MARYMOUNT UNIVERSITY

# How to Complete Your Application

NursingCas Guide

## Welcome

We're excited to see you apply for Marymount University online, and look forward to learning more about you as a potential student.

Set aside one hour of time to complete.

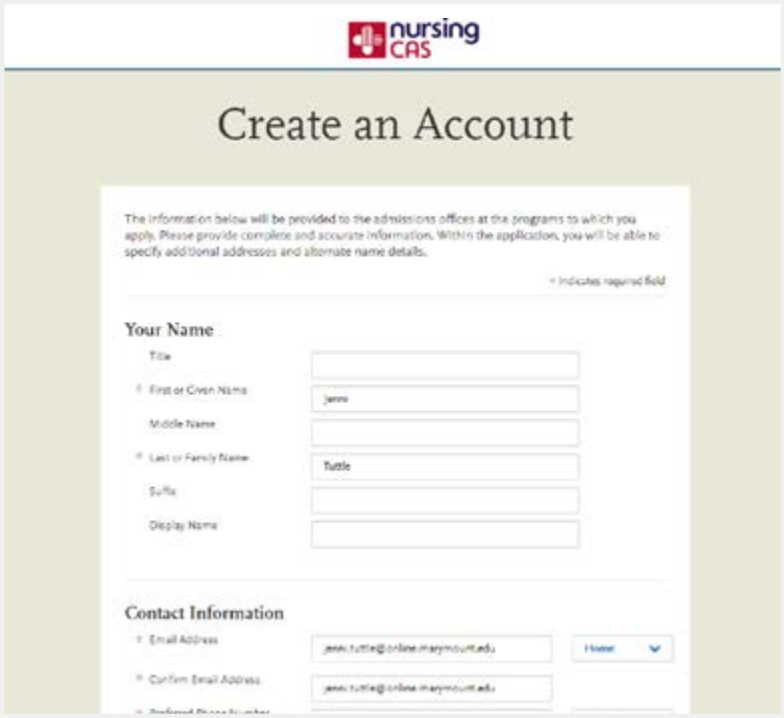
## To Be Prepared

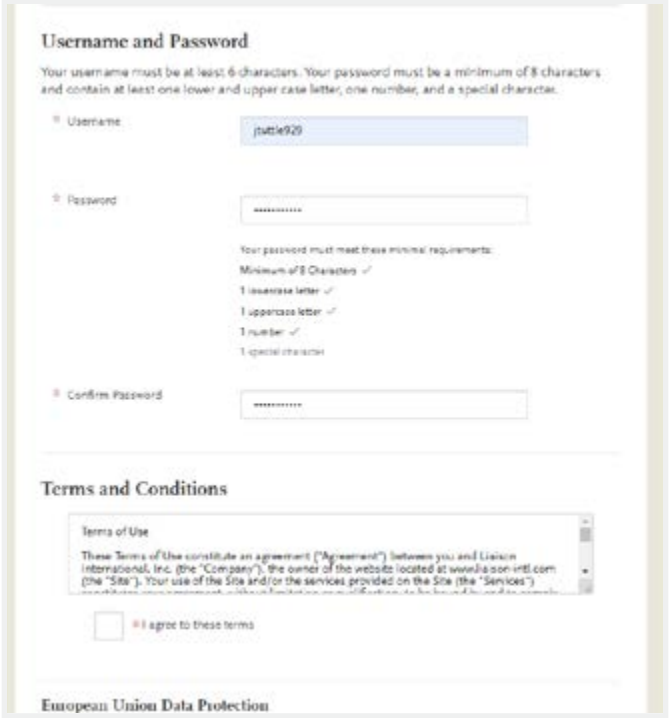
Have these items ready:

- ☐ Names of schools previously attended to order transcripts
- ☐ Resume
- ☐ Copy of your nursing license
- ☐ References

# 1 Create your account

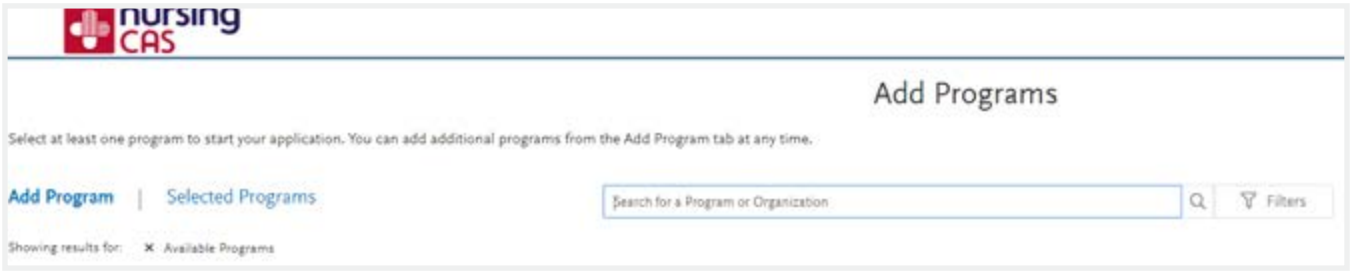
This is the initial page to create your account, with a username and password:



