

CONCURRENT ENROLLMENT

FILLING OUT THE AIMS ONLINE APPLICATION

This help sheet is designed to help high school students with filling out the Aims Online Application.

1. Go to www.aims.edu
2. Click on the red **APPLY** button at top right of page.
3. Scroll down to middle of page and click on the box that says, "[Create an Admission Account and Apply online](#)". (If only needing to "reapply" select the box that says, "Already have an Admissions Account? Complete an Application")
4. At the top of the next page, click on the tab that says "[Create Account](#)".
5. Fill out all of the demographic information on that page.
6. For email address: use whichever email you use most often.
7. Academic Interest 1: in the drop down box, select the last option: "[Undecided/Other](#)".
8. **DO NOT** click on the next box that says "[Add Your Current or Most Recent High School Attended](#)". This sometimes causes an error that is hard to fix. CE staff will enter this for you later.
9. Graduation date: **SKIP THIS DO NOT ENTER A GRADUATION DATE.**
10. How did you hear about Aims: ---select "[High School Counselor](#)".
11. What will you do at Aims: select "[Get an early start on college while in high school](#)".
12. Enrollment Type: select "[I am taking college classes while still in high school](#)".
13. Entry Term: select the term you will actually be taking the class.
14. Academic Program: select "[I will take classes while still in high school](#)".
15. Password: must be between 8-20 characters or numbers---DO NOT use symbols.
16. Password Question: type in "[Favorite Color](#)".
17. Password Answer: [type in your favorite color](#).
18. Check the box that says, "[I am not a robot](#)" and answer the question if one pops up.
19. Hit the green "[Create Account](#)" button.
20. This will finish creating your *MyAims* account.

At this point, you have created your *MyAims* account, but you have not completed the Aims Application for Admission. You must still complete the application.

21. On the next screen click on the tab at the top that says "[Apply Online](#)".
22. On the next screen, click the "[Start a New Application](#)" tab.
23. On the next screen click the "[Next](#)" tab, this will load your application and make take a couple seconds.
24. Personal Screen: All of this information should be filled in already, [except you may have to reenter the county you live in in the "County" drop down box](#). Hit the "[Save and Continue](#)" button at the bottom of the screen.
25. Demographics Screen: Choose your Gender, [male or female](#).
26. Social Security Number: [type in your social security number if you know it](#). If you do not know it, [type in \(9\) nines. 999999999](#)

27. Answer the Military question.
28. Answer the question about either of your parents earning a 4-year degree.
29. Answer the [ethnicity question](#). It will ask you if you are Hispanic/Latino. If you are not, choose one of the options for how you identify yourself. Then hit "[Save and Continue](#)".
30. Academic Plans Screen: most of this information should be pre populated for you, except for the "[Primary Campus](#)" drop down box. Select a campus in there as your Primary Campus. Hit "[Save and Continue](#)".
31. Education History Screen: Select the appropriate answer for you in the "[Education Level](#)" drop down box. High School freshman? Sophomore? Junior? Senior?
32. **DO NOT** click on the green "[Add Your Last or Current High School](#)".
33. **DO NOT** enter your [Graduation Date](#) and **DO NOT** enter your [SASID #](#). You should not have to enter or change any information on the rest of this screen. Hit the "[Save and Continue](#)" button.
34. Residency Information: Answer the [Citizenship status](#) question. (US Citizen)
35. Answer the question about being a [Colorado Resident](#). (YES)
36. What is your current age? This will be the second option "[Under 23 Years Old](#)".
37. Did you Graduate from a Colorado High School or earn your GED in Colorado? Answer NO.
38. Did you attend a CO high school for at least **three complete years** immediately before graduation or GED? Only answer YES if you are a senior in high school
39. Will you be attending Aims within 12 months of graduating from high school or earning a GED? For our purposes, Answer YES
40. Were you able to answer YES to ALL of the above? Answer NO, because you were not able to.
41. This will then have a drop down box pop up on your screen that says: "[I am answering the following questions for my:](#)" ---Select the option that is best for you. This is usually one of your primary care givers, [either a parent or guardian](#). Select which applies to you.
42. It will then ask you to type that person's name in the next box. [Type in their full name](#).
43. It will then ask you several questions about the person whose name you typed in that box.
44. Has your parent/guardian lived in Colorado for at least the last full year? YES
45. When did your parent or guardian begin living in Colorado? You must enter mm/dd/year – just give an estimate. This does NOT have to be exact! Do not overthink this one!
46. Has your parent/guardian been absent from CO for two or more months in the past year? NO
47. Has your parent/guardian been employed in CO for 12 months by the first day of classes? YES
48. Is your parent/legal guardian registered to vote in CO? YES
49. Did your parent/guardian file a CO State Tax Return this year? YES
50. Will your parent/guardian have a CO Driver's License/ID for 12 mos. by first day of class? YES 51. Will your parent/guardian have CO license plates for 12 months by first day of class? YES
52. Answer those questions and then hit "[Save and Continue](#)".
53. This will take you to the final page ([Submit Application](#)).
54. Have you previously applied? The answer to this should be NO.
55. Under the [Certification](#) section, you need to [switch all the tabs over from No to YES](#). Please read [these statements before submitting your application](#)
56. Type your name in the [Signature](#) box and hit the [Submit Application](#) button. This will submit your application and you are done. If there were any errors in your application process, you will get a **RED ERROR** message. Click on the [red error message](#) to go straight to the problem.

57. You will need to go back and fix that information and then return to the "Submit Application" page and hit the "Submit Application" button again.