

## LONE STAR COLLEGE - Application Instructions

### CREATE ACCOUNT

1. [www.lonestar.edu](http://www.lonestar.edu)
2. Under “Future Students” Click **Admissions** -> **Apply for Admissions** -> **New Credit Admissions Application**
3. At the bottom of the blue ADMISSIONS APPLICATION BOX: “**Click here to create an Account.**” Enter the information requested.
4. Fill out the username & password information- Use your CFISD username & password - APPLY NOW (**write down your username & password**) Your screen should read “**Submit**”. Click “**Submit**” and then click “**Ok.**” If the screen does not read this, follow any instructions it gives you.

### 5. LOG-IN WITH NEW ACCOUNT INFORMATION

1. Login using the User ID and password you just entered (CFISD username & password).
2. Correct mistakes as needed; click “**Next**” at the bottom right.
3. Select your **Citizenship Status**. If you were born here, select “US Citizen” & enter your social security # if you know it; if not, leave it BLANK and click “**Next;**” if you were **not** born here, select “International,” select your birth country, & select “No” – you are not applying for an F-1 VISA. Click “**Next.**” *If you plan to attend Lone Star College after you graduate & will file for financial aid, you MUST INCLUDE YOUR SOCIAL SECURITY #*
4. Enter your home address, phone number, email address, & emergency contact information
5. Race: If you are Hispanic, question 2 may not apply. Leave it blank. Click “**Next.**”
6. **Skip “Institutional Research Page”**- click “**Next.**”
7. Primary Intent or Purpose: Select “**Earn an Associate’s Degree**” & click “**Next.**”
8. Term: Select “**Spring 2016**” & select Associate of Arts or Associate of Science. Click “**Next.**”
9. **DESELECT** all Lone Star campuses EXCEPT CyFair & click on “**Search.**” Click the circle next to CyFair “**Associate of Arts or Science,**” click “**Confirm,**” Click “**Save,**” & click “**Next.**”
10. Select “**I will not graduate PRIOR to attending college.**” Click “**Save**” & click “**Next.**”
11. Educational Background: click “**High School inside the US.**”
  - a. Click on the “**High School Search**” Button.
  - b. Leave state and city blank.
  - c. Type **YOUR SCHOOL** under “**School Name**” & click “**Search.**”
  - d. Once **YOUR SCHOOL** is listed, click “**Select**” on right.
  - e. Click “**Date of Anticipated Graduation**” & use the date box to put in the approximate graduation date (June 5, 2015). Click “**Save and Next**”.

12. Texas Residency Questionnaire:
13. US Citizen: Answer N - Y - Y - Y- Y click magnifying glass on right & type "CY" next to School District; click "**Look Up.**" Select "**Cypress Fairbanks ISD.**" Select "**Yes, Confirm**" & click "**Submit.**" Click "**Save**" & "**Next.**"
14. Not a US Citizen: Answer N - Y - Y - Y- N; click magnifying glass & type in the country name; click "**Look Up**" & select the correct country. Answer "**Y**". Click magnifying glass on right & type **CY** next to **School District**; click "**Look Up.**" Select "Cypress Fairbanks ISD." Select "**Yes, Confirm**" & Click "**Submit.**" Click "**Save**" & "**Next.**"
15. Meningitis-click box on left and click "**Save and Next.**"
16. Financial responsibility-click box on left and then "**Save and Next.**"
17. Application submission-click box on left and then click "**SUBMIT.**"
18. **Wait for your Lone Star ID and user name. Write it down or take a picture with your phone for access later.**
  - a. If you did not receive an ID or user name, contact OTS at 832-813-6600. You will provide them your name, date of birth, and other information to verify your identity. They can provide your username and student ID number.
19. Under the user name it will say "To establish your student account, create your password now", **click** there and follow the instructions.
20. If you don't have time to create your password, you can do it at a later time by following these instructions: Go to lonestar.edu & select "**mylonestar**" in top right corner, enter your Lone Star user name & reset your password by leaving the bottom field blank & clicking the "?" to the right of the bottom field.