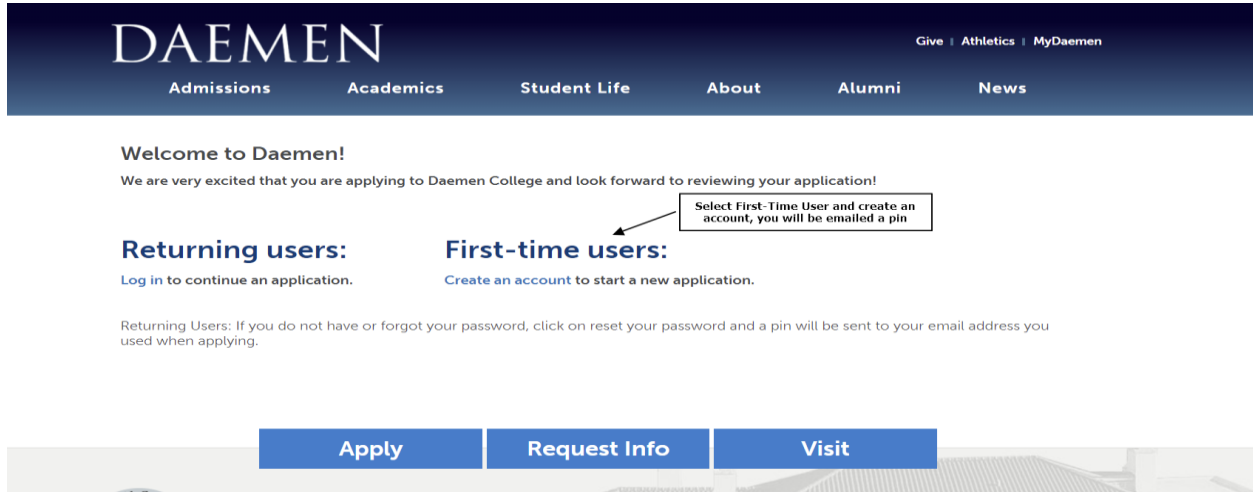


# Daemen College

## Distance Learning Application Process

How to Apply:

1. Go to - Daemen.edu/applyDLHSP
2. Select "Create an account" under First-time users



3. Input information to register for an application account and select continue to move on to application

A screenshot of the Daemen College registration form. The header shows the Daemen logo and navigation links for Admissions, Academics, and Student Life. The form is titled "Register" and includes the instruction "To register for an account, please enter the information requested below." The form fields are: "Email Address" (text input), "First Name" (text input), "Last Name" (text input), and "Birthdate" (three dropdown menus for month, day, and year). A "Continue" button is located below the form fields.

4. Once you hit continue, this message will pop up. Go to your email to retrieve the temporary PIN. Input the temporary PIN and birthdate. Select Login

**Login**

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email

Account

Temporary PIN

Birthdate

**Login**

5. Once you hit login, this screen will pop up. Create a password that matches the criteria in red.

**Set Password**

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

**Set Password**

6. Once you hit set password, this screen will come up. Select **“Start New Application”**

7. Once you select Non-Matriculated application, this box will pop up select **“Open Application”**

8. Please fill out the following information personal background.

9. Non-Matriculated Academic Information –

Program – Unclassified – Distance Learning-High School Program

Class Option – based on which school you attend choice the class you would like to attend.

10. The next section is **“Academic History”** Please click on **“Add Institution”** Include your high school.

11. Complete the **“Discipline Questions and Disclosure Statements”** section. Click continue at bottom of page when section is complete.

12. Complete the **“Signature Page”** and click confirm when complete.

13. The last section will be **“Review”** once your application is all set, you may hit **“Submit Application”**

**Review**

If you are satisfied with your application and are ready to submit it, click **Submit Application**.

**Submit Application** Save for Later