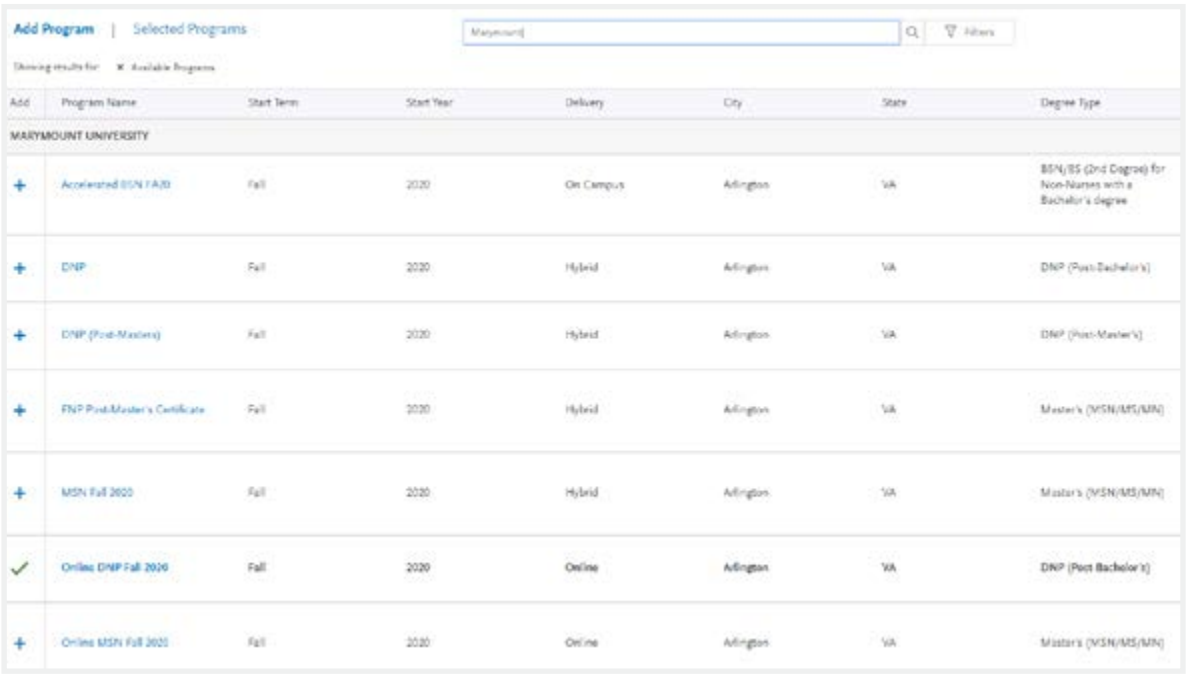

# 2 Add a program

Once you create a profile, click on Add program:



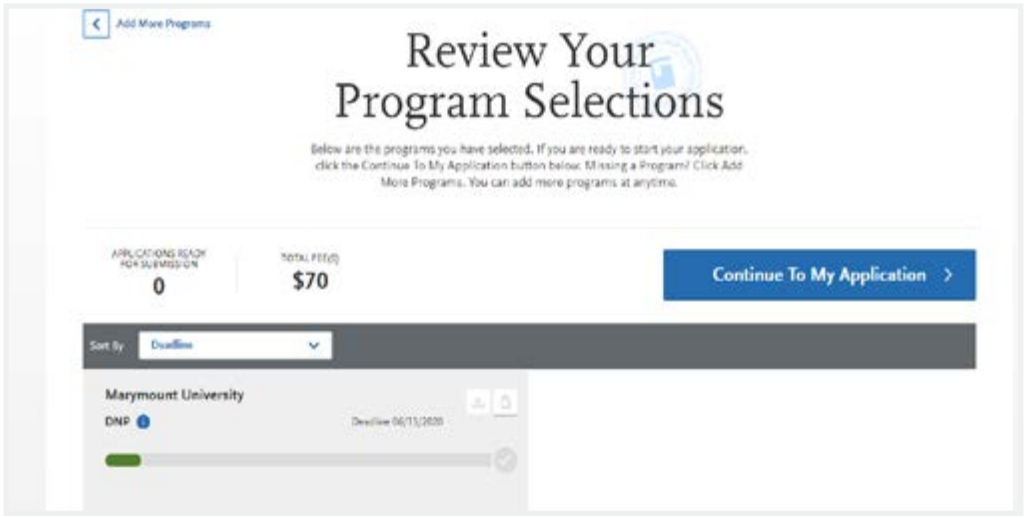
## 3 Select your program

Type in Marymount at the top and select Online DNP, Online MSN, Online DNP (Post-Master's) or Online FNP Post-Master's Certificate.



