**Please see below, steps for completing your online application. ALL Applications & Projects should be submitted to Mrs. Ballard/Ms. Smith**

**by Friday, January 8, 2016.**

## To complete the on-line Specialty Center Application, log on to the following website: <https://hcpsapps.henrico.k12.va.us/>

1. **Sign in** using your **HCPS username and password**.
2. Take a moment to look over the information available for the various specialty centers (bottom right).
3. **IMPORTANT** - The **HCPS Parental Release Document** is on this page. Please download and print the document, obtain parent/guardian signatures and submit to your school counselor.
4. Click on the box that says: <http://tinyurl.com/studentapplicant>**.**
5. Take a moment to verify that your personal information is correct. Report any errors to your school counseling office before you proceed. Important: Once those errors are correct, you can begin the application process.If your information is correct, click on the “Create Application” button (top right).
6. Select Specialty Centers: From this page, select all centers that you would like to submit your application for consideration. Once this is complete click the “Process Selections” button (top right).  Note:  If you are applying to the Center for Arts, there will be a “Select Auditions Tab” later in the process.
7. Enter Activities: Enter Activity name, hours per week, grades participated and the description for each activity you wish to submit. Each time you save an activity, the activity will show up at the bottom of that page. Once you have completed all activity entries, click on the “Finish Activities” button (top right).
8. Teacher Recommendations; Select two teachers for your recommendations.  Save your selection each time.  One of the teachers you select should be from a core subject area (Math, English, Science, or History).  **Important:***Please make sure to ask your teacher before you select them.* The teachers you select will automatically receive a request to complete a recommendation form once you have finalized the application.  Select the “Complete Recommendations” button.
9. If you applied to the Center for Arts (dance, music, theatre and/or visual arts) under the specialty center tab, you will need to select an audition session. Click once on the blue edit button next to the center to select an audition session. Once you have selected the audition session, click once on the “Apply Changes” button. **(BE SURE TO MAKE NOTE OF THE AUDITION DATE/TIME YOU SELECTED!!!)**
10. Before you select the “Finalize Application” button, review your activities, specialty center selections and teacher recommendation selections. At this point you can still make changes by clicking on the tabs.
11. Once you select Finalize Application and select continue, you will be directed to the project page. If the center you are applying to requires a project, it will give you that information on this page. Print this page and complete all projects.
12. You will also see an application Summary tab. Click on this tab and print your summary.