CCAP: HOW TO APPLY - STEP BY STEP

1. Go to CCAP webpage: https://www.virginiawestern.edu/ccap/
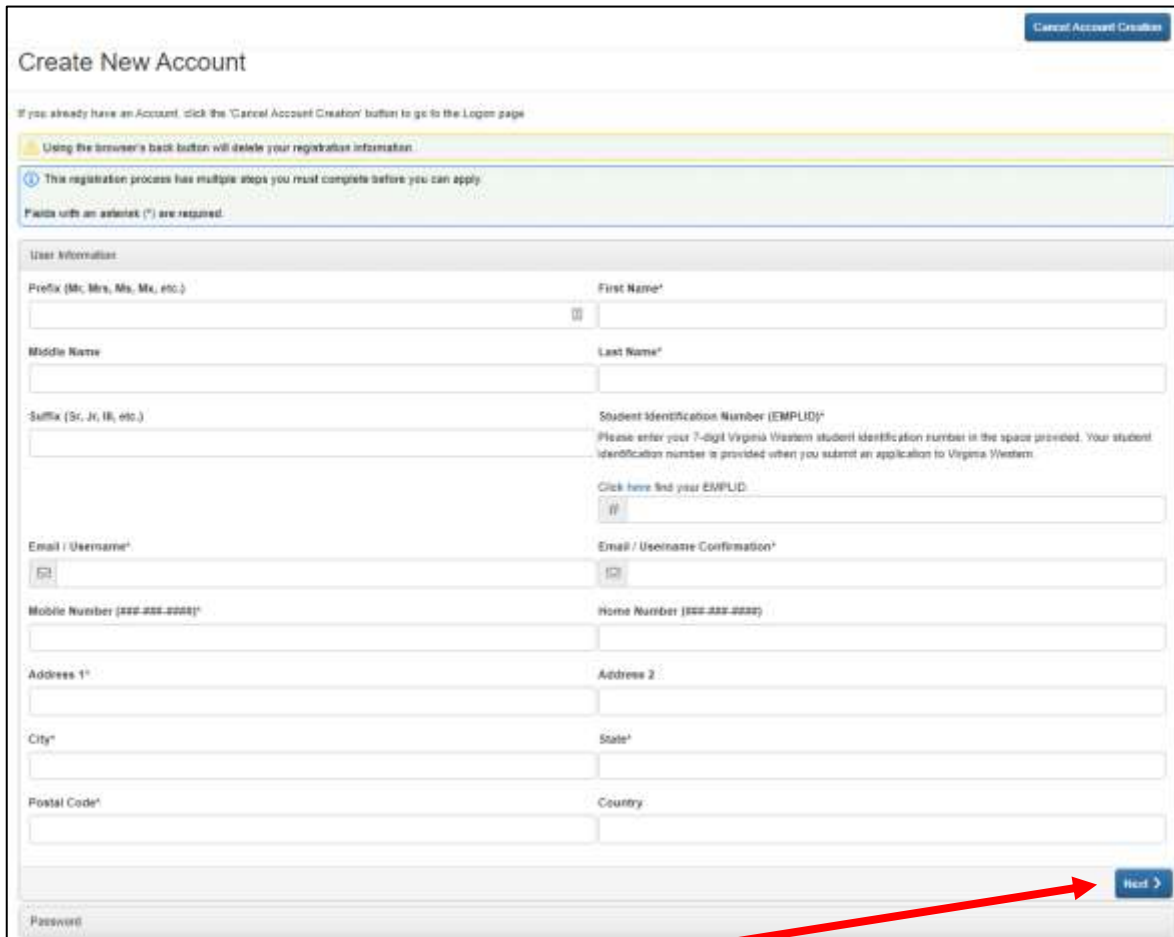
2. Click on blue Apply Now to CCAP button.

   APPLY NOW TO CCAP

3. On Logon page, click Create New Account button.
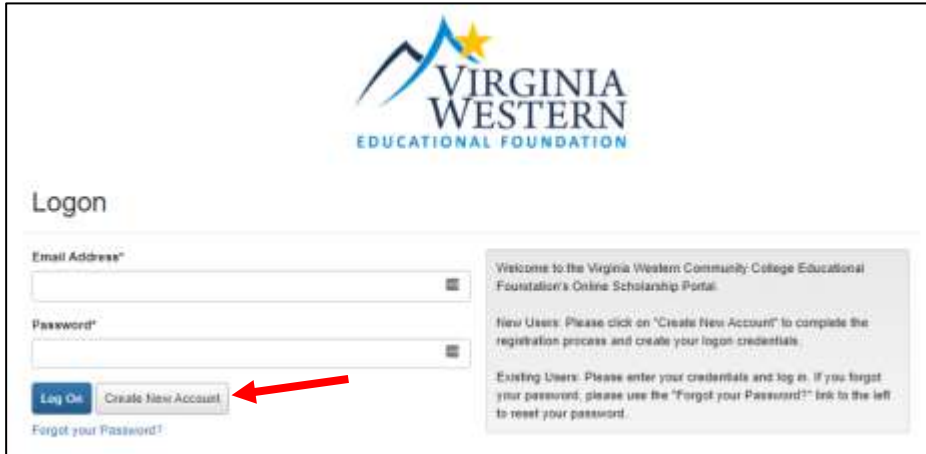

4. Fill in all required fields.

5. Click blue **Next** button on bottom right.

6. **Create your Password**. Then click **Create Account** button in lower right corner.

7. You will receive a **confirmation email** indicating you successfully created your account.

8. When you create your account, the next page asks you to verify that you received your confirmation email. This helps ensure that you'll receive other communications from this organization about your application. Answer appropriately, then click **Continue**.

