



Arkansas A.C.C.E.S.S. Portal

7-Steps Application Submission Checklist: AR High School Student

7-STEPS APPLICATION SUBMISSION CHECKLIST: AR HIGH SCHOOL STUDENT

This checklist is designed to guide students through the college selection and application process.

Follow each step to ensure your information and application documents are complete, accurate, and ready for submission to your selected colleges.

 **Dashboard**



Good evening, I !
Welcome to My AR A.C.C.E.S.S.!

**STEP 1**
Student
Registration
 Completed

**STEP 2**
Establish your
Profile
 Completed

**STEP 3**
Claim your identity
using Trust Center
 Completed

**STEP 4**
Review Validate
and Complete My
AR ACCESS
 Next Step

**STEP 5**
Select colleges
using Explore
Colleges
 Pending

**STEP 6**
Add documents to
your My Backpack
 Pending

**STEP 7**
Submit My AR
ACCESS
application
 Pending

Step 1 – 3: Registration, Profile setup and Identity Verification

- Steps 1– 3 include registration, profile setup, and identity verification through the Trust Center. You will complete these steps before accessing the AR A.C.C.E.S.S. dashboard.

**STEP 1**
Student Registration
 Completed

**STEP 2**
Establish your Profile
 Completed

**STEP 3**
Claim your identity
using Trust Center
 Completed

1 | Page

Arkansas A.C.C.E.S.S. Portal

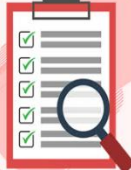
Step 4: Review, Validate and Complete MY AR ACCESS

- Students should review their MY AR ACCESS to confirm that all information is accurate, current, and complete.

YOU ARE HERE

**STEP 4**
Review Validate
and Complete
My AR ACCESS

Next Step



You are on Step 4!
Review, Validate and Complete My AR ACCESS
Carefully review your information to make sure everything is accurate and complete.

What you'll do on this step:

- Review your personal and contact information.
- Validate your details and fix any errors.
- Mark each section as complete.

 **Tip:** Take your time to review everything. Accurate information helps colleges process your application faster!

What happens after Step 4?

- Next Step: Select colleges using Explore Colleges**
Search, compare, and add colleges to your list.
- Add documents to your My Backpack**
Upload transcripts, test scores, and other required documents.
- Submit your application**
Review everything and submit your AR ACCESS application.

REVIEW & COMPLETE STEP 4 →

Your information is secure and encrypted.

Step 5: Select College using Explore Colleges

- Search and Explore Colleges of Interest, Compare Academic Programs, and Add Preferred Institutions to your college list.

YOU ARE HERE

**STEP 5**
Select colleges using
Explore Colleges

Next Step



What's Next?
Step 5: Select colleges using Explore Colleges
Search and explore colleges that interest you, compare programs, and add them to your list.

GO TO EXPLORE COLLEGES →

After Step 5, here's what to expect:

- Add documents to your My Backpack**
Upload transcripts, test scores, and other required documents.
- Submit your application**
Review everything and submit your AR ACCESS application.

 **Tip:** You can return to any step anytime using the dashboard.

Step 6: Add Documents to your MY Backpack

- Upload all required documents to keep everything organized and ready for submission.

**STEP 6**
Add documents to your My Backpack
✔ Completed



You are on Step 6!

Add documents to your My Backpack

Upload all required documents to keep everything organized and ready for submission.

Commonly required documents:

- 📄 High school transcript
- 📄 Test scores (ACT, SAT, AP, IB, etc.)
- ✉ Letters of recommendation (if required)
- 📄 Personal statement / Essays (if required)
- 📄 Other supporting documents

 **Tip:** Adding your documents early helps you stay organized and ready for submission.

What happens after Step 6?

- 6 Add documents to your My Backpack**
Upload transcripts, test scores, and other required documents.
- 7 Submit your application**
Review everything and submit your AR ACCESS application.

 **Good to know**
Colleges you apply to will be able to access the documents in your My Backpack.

GO TO MY BACKPACK →

 Your information is secure and encrypted.

Step 7: Submit My AR ACCESS application

- Review your application one final time, then submit it to your selected colleges.



You're on the final step!

Step 7: Submit My AR ACCESS application

Review your application one last time and submit it to the colleges you selected.

What happens after you submit?

- ✉ Colleges will receive your application.
- 🔔 You'll get email updates on the status of your application.
- 🏠 You can track your application status in My AR ACCESS.

REVIEW & SUBMIT MY APPLICATION →

 Your information is secure and encrypted.

**STEP 7**
Submit My AR ACCESS application
➡ Next Step

Before you submit, make sure:

- ✔ You've selected the colleges you want to apply to
- ✔ All required documents are in your My Backpack.
- ✔ Your application is complete and accurate
- ✔ You've reviewed your information carefully.

 **Tip:** You can go back to any previous step using the dashboard if needed.