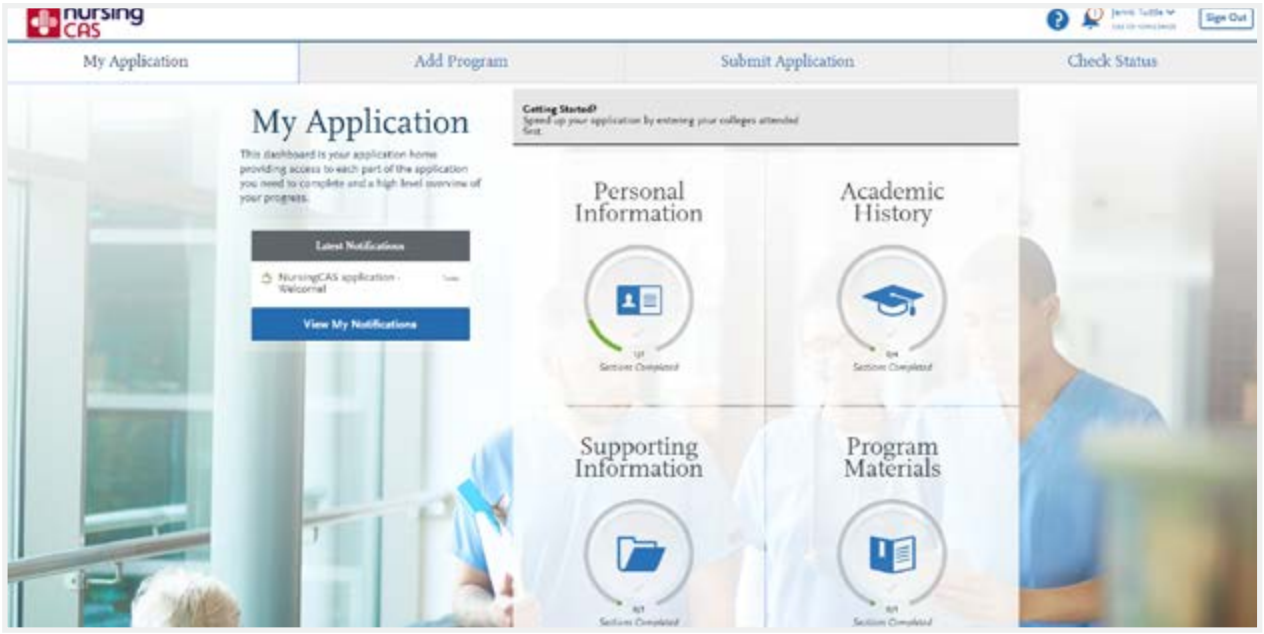

## 4 The application window opens

This is the window that will showcase which application you had selected.



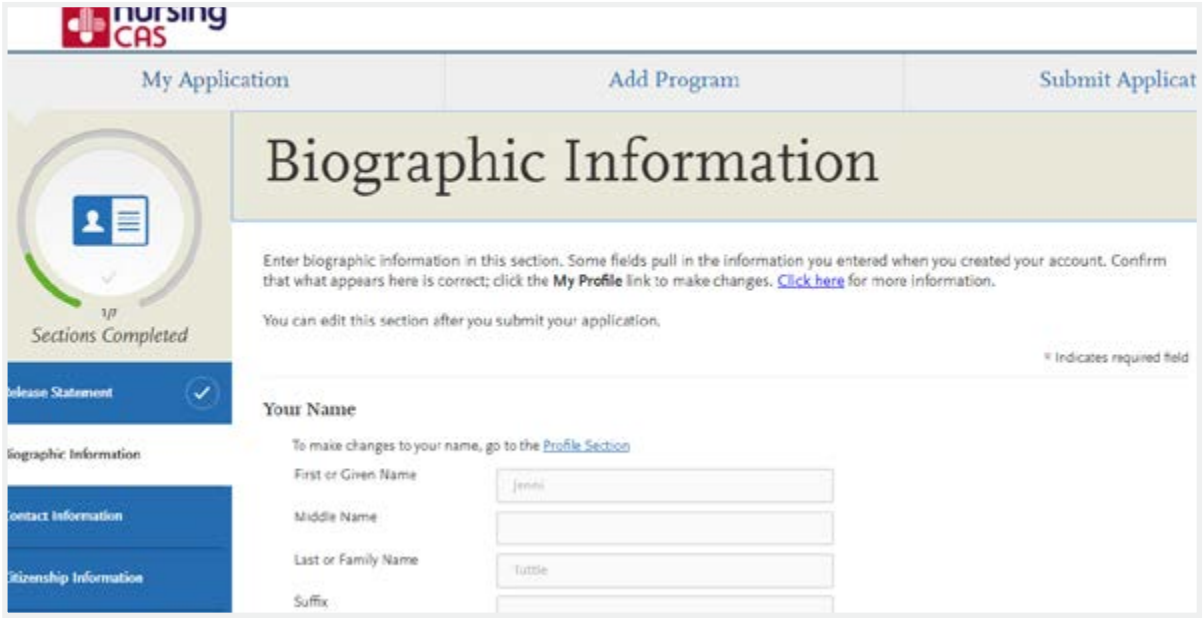
## 5 The main screen tracks your progress

This is the Main Screen for application. This main screen shows progression towards completion of your application.