9. **Return to Logon page**, enter your email address and password to begin application.

10. You will land on the Apply page. (See screenshot below.)

11. See Community College Access Program (CCAP) Application. Click on blue **Apply** button on right.
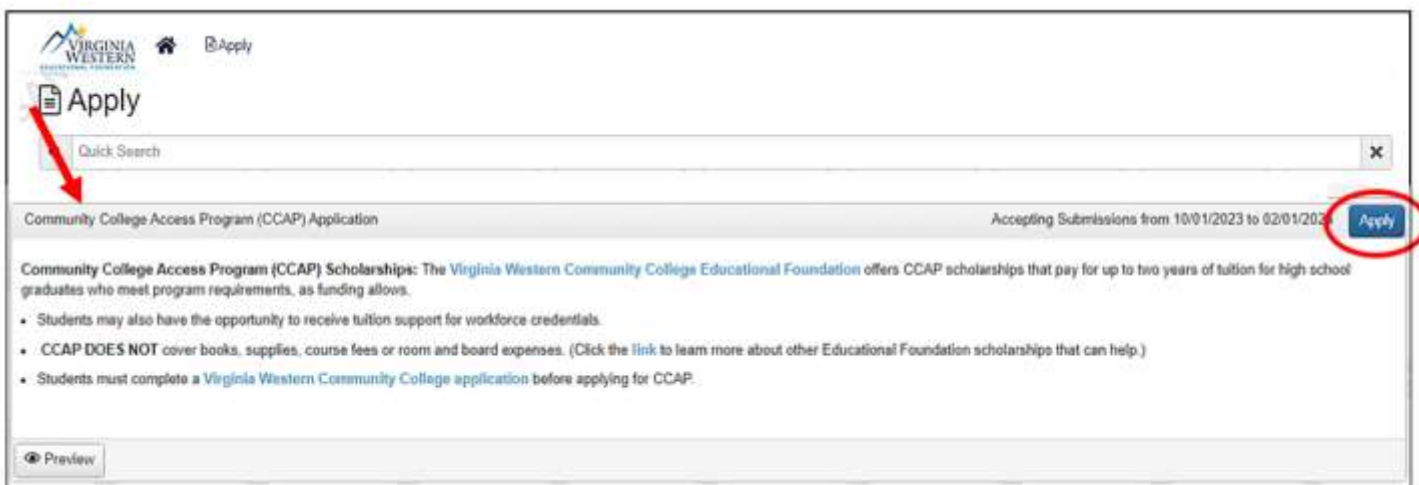
12. Click each section right-pointing arrow **(>)** to see questions. Answer all required questions.
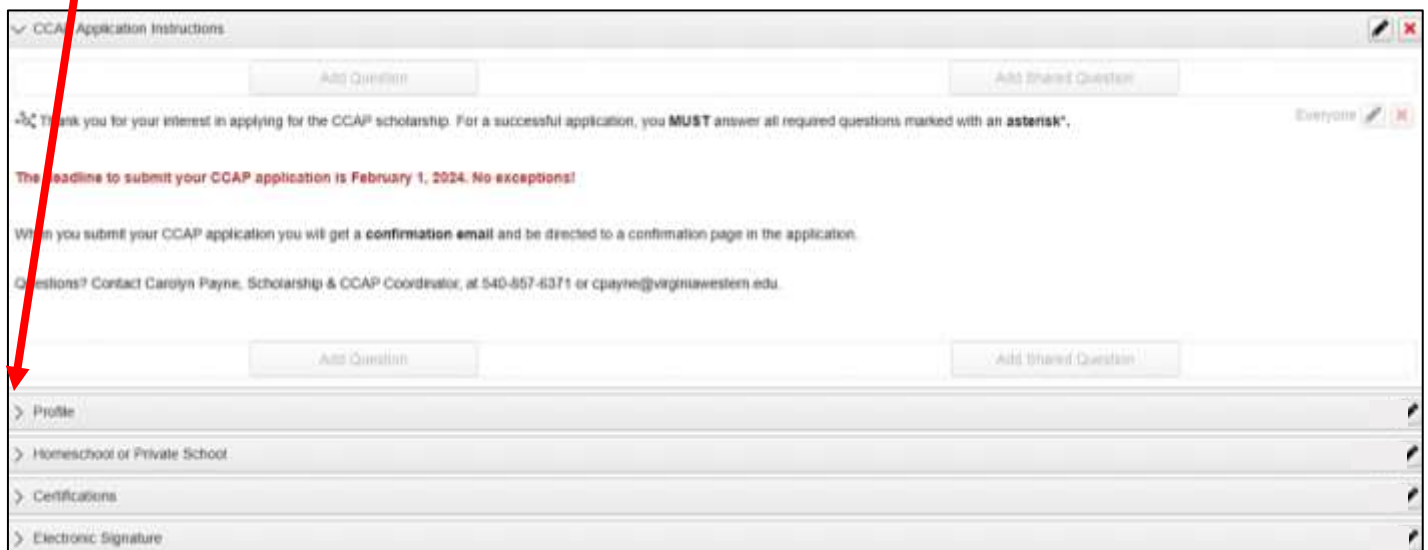
13. Answer all required questions in each section. See example in screenshot below.

> CCAP Application Instructions

∨ Profile

| | Add Question | | Add Shared Question | |

⊶⛐ **Locality Residence***   Everyone ✎

Please select the locality where you live.

| ▾ |

| | Add Question | | Add Shared Question | |

⊶⛐ **Residence Jr. & Sr. Years***   Everyone ✎

Have you lived in this locality your junior and senior years?
○ Yes
○ No

14. When finished <u>all</u> sections including electronic signature, click blue **Submit Application** button.
    When submitted you will receive a **confirmation email**.