**Application Process**

1. Navigate to applynow.usu.edu (image 1) in a web browser or use the url: https://applynow.usu.edu/RecruitNewWFE/Application/Apply?type=datatel_usunondegreeseekingapplication.
2. If you are a new applicant click Create Account (image 2), otherwise log in to your USU application account.
3. Fill out all required information.
4. When you get to Academic Information (image 3) select Non-Degree Seeking in the “I plan to enter usu as a” box.
5. Select Fall 2020 in the “I plan to start” box.
6. Select the program you are applying for in the Academic Program of Study box. Options Include:
   - Additive Manufacturing
   - Commercial Truck Driving
   - CNA
   - Career and Technical Education Academy
   - Cloud Computing Certificate
   - Web & Mobile Developer Certificate
   - Software Developer Certificate
   - Computer Science Teaching Certificate - Level 1
   - Computer Science Teaching Certificate - Level 2
7. Click Save and Continue.
8. You will then be directed to the My Account Page (image 4) or directly to the application (image 5).
9. If you are directed to the application skip to step 13.
10. If you are taken to the my Account page click “create a new application.”
11. Then select the “Non Degree Seeking Application” (image 6).
12. The select a term and hit next (image 7).
13. When you reach the planned course of study (image 8) section select CARES Act Program in the “what is your education intent” box.
14. Fill out the rest of the required and then submit your application.
15. The application will then be sent to the admissions office for processing. Please allow 1-2 business days. An email will be sent once the application has been processed.