID number (SIS/EMPLID) and 2) a permanent username (nova1234), the applicant has already created an active account. The applicant does not need to re-submit the application. If the applicant is submitting an application to NOVA for the purposes of editing or correcting information in the application, advise the applicant to proceed to step 8 (pg. 5). Have the applicant select “Yes” and then provide the ID number. The system will recognize the ID number and pull up the application.

   In addition, the application account is valid indefinitely. Students, parents, and high school administrators cannot delete or alter accounts.

   Students may need to re-apply if the student 1) applied as “non-credit” instead of credit prior to April 28, 2018, or 2) did not submit an application to Northern Virginia Community College.

4) System Browser

   If the application continues to not load or the application cannot be viewed using the browser, close the application. Go to the browser’s settings and clear all caches and cookies. Close the browser and open up a fresh browser. Restart the application process from step 1 (pg. 2). If this method does not work, use a different browser.

5) Any System & Technical Errors Not Covered Above

   Contact the Office of Dual Enrollment and provide a detailed summary of the inquiry. Provided the applicant’s full and legal name, DOB, district and high school name. If the student has an ID number and an application confirmation number (last 8 digits), provide those as well.
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Who to Contact for Inquiries or Technical Assistance

**Office of Dual Enrollment**
3928 Pender Dr
Suite 211
Fairfax, VA 22153

Telephone: 703.764.5067
Email: dualenrollment@nvcc.edu

Visit the NOVA Dual Enrollment webpage at [www.nvcc.edu/dual-enrollment/](http://www.nvcc.edu/dual-enrollment/) for more information about the program.

How to Report Application Errors

Contact the Office of Dual Enrollment and provide a detailed summary of the inquiry. Provided the applicant’s full and legal name, DOB, district and high school name. If the student has an ID number and an application confirmation number (last 8-digits), provide those as well.