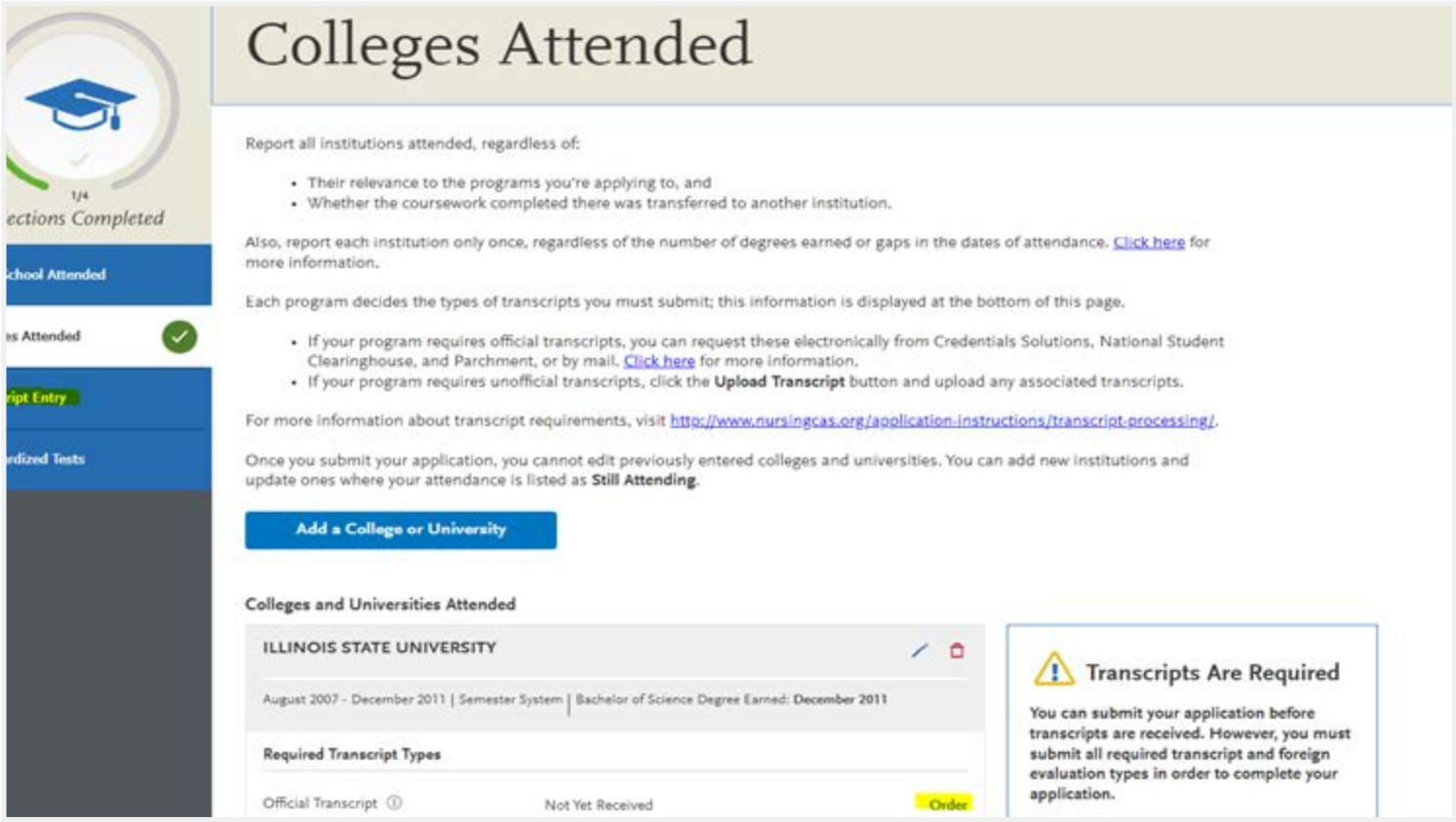

## 6 Complete the blue tabs

Box One: Personal Information – complete all 7 tabs on the left side in blue.



