1. Create a new user account using your personal email
2. [Shelton State Dual Application](https://sheltonstate.my.site.com/apply/TX_SiteLogin?startURL=%2Fapply%2FTargetX_Base__Portal)
3. Check personal email for email from Shelton to reset password/ reset password- Set your password to be your TCSS password typed twice. Example if your password is 54#8Yh, then your will reset your Shelton account password to 54#8Yh54#8Yh (your TCSS password typed twice)
4. Log back into the Shelton account you just created
5. Start application- choose Dual Enrollment as student type, Choose correct term,depending on which term you plan to start taking courses. Once you have completed the application it will say 99% complete. Once you see the 99%, submit the application.
6. Verify, Sign and Submit application
7. Submit- Once you submit your application, wait about 2-3 days then log back into the Shelton account you created. Once you log back in you should see a Decision letter. This letter will have your A number, your temporary pin and your new Shelton email address. ------ Take a picture of the A#. You will need this number to complete the remaining Dual Approval form.