2013-2014 Health Professions Online Program Application & Payment Instructions

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Before you start your On-line Application & Payment session:
a. You must have applied for **credit** admission to Lane and have a student L number – a Lane ID number.
b. You must have a personal e-mail account (Lane does not issue students Lane e-mail accounts).
c. You must have a credit card on which to charge the **non-refundable application** fee.
d. Ensure that you meet minimum requirements to apply. See Forms 1 and 2 above.   Revised Feb 25, 2013

Go to: Click this link to begin or go to this url
https://crater.lanecc.edu:/banp/bwskalog.P_DispLoginNon to start the Application and Payment Process online. At the bottom of the web page select "First Time User Account Creation."

"Create a Login ID": Leave the Login ID blank and the system will generate a G# for you. **Make sure to keep** your G number for reference!). **Do not use your L Number.**

All students create a new PIN: A PIN must consist of between 12 and 16 letters and numbers, with at least one of each.
- **Do not** use the same PIN you use to log into myLane, or Moodle.
- This PIN is only for the Application process and will not change your myLane PIN.
- .Use this Application PIN to check on the status of your program application. **Write it down!**

Select Continue……………………….. Select "**_PN_TO_RN_Health Prof_$50**" from pull down menu.

Starting the Online Application and Payment Process:

Admission Term:........................ **Select the term you are applying as your admission term.**

Enter Name: Make sure your name matches the name you used when you applied to be a Lane Credit student.

Provide information requested .. Click the button at bottom of page.

Application Checklist .... Click this link and complete each required section of the application.
- Follow the instructions provided on each screen.
- **High School Section:** *Some Health Professions programs require high school completion.*
- **Previous College Section:** List all previously attended institutions.

Application is Complete .... Click this button only when all sections have been completed.

or Finish Later .... Click this button to save your information.

Complete Payment .... You must pay the On-line Application fee with a Visa or MasterCard.

Signature Page .... Click the button and read agreement information.
- Your On-line Application is dated and timed after submission of the Signature Page.
- This is an acknowledgement page and **does not require a signature. Ignore the "ERROR" message.**

Return to Application Menu .... Click this link at the bottom of the page. Your application is now listed as "submitted."

Lane Community College Admission Confirmation. An E-mail will be sent to you confirming your On-line Application and Payment, with the time it was submitted. Retain this page for your reference.

In addition to your On-line Application and Payment, the following programs require additional form(s) and documentation. Details are in the Program Application Information & Forms.

Dental Assisting	*Medical Office Assistant*
Dental Hygiene	*Nursing*
Paramedicine	*Physical Therapist Assistant*
Health Records Technology	*Respiratory Care*