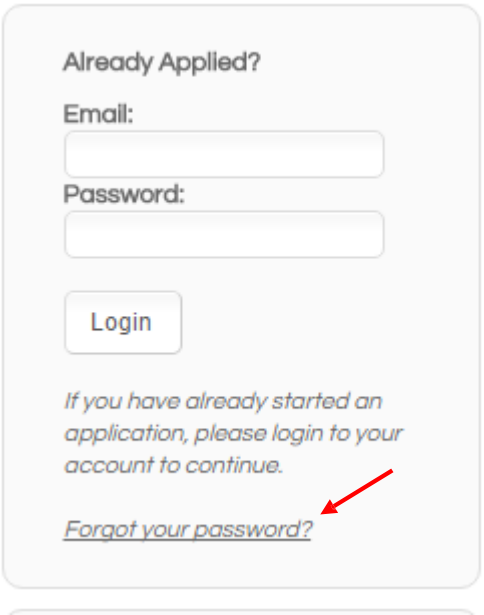
BTX
Schools Inc.

Texas Online Application Instructions

STEP 1: Create or login to your student account

1. Go to: https://apply.btxschools.org/apply/; If you have an account then fill in your information and click **LOGIN** on the left side of the page.
If you have applied before, use the same USERNAME and PASSWORD
2. If you already have an account but have forgotten your password:
   Click **FORGOT YOUR PASSWORD**
   Enter your email address
   Click **GET PASSWORD**
   Password reset instructions will be sent to the email you provided

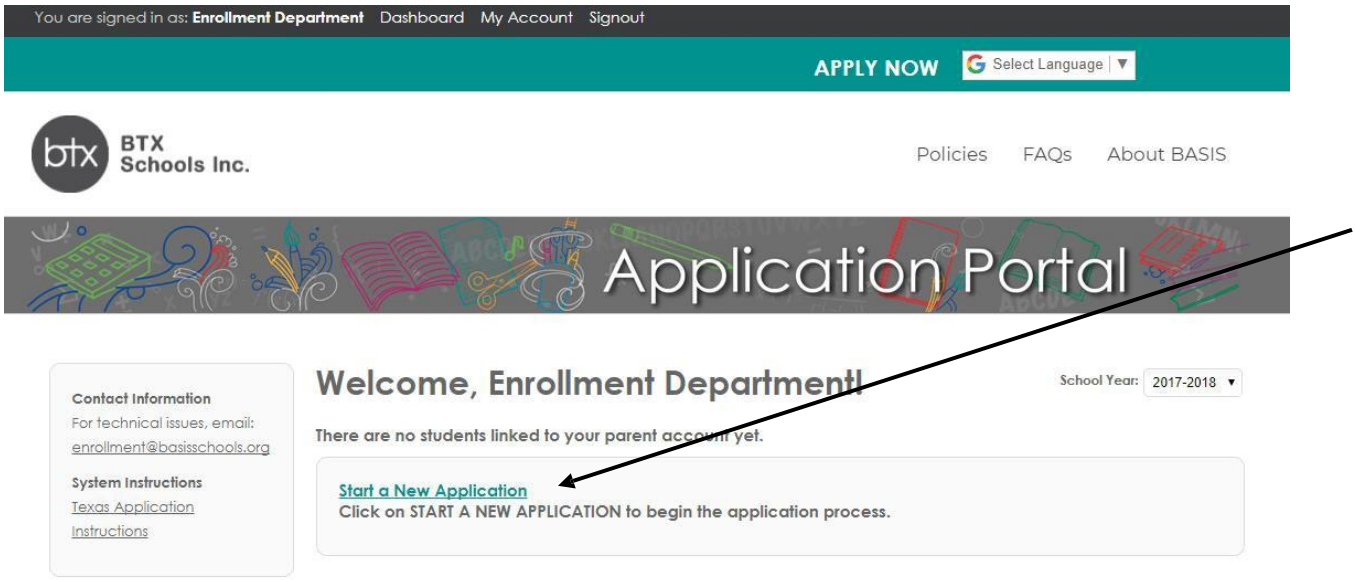


3. If you need to create a new account:
   Scroll down the webpage and click on the **DESIRED SCHOOL**
   Go to the section labeled "If you **DO NOT** have an account" and fill in your information
   Click **CREATE ACCOUNT**
4. You are now ready to login
   Enter your username
   Enter your password
   Click **LOGIN**

* To Users in the Enrollment Portal: The parent who creates the applicant's enrollment portal account ("Application Portal") is the primary user. A secondary user may be added at the primary user's discretion. BASIS will only make user access changes to the Application Portal if presented with (a) written consent by the parents, or (b) applicable court orders. BASIS cannot restrict user permissions in the Portal or monitor parent actions, so parents are expected to make educational decisions, including accepting or denying offers of enrollment, in accordance with applicable court orders. BASIS will rely and act upon decisions made for the applicant through the Application Portal, unless we are aware that the parents disagree about that decision.

