Steel Center CTE Portal / Online Application

Links to the Online Application are available on our website www.steelcentertech.com in 5 places.

1. Home page
2. Students/ Parents TAB -> Student Family Resources
3. Students/ Parents TAB - > Prospective Students
4. Students/ Parents TAB -> Student Online Enrollment Application
5. District Resources TAB

A District Personnel CTE Portal Online Application Login button has also been placed on our website District Resources TAB
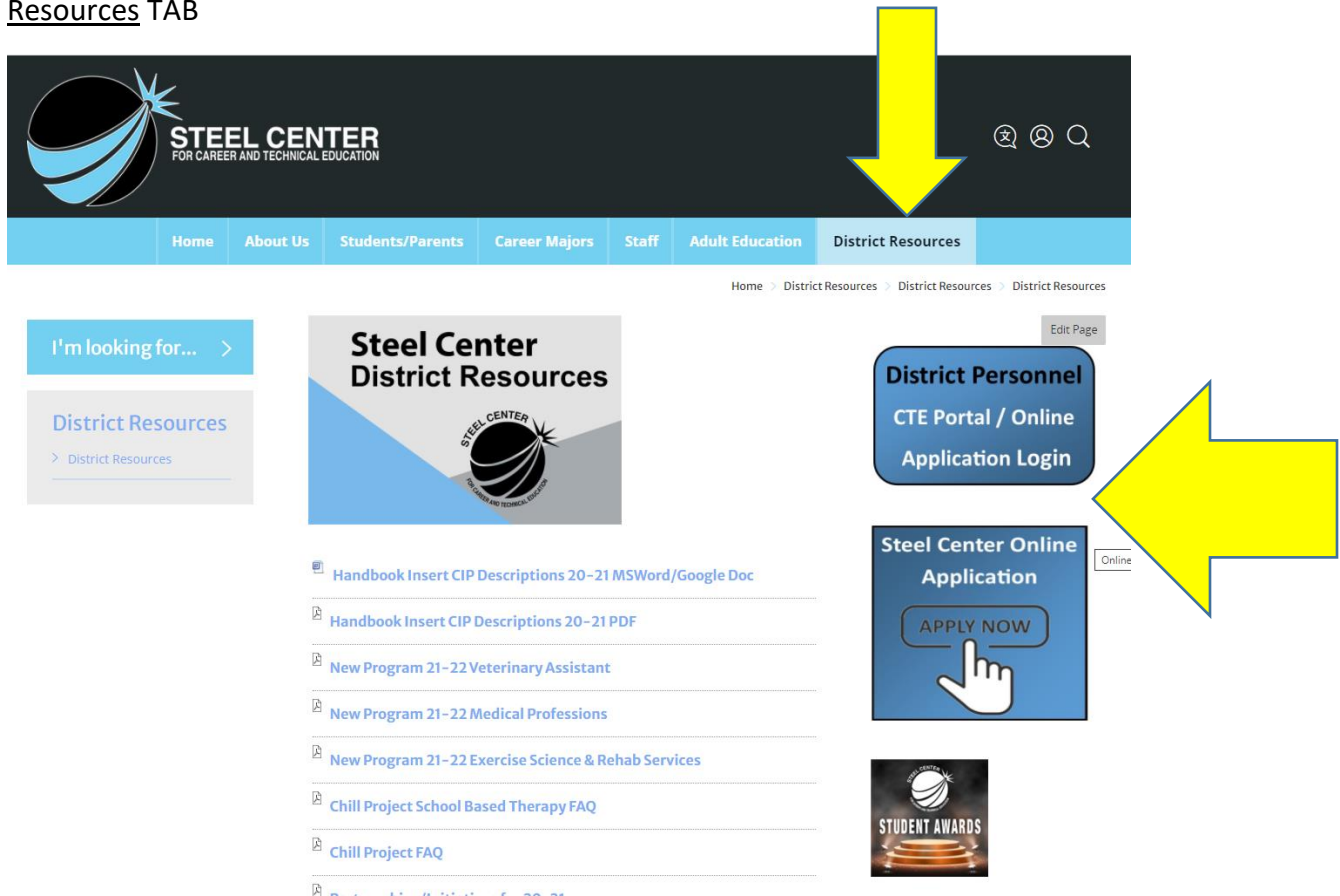
STEP #1 **Student's submit an application to both the Sending School District & Steel Center via the Online Application/Apply Now button on our website.**

Students should be using **Google Chrome browser**

If an error message occurs make sure all required fields are filled in (****ALL FIELDS with a red asterisk****)

Check Date Formats **MM/DD/YYYY**

Check Email & Phone Types are selected   (i.e. Home Cell, Work)

Once a student successfully submit the application a trigger email will be sent to the student, parent & designated sending school personnel.

