

# CREATING AN ACCOUNT

Go to <http://Apply.EducationPlannerBC.ca>

1. Select **Apply** from the top menu
2. Under **To get started**, select **Sign Up for your EducationPlannerBC Account**.

The screenshot shows the 'CREATE ACCOUNT' page on the EducationPlannerBC website. The page has a navigation bar with 'PLAN', 'SEARCH', 'APPLY', and 'HELP' tabs, and a 'Log in' button. A sidebar on the left contains 'ACCOUNT' with sub-links for 'Login', 'Create', and 'Recover'. The main content area is titled 'CREATE ACCOUNT' and includes a description of the account, a 'Account Creation' section with form fields for 'EMAIL ADDRESS', 'CONFIRM EMAIL ADDRESS', 'PASSWORD', and 'CONFIRM PASSWORD', and a 'Consent Collection Notice' section. At the bottom, there are 'Create Account' and 'Cancel' buttons.

**Enter the email address you use →**

**Create a password —————→**

**Re type the password —————→**

**EducationPlannerBC stores your personal and application information. Therefore, we need your consent to do so! See the Terms of Use (/content/terms) and Privacy (/content/privacy) for more information.**

**—————→**

**—————Click Create and you're done!**

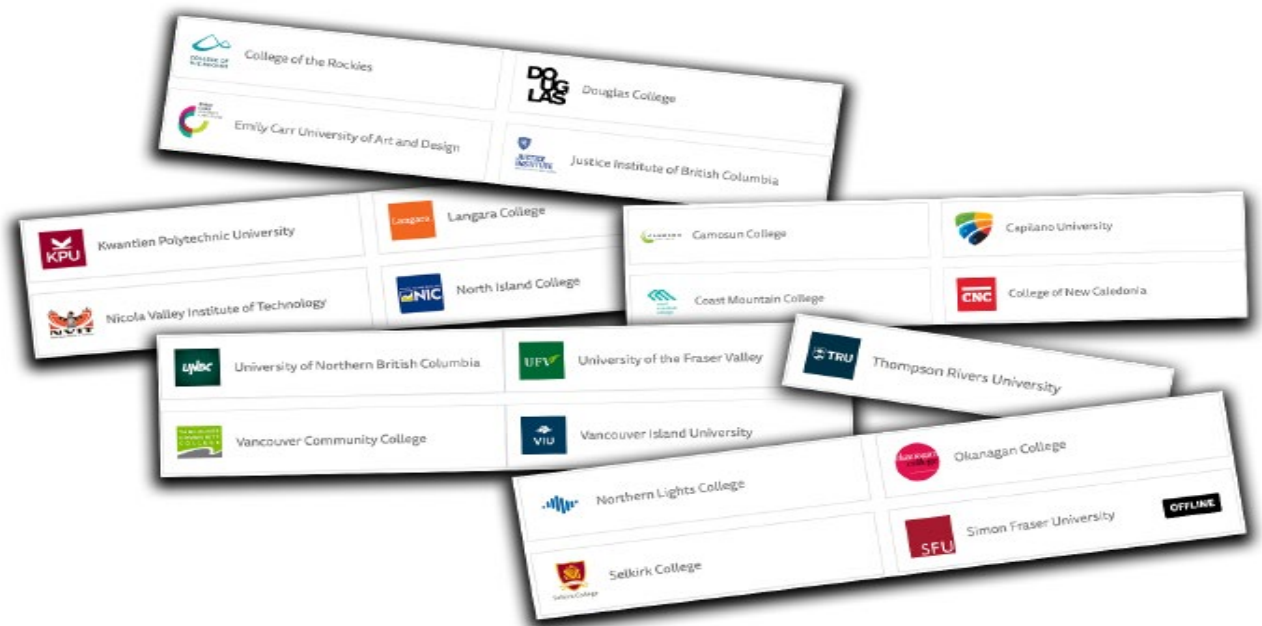
# COMPLETE YOUR APPLICATION



Completing your application involves choosing the institution and program you want to apply to and providing additional institution-specific information

## Select Institution

First, select the Institution where you would like to submit an application.



