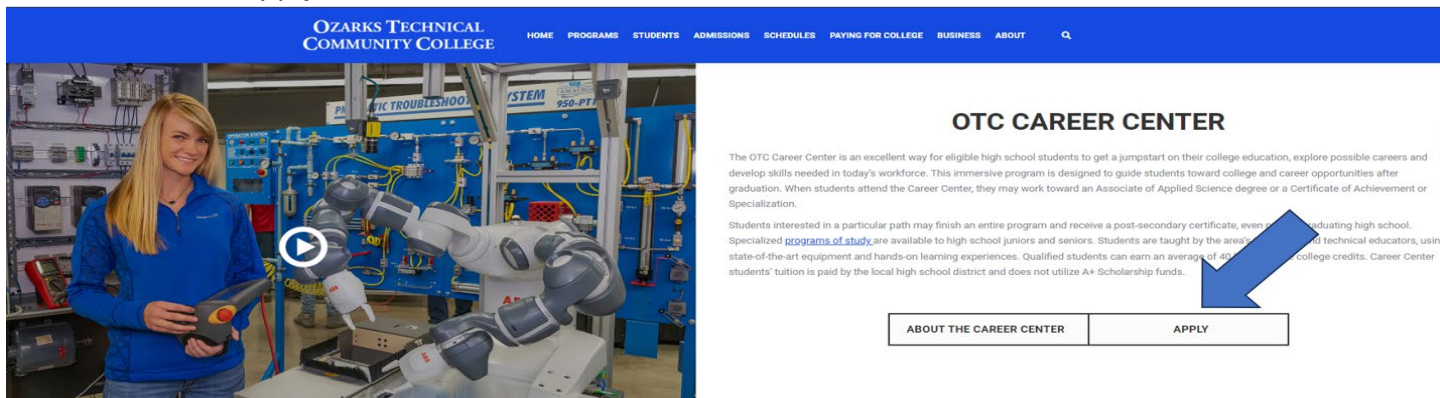
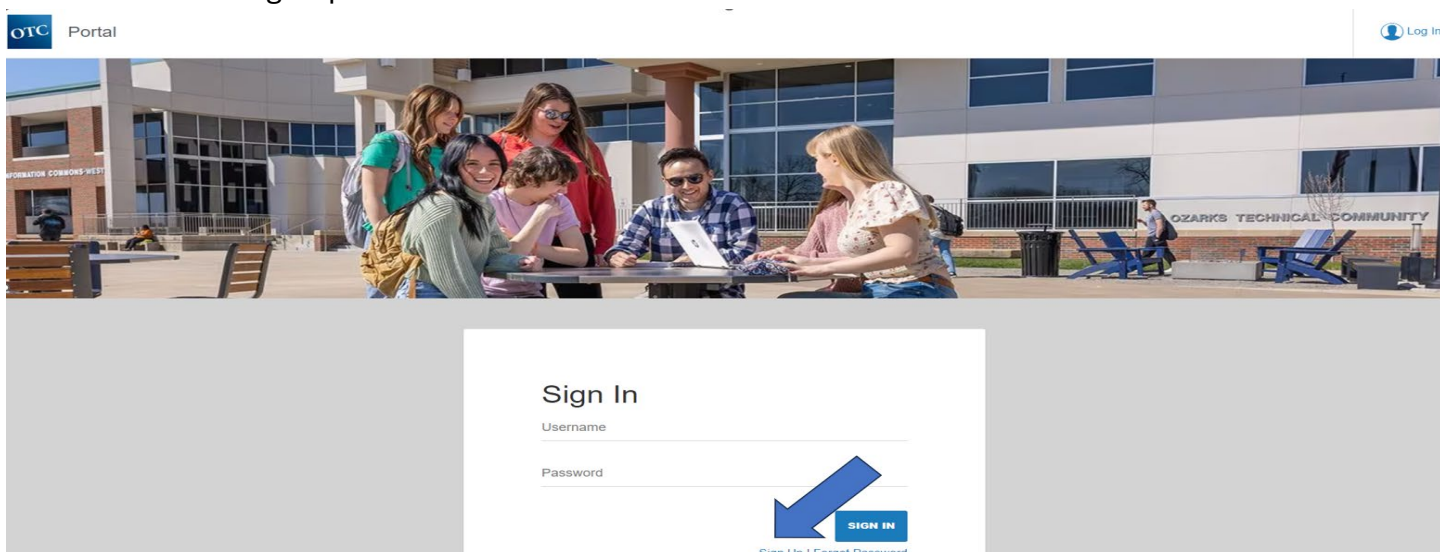


# OTC Career Center Application Instructions

1. Navigate to the OTC Career Center Website (<https://academics.otc.edu/careercenter/>)
2. Click on the “Apply” button



3. Click on the “Sign Up” button



4. Complete the “Sign Up” page of Personal Information and click “Submit”
5. Sign into the email used to create your account
  - a. Open Set Password message from OTC
  - b. Click On “Set Password” button (new window will open) and save new password
  - c. Be sure to write down your username & password or keep it in your Notes



Hi

Thank you for visiting Ozarks Technical Community College application portal! Click the link below to set your password.

Your Username for the OTC application portal is your email address:

Create Password

Thanks,

Ozarks Technical Community College

6. Click on “Start A New Application”
  - a. Select “Yes” for currently in high school
  - b. Select “During High School” when planning to attend
  - c. Select the current high school that you attend
  - d. Select “Career Center” for high school program interested in
  - e. Select Career Center program of interest (Example: Health Sciences)
  - f. Select “Fall 2024” for starting term
  - g. Click on “Start Application” button (screen refreshes)
  - h. Click on “Save & Continue”
7. Complete Personal Information Section
  - a. Social Security Number is required
  - b. Click on “Save & Continue”
8. Complete Mailing Address Section
  - a. this should be your home mailing address where we can mail information to you
  - b. Click on “Save & Continue”
9. Complete Mobile Phone Information Section
  - a. Click on “Save & Continue”
10. Complete School Residency Section
  - a. Click on “Save & Continue”
11. Complete Demographics & Citizenship Section
  - a. Click on “Save & Continue”
12. Complete High School Information Section
  - a. Click on “Save & Continue”
13. Complete Emergency Contact Information Section
  - a. Click on “Save & Continue”
14. Complete High School Program of Study Section
  - a. Click on “Save & Continue”
15. Complete Personal Essay Section
  - a. Explain in 5-8 detailed sentences why you want to attend the OTC Career Center
  - b. Be sure to address causes for low attendance and/or grade point average
  - c. Click on “Save & Continue”
16. Complete School Counselor Recommendation Request Section
  - a. Copy & paste the school counselor’s email from your current high school
  - b. Click on “Save & Continue”
17. Answer Questions in the Tuberculosis Section
  - a. Click on “Save & Review Application”
18. Click “Submit Your Application”
  - a. Make sure your school counselor knows that you applied to the OTC Career Center and what programs (Choices 1, 2, 3) that you are interested in