

Processor Notes

Instructions and Notes regarding Post Admit applicants

- [AOS Post Admit Checklist and Portal Tracker](#)

AOS Post Admit Checklist and Portal Tracker

AOS Post Admit Checklist Items

These items appear at the bottom of the applicant's Slate profile checklist.

Checklist

Insert Requirement				
✗	Background Check		Awaiting	▼ Edit
✗	High School Transcript (Lake Hamilton High School)		Awaiting	▼
✗	Proof of English Proficiency		Awaiting	▼ Edit
✗	Recommendation (Kris Keys, Test)		Awaiting	▼
✗	Recommendation (Kris Keys, test)		Awaiting	▼
✗	Recommendation (Kris Keys, test)		Awaiting	▼
✗	Official College Transcript (Henderson State University)		Awaiting	▼
✗	AOS Activate University Email via Microsoft 365	Post Admit	Awaiting	▼ Edit
✗	AOS Complete New Student Orientation in Canvas	Post Admit	Awaiting	▼ Edit
✗	AOS Get A-State Mobile Credentials (Optional)	Post Admit	Awaiting	▼ Edit
✓	08/27/2025 AOS Registered for Classes Complete	Post Admit	Received	▼ Edit
✗	AOS Submit Private Scholarship Form (Optional)	Post Admit	Awaiting	▼ Edit
✓	10/20/2025 Financial Responsibility Agreement	Post Admit	Received	▼ Edit
✗	Submit Your FAFSA	Post Admit	Awaiting	▼ Edit

- **AOS Post Admit (Group) - ALL AOS including QATAR**

- **AOS Activate University Email via Microsoft 365**
 - Complete - University Email exists
 - Portal Tracker - Required Item, must complete to complete the Tracker
- **AOS Complete New Student Orientation in Canvas**
 - Complete - Not Set, stays awaiting
 - Portal Tracker - Does not count for completion
- **AOS Get A-State Mobile Credentials (Optional)**
 - Complete - Not Set, stays awaiting
 - Portal Tracker - Does not count for completion
- **AOS Registered for Classes Complete**
 - Complete - Registered Current Term Field = Yes
 - Portal Tracker - Required Item, must complete to complete Tracker

- **AOS Submit Private Scholarship Form (Optional) - ALL AOS excluding QATAR**

- Complete - Not Set, stays awaiting

- Portal Tracker - Does not count for completion, only show up on portal
- **Financial Responsibility Agreement - ALL AOS excluding QATAR**
 - Complete - Form Submission
 - Portal Tracker - Required Item, must complete to complete Tracker
- **Submit Your FAFSA - AOS Domestic Only**
 - Complete - FAFSA FinAid Year exists
 - Portal Tracker - Does not count for completion

The Portal Tracker displays the different Checklist Items in collapsible elements. Items that can be completed are Checked Marked and greyed out when fulfilled.

Orientation

Awaiting Attend the New Student Orientation in Canvas —

Your first step as an official Red Wolf is to attend New Student Orientation (NSO)! You should be automatically added to the Canvas shell.

[Canvas LMS](#)

Awaiting Pack Portal Setup —

Pack Portal offers enhanced functionality, a more user-friendly experience, and streamlined access to the tools you need at A-State. We encourage you to log in, explore the new features, and start making Pack Portal your go-to resource.

[Setup Your Pack Portal](#)

Enrollment Forms



AState Student Account Created - kkeys@astate.edu



Create your AState student account to claim your AState email address and register for classes.

1. Go to account.microsoft.com and click Sign In (top right corner).
2. Click **Can't access your account?**
3. Select Work or School Account as the account type.
4. Enter your A-State email address (kkeys@astate.edu, also provided in your welcome email), complete the CAPTCHA, and click Next.
5. Your personal email should appear—click Email to receive a temporary access code.
6. Use the code to sign in and set up verification methods (personal email, phone, Microsoft Authenticator) for future password resets.

[HOW TO CREATE YOUR ASTATE STUDENT ACCOUNT](#)



Class Registration Completed



All registrations take place in Self-Service Banner. Be sure to check your student email for updates from your advisor regarding your degree plan.

[AOS COURSE REGISTRATION GUIDE](#)

Optional Items

Optional **Complete the FAFSA** (Estimated time to complete: 30 mins) —

To determine your eligibility for need-based aid, complete the **Free Application for Federal Student Aid** (FAFSA) online. The ASU federal school code is: 001090.

Optional **Complete Private Scholarship Form** (Estimated time to complete: 15 mins) **Deadline: February 1** —

All full-time students are eligible to apply for a variety of privately funded scholarships administered by Arkansas State University and the ASU Foundation Inc. Our office highly recommends that you complete this application and submit supporting documentation (resume, letter(s) of recommendation, essay, etc.) to strengthen your application.

COMPLETE PRIVATE SCHOLARSHIP FORM

Optional **AState Mobile ID** (Estimated time to complete: 5 mins) —

Your AState mobile ID allows you to use your phone or smartwatch anywhere you would use your physical ID.

SET UP YOUR ASTATE MOBILE ID

Optional **Download Mobile App** (Estimated time to complete: 2 mins) —

Download the Pack Portal App for new ways to stay connected with campus

- Access all your campus information on the go
- Keep your classes, assignments and events
- Join the campus discussion and connect with your peers
- Chat with your friends and see their timetables

DOWNLOAD THE ASTATE MOBILE APP