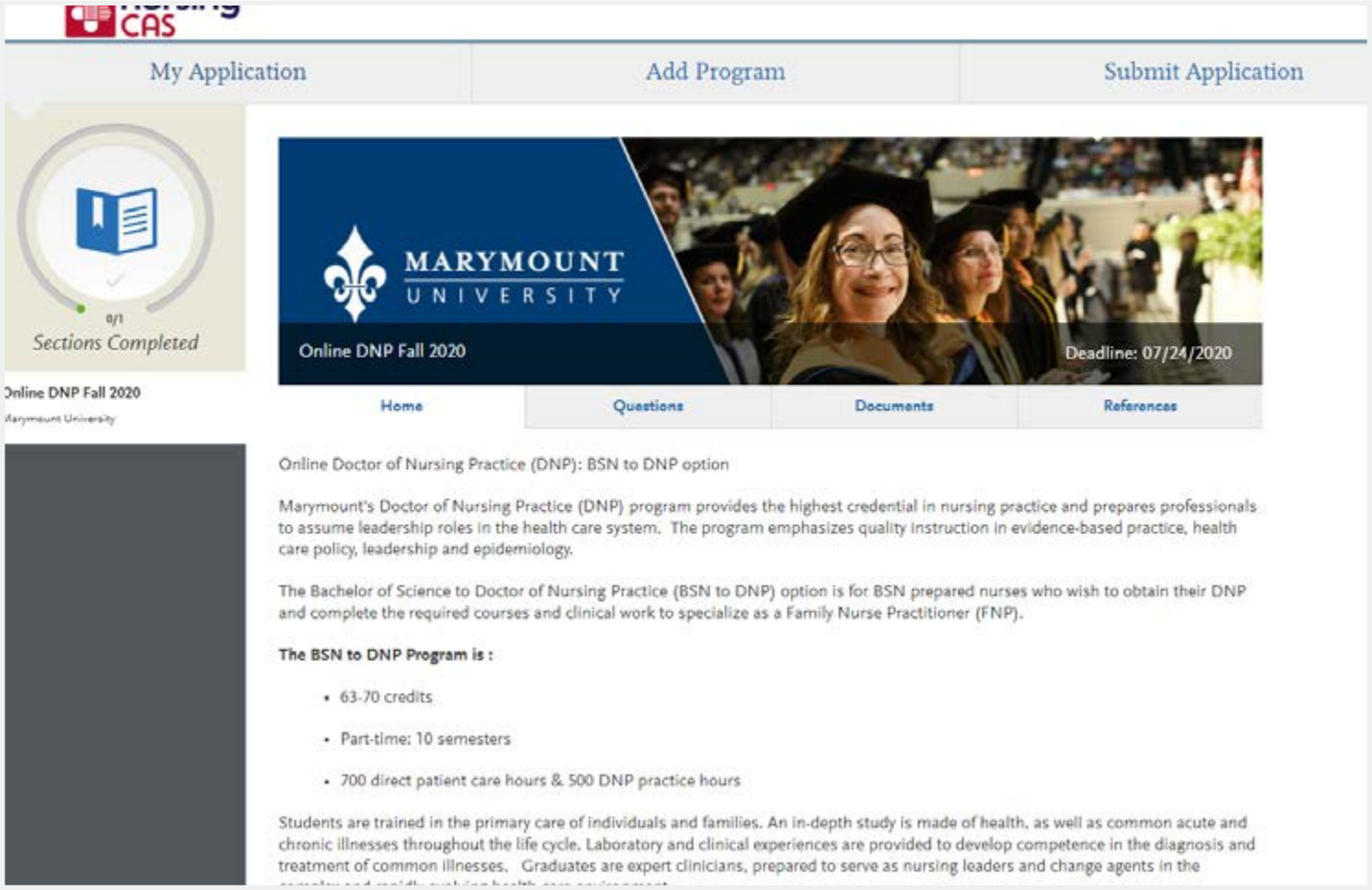
# 7 Order your transcripts

Input all universities that you have attended. Once you are in the system, a link (highlighted below) will appear to order transcripts from that specific school.