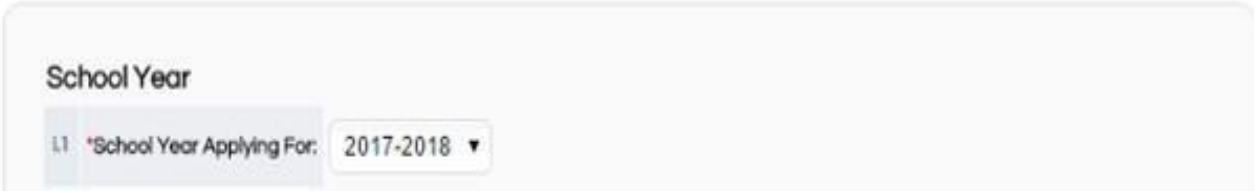
STEP 2: Add child/application to account

1. Click on the link **START A NEW APPLICATION**

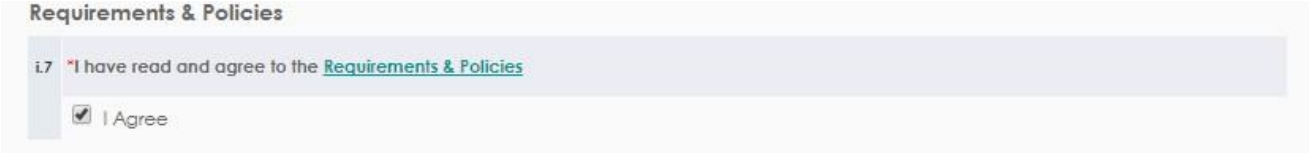


2. Scroll to the desired school.
3. Click on the school of your choice

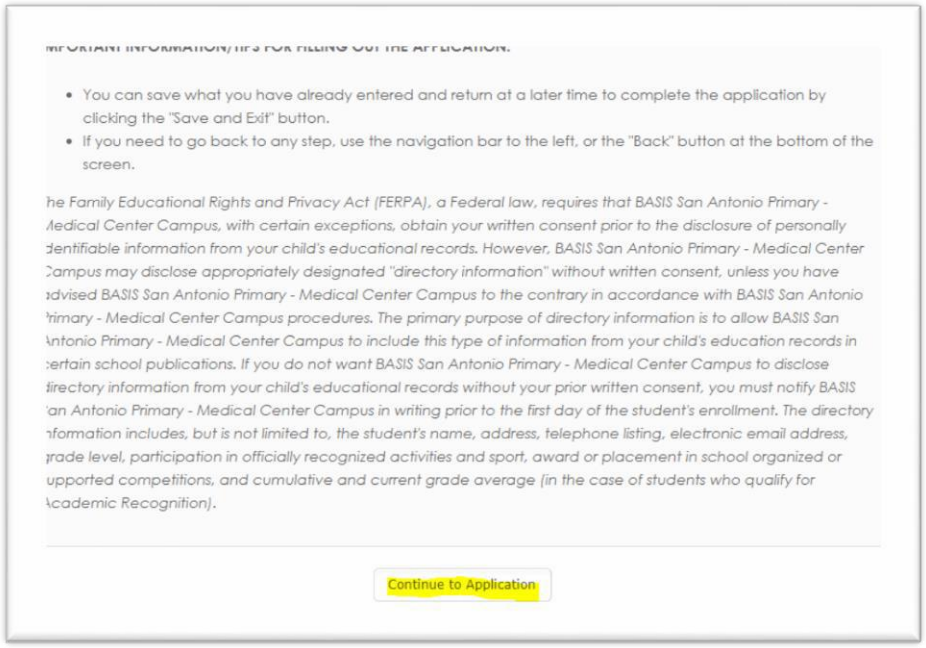
5. Select the school year you are applying for *(date below is an example)*



6. Read the requirements and policies
7. Click the check box to agree to the requirements and policies



8. Click on **CONTINUE TO APPLICATION**



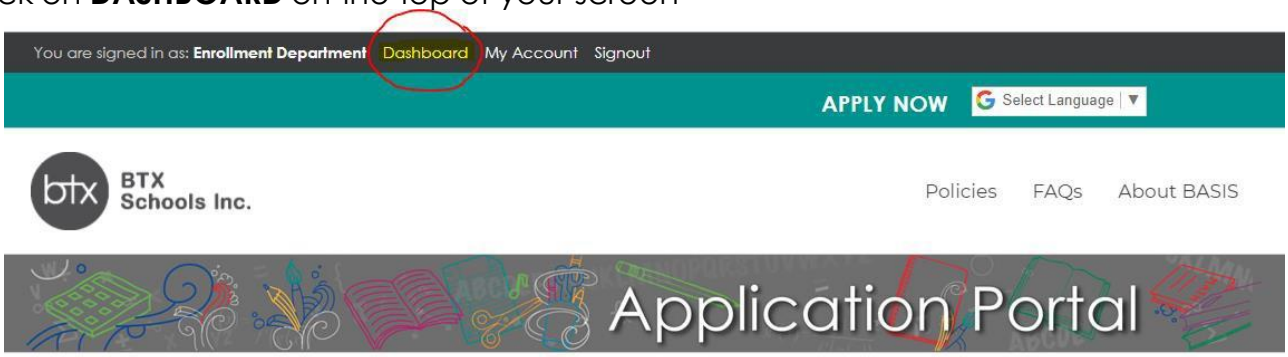
9. Enter in all the information asked in the application (be sure to fill in all areas with the red asterisk). After you have completed each page click **CONTINUE** (at the bottom of each screen)
10. You do NOT need to sign or print your application at this time. If your child is offered enrollment, you will receive registration packet instructions from the school (sometime in January after we run Open Enrollment lotteries) and will need to complete the registration process at that time.
11. At this point you will reach the REVIEW AND SUBMIT screen, where you can see everything you have entered. If you need to edit anything, each section has an edit button on the top right hand corner of that section.

