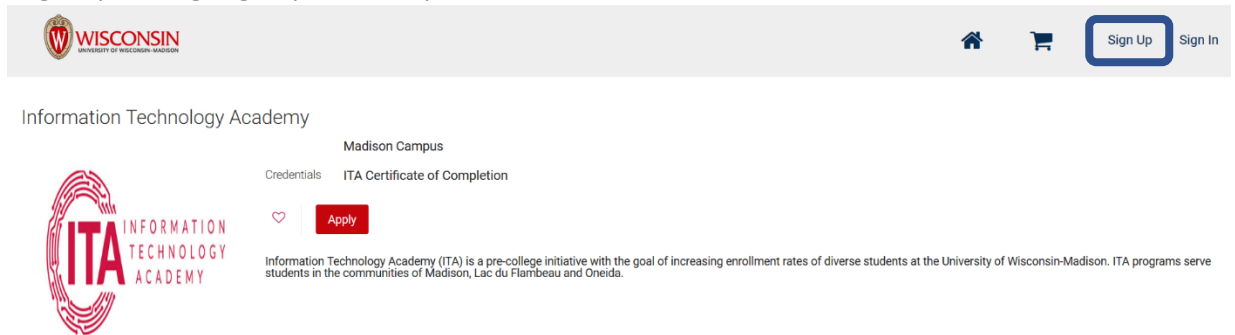




Thank you for your interest in the University of Wisconsin-Madison's Information Technology Academy (ITA) precollege program! The following 2020 Application Walk-Through will review all the steps required in order to submit your ITA application. If you have any questions along the way, please contact the ITA staff at ApplyITA@wisc.edu or 608-265-3145.

Account Creation

1. Go to <https://at.doit.wisc.edu/information-technology-academy/students-families/apply-to-ita/> and click on the application link.
2. Begin by clicking 'Sign Up' at the top of the screen.



3. Create your application user account. Enter a 'User Name' of your choosing and the rest of your information. Click 'Register'.

Sign Up

Already have an account? [Sign In](#)

Login Information

User Name *

Email *

Confirm Email *

Personal Information

First Name

Last Name *

Country Code

Phone Number

4. A pop-up box will appear indicating that your account has been created.

Your user account has been created.

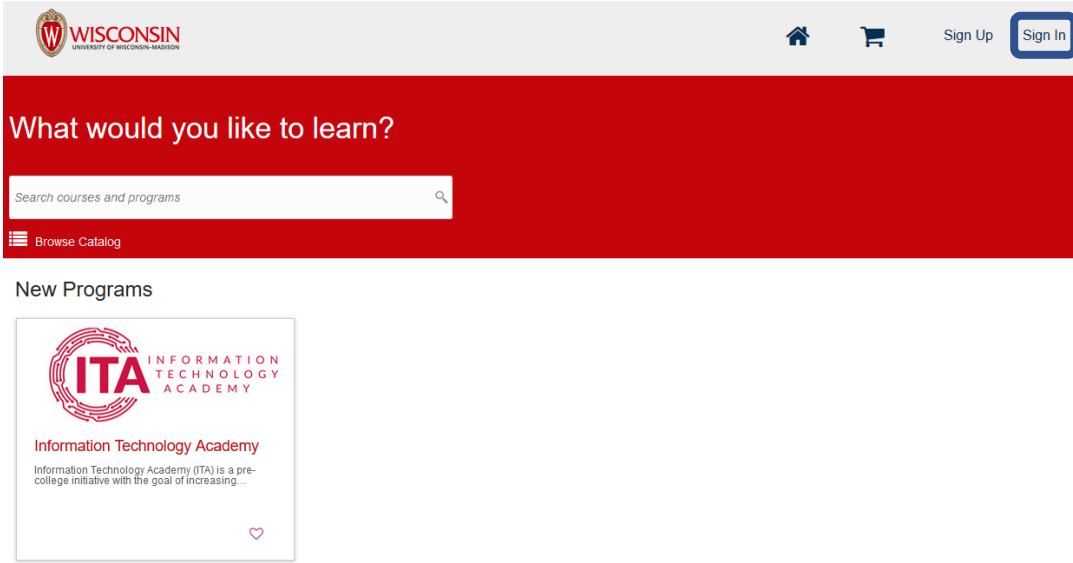
An email has been sent to address **Sally.Student@gmail.com**. To complete your account creation process, you must click the link provided in the email to set your password.