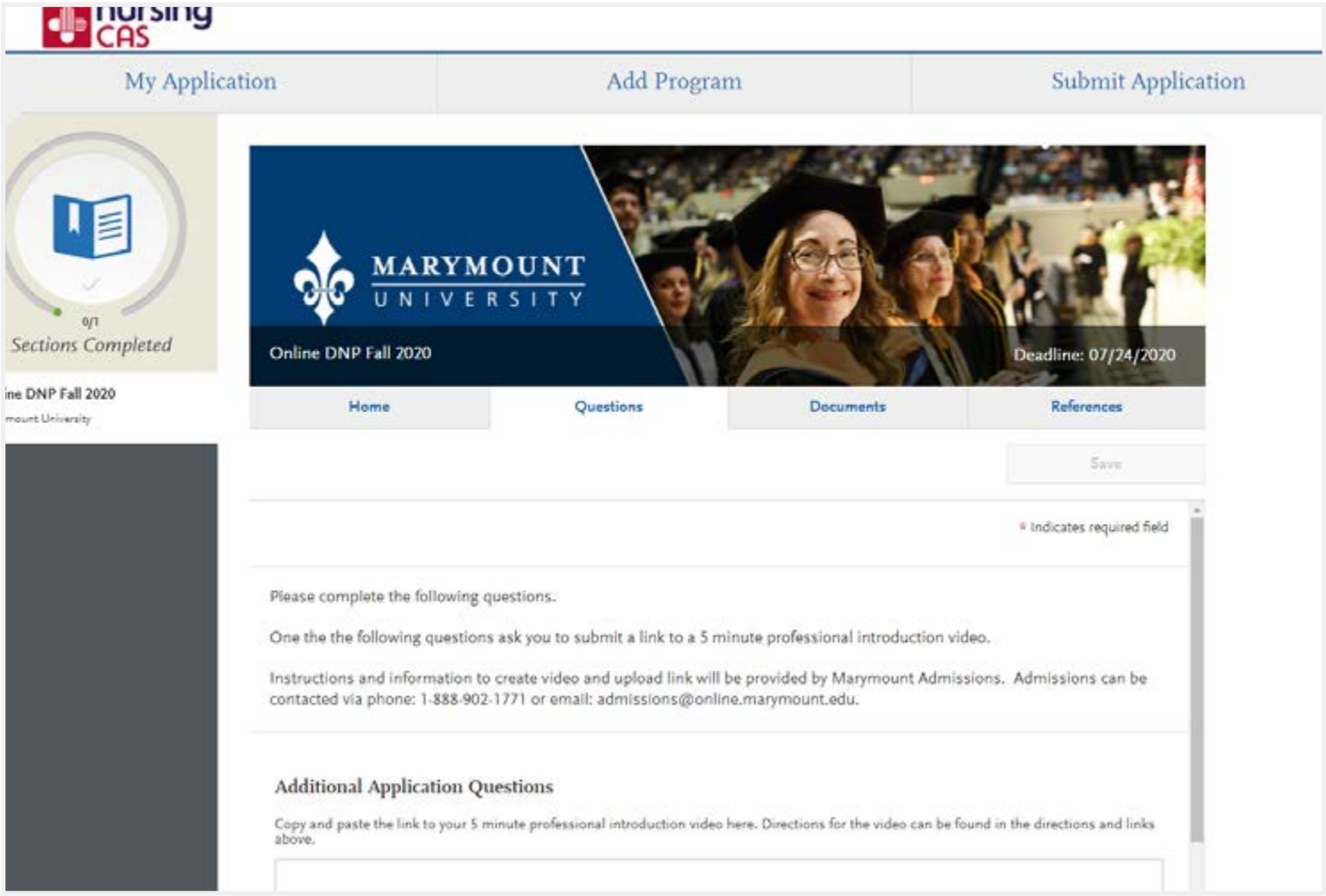
# 8 The Program Information Box

Includes what to expect from the Marymount online program.



