

## TEP Interview Eligibility Application Student Instructions

1. Log on to Folio180.
2. Select the **Section & Portfolio Templates**.
3. To make the application available, click on the red check in the **Apply** column beside the **TEP Application**.
4. Select **Return**, then select the **Input Activities** Tab.
5. Choose **Personal Information** to **Edit** your personal information.
6. Select **Save and Return** to save your information.
7. Select the **Portfolios/Resumes** Tab.
8. Select **TEP Application**.
9. Complete each section by selecting **Add** next to the section title. *\*No artifacts are necessary for this application. \*\*Type N/A for fields not applicable to you.*
10. When you have completed a section, select **Save and Return**. Completing this step will ensure that you have successfully submitted your application.

*After you have completed and saved all sections, your application will be reviewed, and you will be contacted via your MSU student email account when your eligibility application is approved or to let you know if there are problems with your application. Incomplete or inaccurate sections in the application may result in failure to move forward in the admission process. For assistance, please contact Leah Rucker at [ld.rucker@moreheadstate.edu](mailto:ld.rucker@moreheadstate.edu), 783-9352 or 801 Ginger Hall.*