Click **EDIT** to update any information. *Please note that your application has not yet been submitted if you are on this screen.*

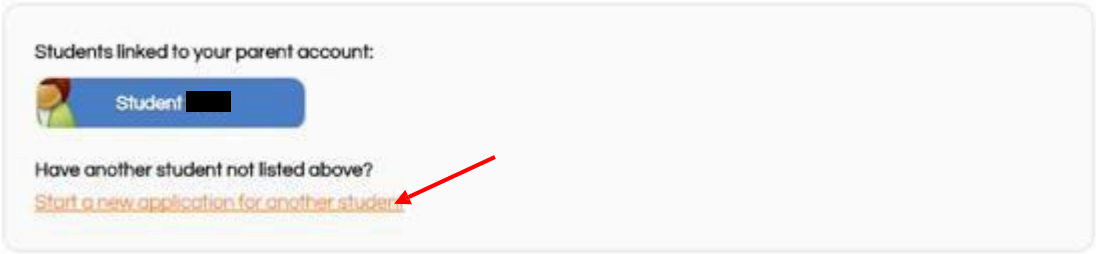
12. Once you have verified all your information is correct click **SUBMIT**
13. Then you will be able to view next steps for the application process

Step 3: Adding another child to your account

1. Click on **DASHBOARD** on the top of your screen

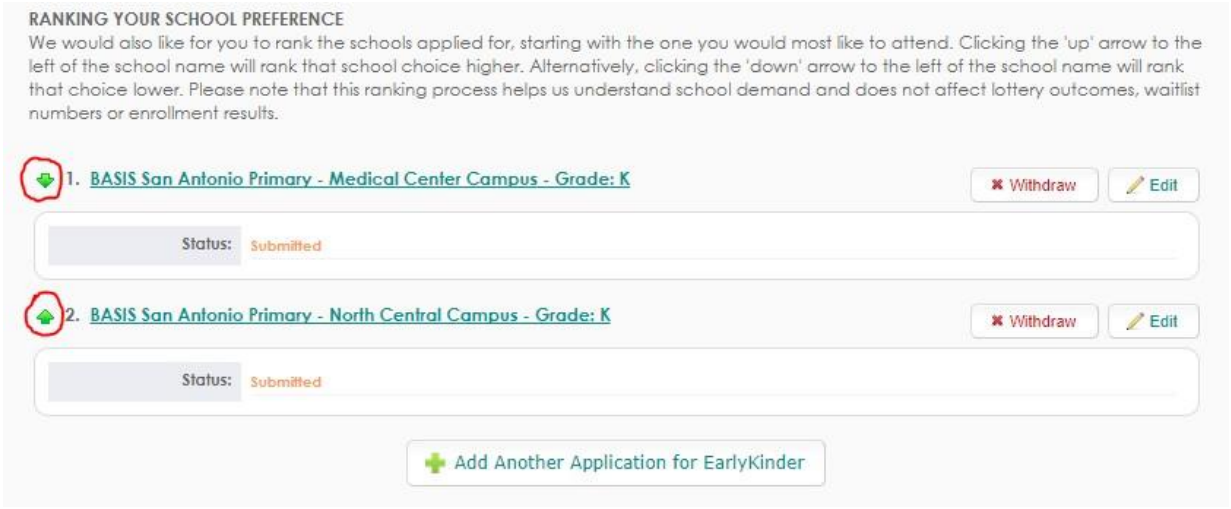


2. Click on **START A NEW APPLICATION FOR A NEW STUDENT**
3. Make sure that you fill out an individual application for every child you would like to have attend BASIS
4. Indicate the siblings' name, DOB and grade applying on each application



Step 4: To complete an application for an additional BASIS school

2. Click DASHBOARD
3. Click on the blue box with the child's name
4. Scroll down to the bottom of the screen and click on ADD ANOTHER APPLICATION FOR "STUDENT NAME"
5. Click on the school to which you would like to apply.

Step 5: Ranking your school choices

1. Click **DASHBOARD**
2. Scroll to the bottom of the screen
3. The schools will automatically be in the order in which you applied
4. If you wish to change the order of school preference, click on the arrow next to the one you would like to move