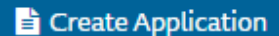
Make sure to read the Information for Applicants section to find out important institution-specific information.



### PRO-Tip:

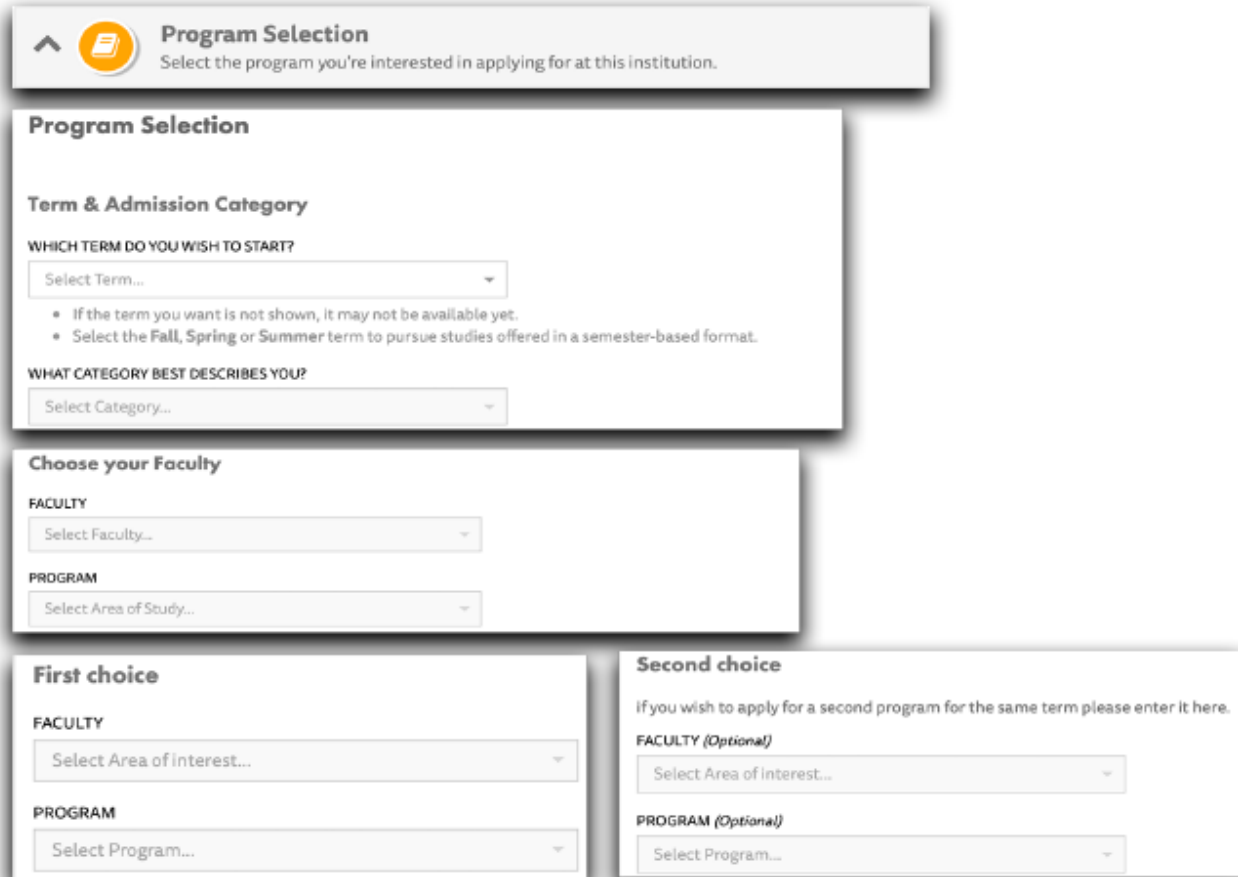
- ✓ Make sure you know the term you want to apply for
  - Fall = September start-December
  - Winter = January start- April
  - Summer = May start- August
- ✓ Know which Faculty you are applying to, not just the program. For example:
  - Faculty = Arts. Program = General Studies
  - Faculty = Science and Horticulture. Program = Associate of Science or Health Foundations
  - Faculty = Arts. Program = Associate of Arts (Political Science, Psychology, Global Studies, etc.)