5. Go to the email account indicated on your user registration. Click on the link provided in your user account creation email in order to set your password.
6. You will be taken to a sign-in page to set your password. Enter your password in the two fields provided and click 'Submit'.

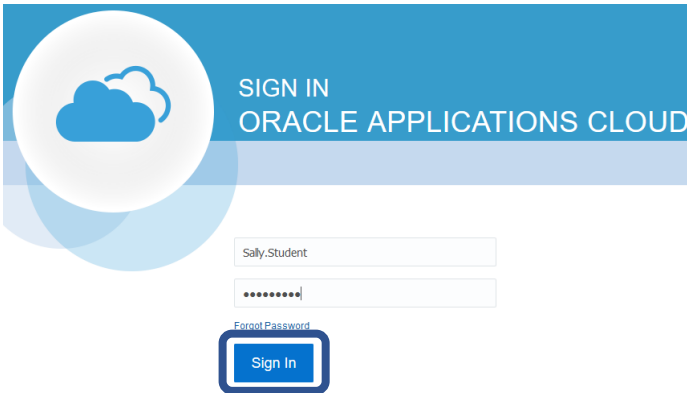
SIGN IN
ORACLE APPLICATIONS CLOUD

Reset Password

- You will be returned to the application system. Click 'Sign In' at the top of the page.

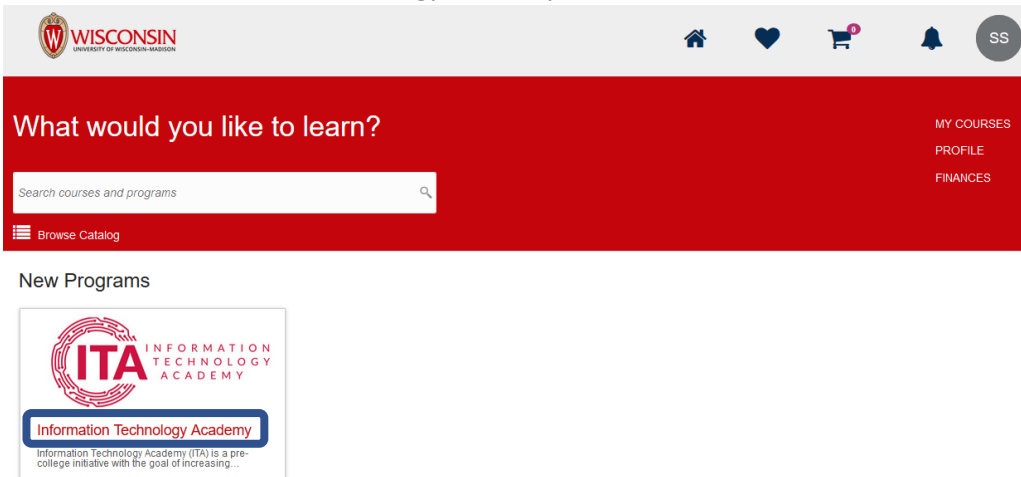


- Sign in with your newly-created account information.



Apply to ITA

- Click on the 'Information Technology Academy' tile.



2. Click 'Apply'.

Information Technology Academy

Madison Campus

Credentials ITA Certificate of Completion

Apply

Information Technology Academy (ITA) is a pre-college initiative with the goal of increasing enrollment rates of diverse students at the University of Wisconsin-Madison. ITA programs serve students in the communities of Madison, Lac du Flambeau and Oneida.

3. Begin to fill out the ITA application questions. Be sure to carefully read ALL instructions within the application.
- By clicking the 'Save' button at the top, you may save your application at any point and return later to complete and submit. (Once the application is submitted, you will not be able to make changes.)
 - Required questions are marked with blue asterisks.

← APPLICATIONS

Save

ITA

Information Technology Academy (ITA) is a pre-college initiative with the goal of increasing enrollment rates of diverse students at the University of Wisconsin-Madison. ITA programs serve students in the communities of Madison, Lac du Flambeau and Oneida.

