Tips for Step 1: Apply to ACP

1. **Log into the application with an IU guest account.** Log into the application using an IU guest account –a personal email address (e.g., a school email, Gmail address, Hotmail, etc.) plus a passphrase --- NOT an official IU IT account (not an IU username or IU email account).

2. **Create a new guest account or use one previously created.** If you are completely new to ACP click "Create a new guest account". If you have already been with ACP, or have applied to IU for regular university admission, use the guest account you've already created.

3. **If an IU guest account already exists…** If you click "Create new guest account" and it tells you there is already a guest account with that email address, ask yourself whether you remember the passphrase that goes with that guest account.

4. **Forgot the guest account passphrase?** If you don't remember the passphrase that goes with the guest account, click "Forgot your guest account passphrase?" and follow the steps to reset the guest account passphrase. Then check your personal email address and follow the directions for passphrase reset. **IMPORTANT:** Once the passphrase is reset, go back to the ACP website at acp.indiana.edu, click "How to Become an ACP student", find your school's name, click the application link, and click "Logon with guest account/network id". You will need to log in with the guest account and new passphrase and follow the instructions to complete the application.

5. **IMPORTANT: If you applied to ACP for fall 2014, you do not need to reapply.**

6. **If you did *not* apply to ACP for fall 2014 but an application already exists,** click "Begin New Application." Follow the steps for "Program Selection" -- select from the drop-down menu "Adv College Project" and "Spring 2015" and follow the directions.

7. **Have you previously taken a course for IU credit? Answer "No".** You should click "No" when asked if you have taken an ACP class for IU credit in the past; otherwise, you will be asked for your 10-digit ID number and you probably don't have it handy. Even if you've taken an ACP class before, just say "No".

8. **Do not enter hyphens in the telephone number.**

9. **Click "Submit Application" and print receipt.** You should click "submit application" to complete the process. Print the receipt and make sure it references the IU ACP campus with which your high school is affiliated.