Select Create Application to begin filling out the application.

 Create Application

## Program Selection

The program selection is where you indicate which term you want to start, what admission category you belong to, and which Faculty and program(s) you wish to apply. Depending on the institution you are applying to, the options below may appear slightly different.



The screenshot shows a multi-step application form. At the top, a grey header bar contains an upward arrow, a yellow document icon, and the text "Program Selection" followed by "Select the program you're interested in applying for at this institution." Below this is a white box titled "Program Selection" containing two sections: "Term & Admission Category" with dropdowns for "WHICH TERM DO YOU WISH TO START?" and "WHAT CATEGORY BEST DESCRIBES YOU?", and "Choose your Faculty" with dropdowns for "FACULTY" and "PROGRAM". Below these are two side-by-side boxes for "First choice" and "Second choice", each with dropdowns for "FACULTY" and "PROGRAM".

Once you have completed this section, the icon will change from yellow to green.



Got interrupted before you saved your application? No problem! EducationPlannerBC auto-saves while you are working on your application.

Log in and continue working on all your in-progress applications!

 Save

## Review and Submit



Select Review & Submit to go over your information and make changes and edits before submitting your application.

## Application Fee

Before submitting your application, pay any applicable application fee, confirm your current email address and provide your consent for Information Disclosure and Declaration of Applicant. Please note that the application fees vary by institution, applicant type and program.

Co this securely. You may need to remove any special characters including hyphens.

Is y Please see: [Common Payment Questions](#).

[Back to Application](#)

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Amount \$

Card Number

Expiry Date (MMYY)

CVV  [What's this?](#)

[Submit](#) [Terms & Conditions](#)

I lead to disciplinary action by [Western College](#). I understand that submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting program or course prerequisites and space availability. No decision on my eligibility for admission will be made until the application fee and all required documents have been submitted. I agree to abide by the rules and

- I give my consent to disclose my information per the above declaration.
- I hereby certify that the information provided in this Application is true, accurate and complete.

[Make Payment](#)

### Application Fee Payment



This page will time out after **5 minutes**. Do NOT close your browser window or click your browser's back button while the payment is processing. A message will display once the payment process is complete.

Please enter the billing information as it appears on your credit card statement; the payment processor will verify this securely. You may need to remove any special characters including hyphens.

Please see: [Common Payment Questions](#).

[Back to Application](#)

Amount \$

Card Number

Expiry Date (MMYY)

CVV  [What's this?](#)


[Submit](#)

[Terms & Conditions](#)

## Submit

All icons green? After you select Submit Application, you will see a confirmation page like below.



 **Application Submitted**

Thank you for your application, (Reference No. [XXXXXXXXXX](#)).

Nicola Valley Institute of Technology now has your application and the admissions office will contact you about the next steps.

Another application to submit? Return to the [Apply page](#).

Questions? Please visit the [After You Apply](#) section of our website.

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### Receipt

Check your [awesomeapplicant@post-secondary.com](mailto:awesomeapplicant@post-secondary.com) inbox for a copy of this receipt. If you do not receive it, check your junk, trash and spam folders for an email from [mailer@educationplannerbc.ca](mailto:mailer@educationplannerbc.ca).

**NOTE:** You cannot return to this page after navigating away from it, so please be sure to print this page.

[Print](#)

Congratulations – you now know how to apply using EducationPlannerBC! To submit another application, select another institution and follow the same steps!

## Quick Checklist

- Select Institution**
- Program Selection Complete**
- Additional Information Complete**
- Review and Submit**