Location Madison Campus

Credentials ITA Certificate of Completion

4. Fill out the various sections of the application. The first section is 'Student Information'.

Student Information

Student Name *

First Name *

Sally

Last Name *

Student

Student Email Address *

Email

sally.student@gmail.com

Student Home Phone *

+1 608 1111111

Student Mailing Address *

Country
United States ▼

Address Line 1
21 N Main Street

Address Line 2
#2


City
Madison

State
WI

Postal Code
53715

5. Next, fill out the 'Biographical Information' and 'Student Race/Ethnicity' sections.

Biographical Information

Date of Birth *
6/25/05 

Gender Assigned at Birth
Female ▼

Student Race/Ethnicity

Hispanic or Latino:
No ▼

Race (Check all that apply):

- American Indian or Alaska Native
- Asian
- Black or African American
- White
- Native Hawaiian or Other Pacific Islander
- Cambodian
- Hmong
- Laotian
- Other Asian
- Vietnamese

Tribal Affiliation(s), if applicable:
Oneida

6. Fill out at least one Parent/Guardian's information. (Click the 'Add Relationships' button in order to enter a second Parent/Guardian.)

Parent/Guardian Relationship(s)

Enter your primary Parent/Guardian information below. To add a second Parent/Guardian, click the 'Add Relationships' button at the bottom of this section.

Relationship to Student *

Mother

Parent/Guardian First Name *

Mom

Parent/Guardian Last Name *

Student

Parent/Guardian Mailing Address *

(Including City, State, & Zip Code)

21 N Main Street #2 Madison WI 53715

Parent/Guardian Primary Phone Number *

+93

608

8889900

Parent/Guardian Email Address *

mom.student@test.com

Parent/Guardian Occupation

Project Manager

Parent/Guardian Employer

American Family Insurance

Parent/Guardian Highest Degree Earned *

Associate Degree

Add Relationships

- a. When the 'Add Relationships' button is clicked, a second Parent/Guardian section will expand.

Relationship to Student *

Guardian

Parent/Guardian First Name *

Grandpa

Parent/Guardian Last Name *

Student

Parent/Guardian Mailing Address *

(Including City, State, & Zip Code)

21 N Main Street #2 Madison WI 53715

Parent/Guardian Primary Phone Number *

+93

608

7777777

Parent/Guardian Email Address *

grandpa.student@test.com

Parent/Guardian Occupation

Retired

Parent/Guardian Employer

Parent/Guardian Highest Degree Earned *

High School Diploma

Remove

7. Proceed to the 'Educational Information' section. Begin by typing in the *formal* name of your current school in the 'School Name' box. Click on your school name in the drop-down menu.

Educational Information

School Name *

- a. If your school name does not appear, click on the 'Not Available' checkbox and type in your school name.

Educational Information

School Name *

 Not Available

Specify School

8. Complete the rest of the 'Educational Information' section.

School Counselor First Name *

School Counselor Last Name *

Current Grade Level *

Current Cumulative (Total) Middle School GPA

This will be indicated on your most recent report card.

High School Expected Graduation Date

If you do not know the exact date of your High School graduation, please enter June 1st of your graduating year. ("6/1/20...")

Do you qualify for Free or Reduced Priced School Lunch?

 If yes, click here

9. Fill in the 'Additional Information' section.

Additional Information

Future School *

Please enter the name of the school you will be attending next year.

Program Location *

Please type the ITA program location to which you are applying: Madison, Lac Du Flambeau OR Oneida.

Please list which of the following types of technology you have access to:

Shared Computer at Home, Your Own Computer, Internet Connection at Home, Your Own Cell Phone, Your Own Webpage

10. The 'Short Answer Questions' are next. Answer the three questions in one Word document. Save the document as a PDF and attach to the application by clicking the 'Add File' button.

- a. For Google Chromebook users, see the video tutorial at <https://at.doit.wisc.edu/information-technology-academy/students-families/apply-to-ita/> to convert your GoogleDoc to PDF *prior* to upload to the application.

Short Answer Questions

Answer all three questions in one document and attach as a PDF document.

1) Please share with us your academic interests, technology passion, and career goals. (Maximum 200 words.)

