

## How to complete the online portion of the application

- ▶ Read and print these instructions for easy reference
- ▶ Before you start, have:
  1. previously applied to Lane and received an L number
  2. a personal email account (Lane does not issue students Lane email accounts)
  3. a credit card on which to charge the \$50 non-refundable application fee.

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1. Enter the website for Admissions:  
<http://www.lanecc.edu/es/admissions.html>
2. Click Apply Online
  - a. **If you did not use this website to originally apply to Lane** and therefore have not created an Online Admissions PIN (not the same as your ExpressLane PIN) scroll down and click [First time user account creation](#)
    - i. **Create a Login ID:** Enter your L#, using an upper-case L
    - ii. **Create a PIN:**
      1. A 6-digit PIN that contains only numbers 0 through 9
      2. It should not be the same PIN that you use to login to ExpressLane
      3. Verify by entering the PIN a second time.
      4. This PIN is only for the Application process and will not change your ExpressLane PIN. You must continue to use this Application PIN to check on the status of your Dental Hygiene application.
  - b. If you have previously created an Online Admissions PIN, you may enter that Login and Pin now. Remember that the Admissions PIN is not your ExpressLane PIN
3. **Select an Application Type:**
  - a. From the pull-down menu, select Health Careers-Dental Hygiene
  - b. Click Continue

#### 4. Apply for Admissions:

- a. Select Admission Term: Fall 2008
  - b. Enter your name
  - c. Click - Fill Out Application
5. You will see a “checklist” of application sections that must be completed. Follow the instructions provided on screen to complete each section.

You do not have to complete your application in one session; you can follow the steps to finish your application at a later time.

HIGH SCHOOL SECTION – NOTE Use the “Look-up” steps for finding your high school. If you completed a GED program, list the name of the institution followed by “GED” in the field for high school name.

PREVIOUS COLLEGE SECTION – NOTE

Use the “Look-up” steps for finding prior colleges. Please list all previously attended institutions. If you cannot find your college, then use the college name field.

6. When all sections of the application are completed, you can submit your application by clicking on the button labeled “Application is Complete”
7. You must pay the \$50 application fee with a credit card for your application to be submitted; follow the payment processing steps. Click on the “Signature Page” button.
8. This final page provides important reminders to you; or you can click on the link at the bottom of the page to go to the Dental Hygiene website; or click on “Return to Application Menu” link at the bottom of the final page. You will see that your application is now listed under Submitted Applications. If you click on Return to Homepage you will be directed to the Lane CC homepage.
9. You will receive a confirmation e-mail after your application is submitted.