

## ACCESS ONLINE Form Instructions

Attached are some screen shots from the online WVU ACCESS form. This form needs to be completed online at the following website.

[https://star.wvu.edu/pls/starprod/WVU\\_bwskalog.P\\_DisLoginNew?wapp=B9&pcs=1350](https://star.wvu.edu/pls/starprod/WVU_bwskalog.P_DisLoginNew?wapp=B9&pcs=1350) . This must be done online, the screen shots are just a guide to help students complete it.

1. Students will need the following things to complete the form. These are all required or they will not be allowed to come to camp
  - a. Their social security number-they must have one and they must enter it
  - b. Must have the name and address of a parent or guardian who claimed them on their taxes
  - c. **Must provide a student email AND a separate parent email. The parent/guardian email is now required if student wants to come to camp**
  - d. Parent/guardian phone number
2. Students must create a login and choose a 6 digit pin ( Write these down, you will need them in the future), press continue after completing each screen
3. **ALL fields with a red \* must be filled out or you will not be able to come to camp**
4. Item 1 enter your last name and first name and hit continue
5. Item 2 Home address and phone, enter your home address and phone number and hit continue
6. Item 3 Permanent Address and phone, use the same address and number as Item 2, continue
7. Item 4 check yes you are a resident and the date you moved to WV or were born here, step 2 ask parent or guardian about being claimed on taxes the answer is probably yes, continue
8. Item 5 enter your email, you must also enter a parent or guardian email (not the same) You must also enter your parent's phone number, Remember fields with a red \* must be filled out. Enter your gender, birthday, and social security number ( this must be completed) check US or United States under citizenship, continue
9. Item 6, under VISA put None. Birth country is probably US and Citizenship Country is definitely US
10. Item 7 there is a box to look up high school code, it will be by state and then city, then high school, if the high school address information does not populate fill it in those boxes. Estimate your high school graduation month and day and use the year 2018.
11. Item 8 If have not taken the ACT or SAT check NO, check No that you have not taken the language placement or Math/Chemistry placement exams
12. There will be a checklist showing everything is complete, hit finish and your application should be submitted