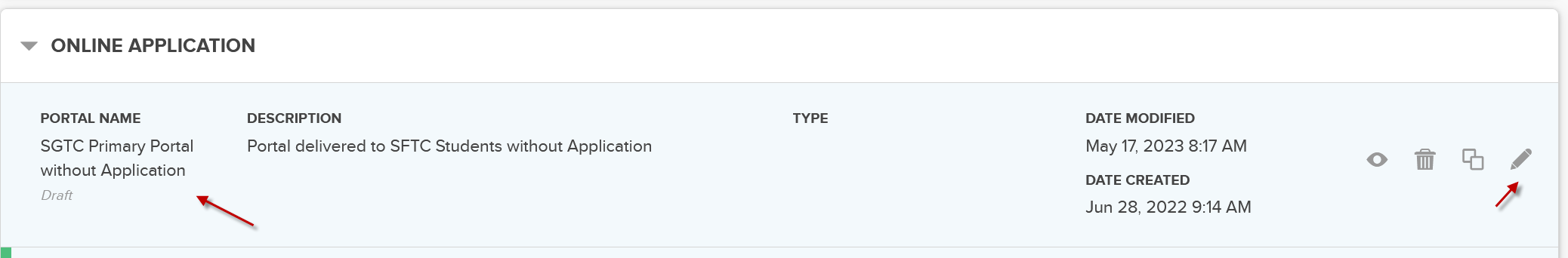
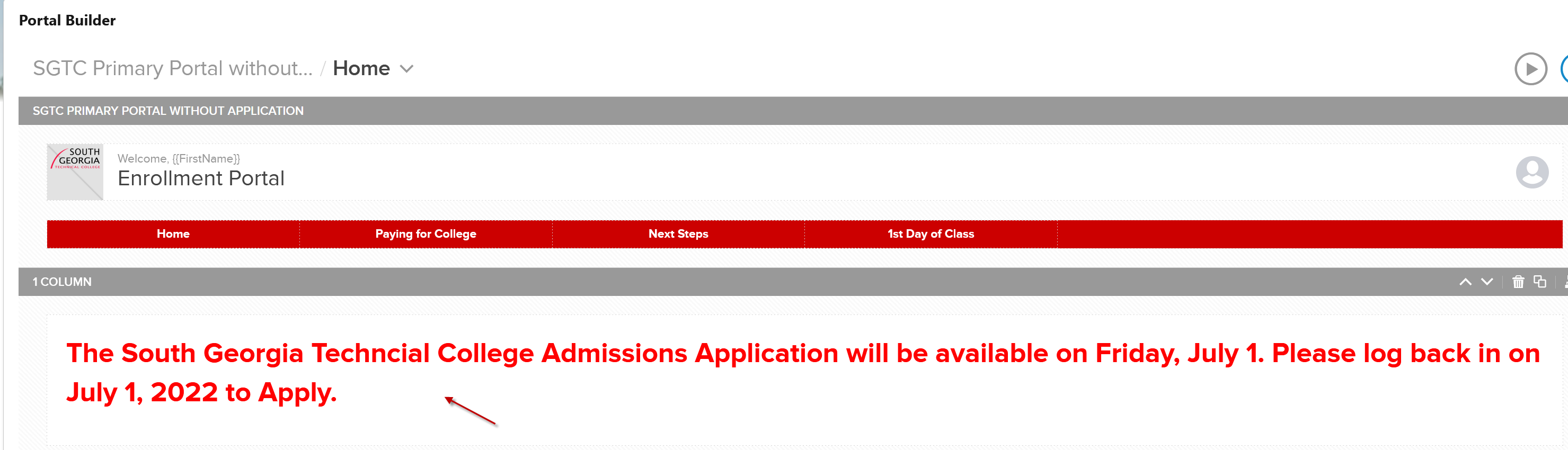
**Documentation for Removing Application from Student Portal (During Business Office Balancing)**

From last year, TCSG has already created the portal without application.  You would need to edit the message and publish the site when you are ready.  Once publish the portal, student will not be able to apply.



Edit the message and click on Publish.



**Note: Change July 1, 2022 to current year. 2024**

OR If the college does not have the portal setup for the

* Using this documentation, you will create a version of your current Student Portal that will remove the “Apply Now” button and “Application Progress” widget from your portal.
* The “Portal without Application” will include a descriptive message informing students that the application will be down until [insert date].
  + \*NOTE\* This is intended for colleges who DO NOT want to offer the application at a $0 fee

**Step 1**

Navigate to the “Portal Builder”. Using your most up-to-date portal (primary portal for students) create a clone by selecting the option below.

Graphical user interface, application

Description automatically generated

**Step 2**

You will be served the “Create Portal” screen. Follow the steps below for the description to ensure no confusion will occur when publishing your student portals. Then continue by selecting “Create”

Graphical user interface, application

Description automatically generated

**Step 3**

Once in the portal, click on the “App/Checklist” widget to select the section you wish to remove. Select the “Remove” button

Graphical user interface, application

Description automatically generated

Step 4

When served the “Warning”, select “I Understand” and then proceed to “Delete”

Graphical user interface

Description automatically generated with low confidence

**Step 5**

Select the blank widget space, and insert the “Text” widget

Graphical user interface, text, application, Word

Description automatically generated

**Step 6**

Insert Application Down language (text below is only an example). Ensure that the “Text Widget” is moved to the top of your portal page

Text

Description automatically generated

**Step 7**

Repeat steps 3-6 on all tabs in the Student Portal where your Application Widget is placed. Once all tabs have the widget replaced with Application Down text, SAVE

Graphical user interface, text, application, website

Description automatically generated

**Step 8**

When your college determines what day/time the application will be taken down, publish your copy of the portal WITHOUT APPLICATION.

Graphical user interface, text, application

Description automatically generated

**Step 9**

At the conclusion of the “app unavailable” period, publish your original student portal containing the “App/Checklist”

Graphical user interface, text, application

Description automatically generated