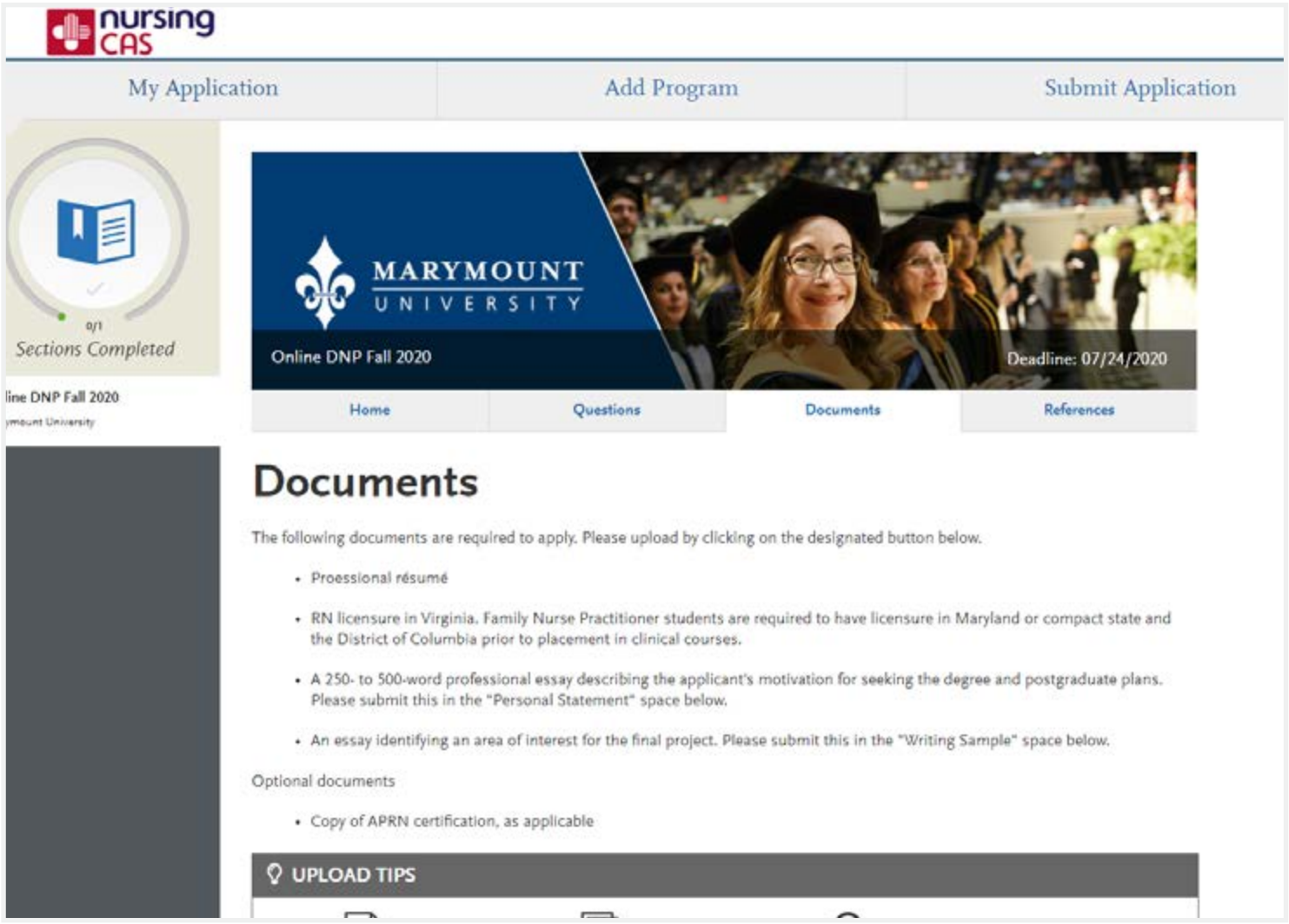
# 9 Answer the asterisks

Click Questions tab to answer all questions with asterisks – video link can be attached after application has been submitted.