STEP #2 District Personnel will log into the "<u>District Personnel CTE Portal/Online Application</u>" via the button on the schools website under the District Resources TAB.
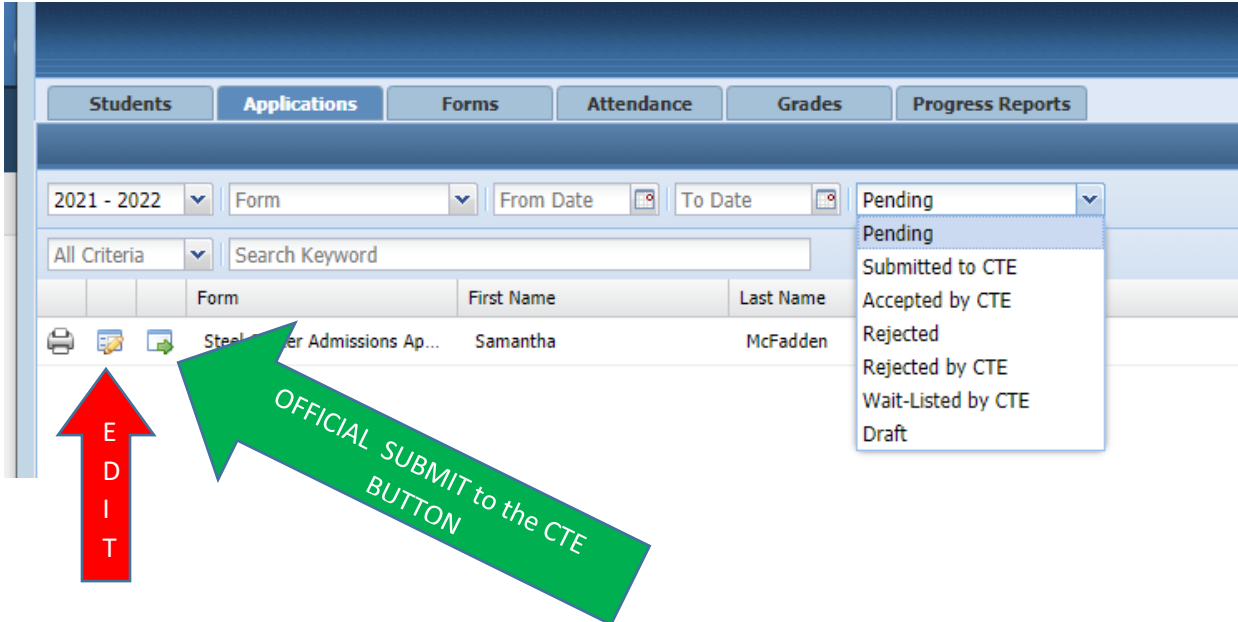
New Applications submitted by the student will appear in the <mark>**Pending dropdown bucket**</mark> on the **Applications TAB**

Applications that have been edited by the District or Steel Center will appear in the <mark>**Draft**</mark> **dropdown bucket**

> Also applications that have been started by counselors/secretaries to complete all *district required fields with the LOCK ICON* but not yet completed will appear in the <mark>**Draft**</mark> **dropdown bucket**

> A counselor might go in by clicking the <mark>**EDIT BUTTON**</mark> **(paper & pencil icon on the left had side)** enter the # of absence's and PSSA/Keystone test scores click **SUBMIT** at the bottom of the application which actually acts as a **SAVE.** Then the secretary might come in later to the **DRAFT BUCKET** and upload IEP's & Transcripts and click **SUBMIT** at the bottom of the application that acts as a **SAVE.**

> To <mark>**OFFICALLY SUBMIT**</mark> the Application to Steel Center Click the <mark>**PAPER w/the GREEN ARROW BUTTON ICON**</mark> on the left hand side.

Once the application is successfully submitted to the CTE by the Sending District it will appear in the <mark>**Submitted to the CTE**</mark> **dropdown bucket.**