



# How To Complete a SchoolMint Application

## 1. Create a SchoolMint Account

Navigate to: <https://coloradoearlycolleges.schoolmint.net/> Click "Sign Up" at the bottom of the page.

## 2. Create a Family Profile

Enter required parent/guardian information.

Click "+ Add Another Guardian" to add additional legal guardians to the profile.

For Contact Preference, choose either "Email and Text Message" or "Email Only" to ensure you receive all CEC SchoolMint communication.

Click "Next" when all legal guardians are added.

## 3. Create a Student Profile

Enter required student information

Enter NMN if the student does not have a middle name.

If the student resides at an address different from the one(s) you entered in your Family Profile, click "New Address" and enter the required information.

Click "+ Add Another Student" to add additional students to the profile.

## 4. Create an Application

Click the CEC logo to return to the Family Profile home page.

Click "Add New Student Application."

Enter required information.

After clicking "Submit", return to the Family Profile home page to verify the application was submitted.

Click "Add New Student Application" to enroll another student in the same household.

## 5. Watch for Email Notifications

You will receive a confirmation of each application. Check spam or trash folders if necessary. When CEC Admissions Staff have reviewed each student's application, you will receive further instructions.

Please contact your school's Admissions team if you have any questions.