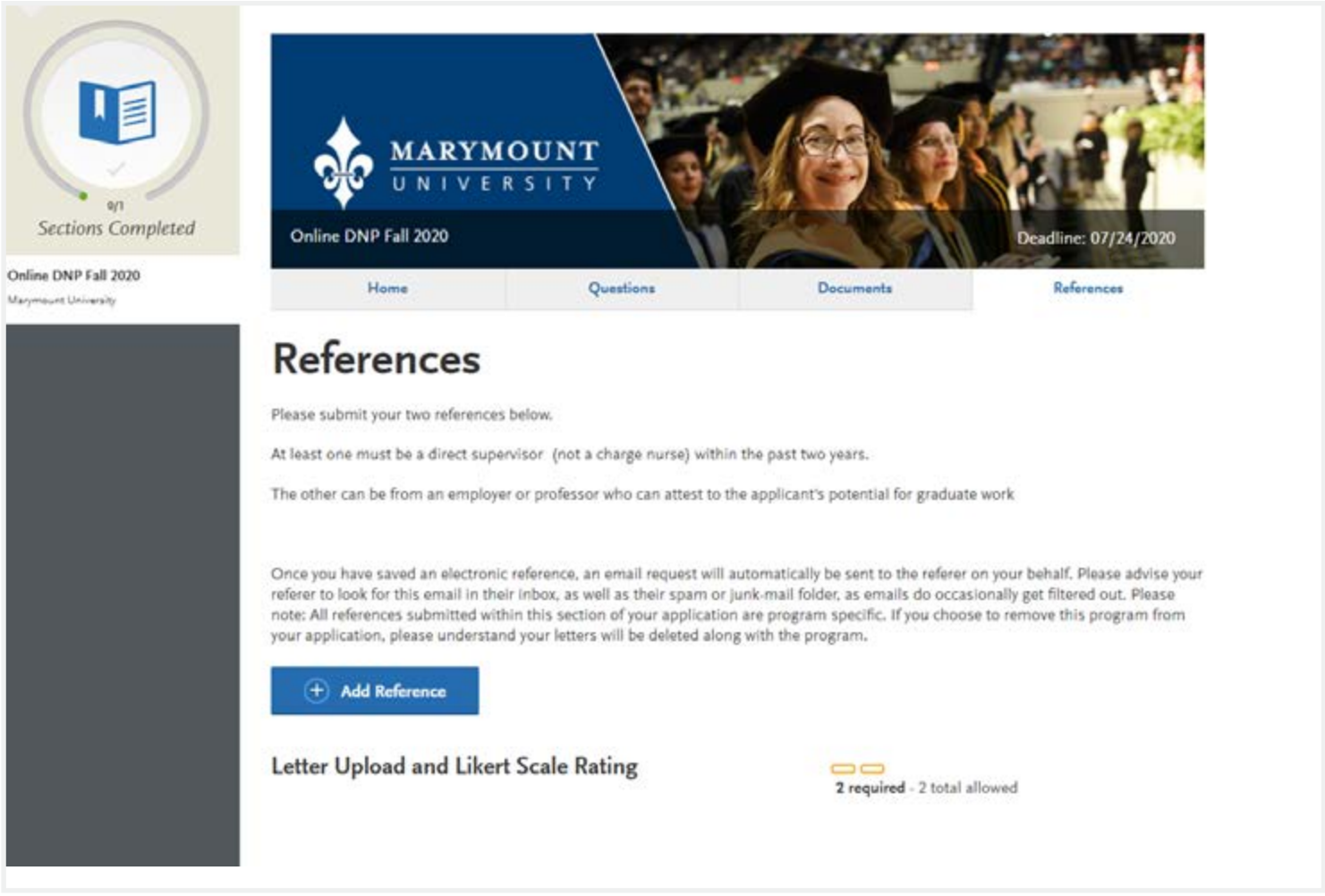
# 10 Upload your documents

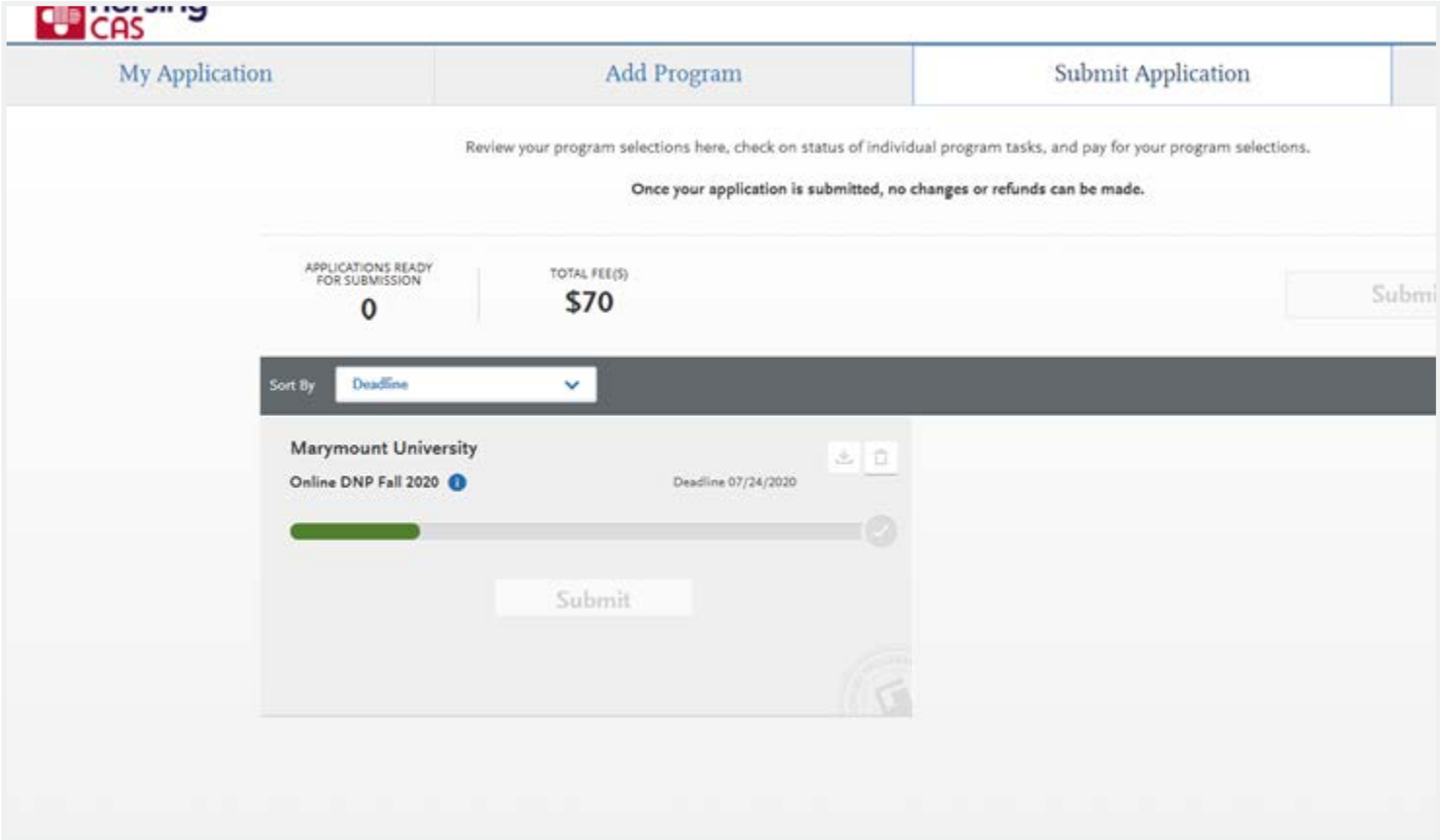
The next tab to complete is the Documents tab: please Include – CV/Resume and Nursing License. All other documents can be attached after application is submitted.



# 11 Add your references

The last tab is for references. You must include two reference contacts; Nursing CAS will send the recommendation form directly to the submitted reference, in order for them to complete the form



# 12 Submit your application

Once those steps are completed; Click the third tab on the top to submit application. The application can be submitted while waiting for transcripts and references to came back in.