2) Please share with us what you would like to learn from the Information Technology Academy. (Maximum 200 words.)

3) Please share with us how you think the Information Technology Academy would benefit from having you as a participant. (Maximum 200 words.)

Short Answer Attachment (PDF) *

For instructions on converting your GoogleDoc to PDF using a Google Chromebook, go to <https://www.wisc.edu/information-technology-academy/students-families/apply-to-ita>.



11. Next, attach individual Grade Reports (in PDF format) for each grade attended. (If you need assistance with these documents, contact your school counselor.)

Grade Reports

Attach individual Grade Reports in PDF format for each grade attended. Contact your school counselor if you do not have access to these documents in your school's online portal. (If you do not have the Grade Reports available, you can still submit your application and have your school counselor submit them to ApplyITA@wisc.edu.)

6th Grade Report Card (PDF)



7th Grade Report Card (PDF)



8th Grade Report Card (PDF)



9th Grade Report Card (PDF)

***For Lac Du Flambeau and Oneida only.



12. Attach a PDF of your 'Parent/Guardian Letter' by clicking the 'Add File' button.

Parent/Guardian Letter

Please include a letter from a parent or guardian. The letter should demonstrate understanding of the ITA program and include reasons why the parent(s)/guardian(s) would like you to participate as well as a list of ways the parent(s)/guardian(s) will support your participation. Parents/guardians may write their letter in any language. If the letter is dictated to someone else, please include his/her name and contact information.

Parent/Guardian Letter (PDF) *



13. Fill out a Teacher or School Counselor's information who you wish to be your application recommender. Once their information is filled in, click the 'Send Recommendation Email Request' button to send an automated email requesting their recommendation of you. This button must be clicked *prior* to submitting the application.

Teacher or School Counselor Recommendation

Fill out a Teacher or School Counselor's information who you wish to be your application recommender. It is the student's responsibility to tell your teacher about this required recommendation and ensure they submit the form by the application deadline.

Recommender First Name *

Recommender Last Name *

Recommender School Email Address *

After entering the email address, click the 'Send Recommendation Email Request' button to send an automated email requesting their recommendation. (This button must be clicked PRIOR to submitting the application.)

Send Recommendation Email Request

Relationship to Student *

Recommender School Name *

Recommender School Phone Number

14. You may now choose to attach *optional* 'Supplemental Application Information' in PDF format by clicking the 'Add File' button.

Supplemental Application Information (Optional)

Please upload any additional materials you would like the admissions committee to consider with your application. Additional materials are NOT required.

Additional Materials (PDF)

Add File

15. Finally, read through the 'ITA Agreements' with your parent/guardian and check both checkboxes *prior* to submission.

ITA Agreements

Parent/Guardian Approval

- As the applicant's parent/guardian, I agree to the release of my child's middle school and high school records, test scores and verification of qualification for free and/or reduced lunch by his/her school district to the University of Wisconsin-Madison Information Technology Academy. If my child is selected, I agree to support his/her participation in the Information Technology Academy fully for the duration of the program. I certify that the information provided is true and acknowledge that falsification may result in dismissal from the program and/or loss of scholarship eligibility.

Applicant Agreement

- I have read the Information Technology Academy (ITA) Applicant information (available online at <http://ita.wisc.edu/apply>) and understand the program requirements. I am ready to make the commitment and continue down the path to success. I certify that the information provided in my application is true and acknowledge that falsification may result in dismissal from the program and/or loss of scholarship eligibility. I am willing to abide by the conditions and regulations of the University of Wisconsin-Madison and ITA if I am selected to participate.

16. Once complete with the application, click the 'Submit' button at the bottom. *Note: Once submitted, you will not be able to make changes.*

Before you Submit!

Before you submit, be sure you have clicked the "Send Recommendation Email Request" button in the Teacher or School Counselor Recommendation section. You will not be able to click this button after the application is submitted.

Submit Application

If you wish to save your application and return to finish it later, click the 'Save' button instead at the top of the page. Once the application is submitted, you will not be able to make changes.



17. A pop-up box will appear confirming submission of your application. Additionally, an email will be sent to you. Be sure to check your email account often for any additional application updates.