Instructions For GeoFORCE Online Application

A guide to help teachers and parents provide assistance to qualified applicants of the GeoFORCE Program.
Step 1: Access the GeoFORCE website at [http://www.jsg.utexas.edu/geoforce/](http://www.jsg.utexas.edu/geoforce/) and click on the “APPLY” link at the top of the page.
Step 2: Review the required criteria and click on “Apply Now.” A new window will open (https://geoforce.jsg.utexas.edu/).
Step 3: In order to access our secure application site each student must create a UT EID (login name) and password. Click on “Create UT EID” A new window will open (https://idmanager.its.utexas.edu/eid_self_help/?createEID)
Note: Each student must also have an e-mail that s/he can access at school. If the student does not have one, create that first.
Step 4: Applying for a UT EID:

1) On the first page “Get a UT EID” select continue
2) On the second page “Describe Your Relationship with The University of Texas” answer “NO” to all the questions and hit continue.
3) On the third page “Provide Personal Information” fill in the following questions:
   * First (Given) Name
   * Last (Family) Name
   * Date of Birth
   * Email, then press continue.
4) On the fourth page “Set Up Password Reset Questions” Select Three Questions and input three answers. (Note: please record your answers in a safe place in case you need to recall them in the future)
5) On the fifth page “Set Password and Password Hint”

Make sure to record your password in a safe place for future reference
Step 4 continued: Applying for a UT EID:

6) On the sixth page “Confirm Information” make sure your information is correct and select continue.

7) On the seventh page “UT EID Creation Complete” you should be given a UT EID. **Please record this information.** You will need it to access your application.

8) If you have trouble with the form or questions on your UT EID status, please contact UT Information Technology Services (ITS) help desk (512) 475-9400.

**It is strongly recommended that teachers keep a secure list of their students’ UT EIDs.**
Step 5: Begin Application

Return to the application and login. ([https://geoforce.jsg.utexas.edu](https://geoforce.jsg.utexas.edu))

Click on “Begin New Application.”

Enter contact information and press Submit.
Step 6: Email Verification
Check email right immediately. This must be done before going on to the next step.

An email from GeoFORCE should appear. Please have your students click on the link to access their application. If they do not see an email have them check their JUNK/SPAM folder as well.
**Step 7: Student Information Section**

Fill out ALL of the fields shown and check for correctness. Once complete press “SAVE.” A percentage will appear on the top right corner that shows your completeness status for the total application. Each section (right) will show a “green” checkmark once that section is complete.
**Step 8: Contact Section**

Have students enter at least one contact (mother, father, guardian) and press the “add” button when complete. Another empty form will appear, and the student can add a second contact, again clicking “Add” to submit.
Step 9: Essay Section

Students must write a 2-3 page essay (12 pt. font Times New Roman). We strongly recommend students write their essays first in Microsoft Word and then copy and paste into the application. Check the box that certifies the essay and press the “SAVE”.

*Students should review the essays before submitting, they will be graded by a review committee. A complete essay is an important part of the application review process.
**Step 10: Transcripts Section**

Please upload your complete 7th grade transcript (report card) and fall semester 8th grade transcript (report card). **Make sure that the student’s SSN is blacked out!!!**

- Press “Add Transcript” and select a 7th grade science and math course and enter the final grade for each course.
- To upload the 7th grade transcript please scan the transcript and save to your desktop. Select “Browse” to upload the document. Please make sure the document is legible and that the file size is not over 2M (acceptable formats: pdf, jpeg, tiff, gif, and word).
- Once selected press “add” to finish the process.
Step 10 continued: **Transcripts Section**

- Repeat the above process for the 8th Grade Transcript.
- If a student is unable to submit a transcript, have them provide a brief explanation in the “Grade Reporting Explanation” box.
Step 10 continued: Transcripts Section

If a student is unable to upload the transcripts directly to the application. You can do one of the following options (Make sure to black-out student’s SSN):

1) Fax Transcripts to 512-475-7117, ATTN: GeoFORCE Program. Make sure it includes the applicant’s name and UT EID.

2) Mail Transcripts to:
   UT Austin - GeoFORCE Program
   10100 Burnet Rd. Bldg. #196
   Austin, TX 78758
Step 11: Special Circumstances Section (Optional)

Students may fill out the special circumstances section. This could include the following: overcoming adversity, socioeconomic status of family, single parent home, language spoken at home, family responsibilities, cultural background, and any other circumstances they feel the selection committee needs to be aware of. Describe the circumstance(s) and explain how it has made them a stronger and more capable person. Press “SAVE” when complete.
**Step 12 : Recommendation Section**

The students will choose the teacher’s name from the drop down menu. Only teachers who have provided recommendations in the past will be on the list.

If they do not see a teacher listed they must scroll down the list and select the “other” option. This will allow them to enter a new teacher into our system. The student will need to have the following information and it must be entered correctly:

Teacher First Name and Last Name  
Position  
School  
Email Address

Once they enter the information they will click on the “Send Request” button and the system will email the teacher with instructions on how to submit their recommendation.
Final Step:

Once the application is ready to be submitted, press the “submit application” box. The application will then be sent to the review committee.
Help & Questions:

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