

## **STEP 1: Create A “My Extension” Student Account**

Create a UC San Diego, Extended Studies “My Extension” Student Account (if you do not already have one):  
<https://myextension.ucsd.edu/>

LOG IN

[Get password](#) · [Create an account](#)

You will be asked the following:

- Name
- SSN (if applicable)
- DOB
- Gender
- Address
- Phone Number
- Demographic Information
- Email address
- Password Creation
- 1098-T Delivery Option (if applicable)

You will use your My Extension student account for the following:

- View and print receipts, unofficial grade reports, and enrollment verifications for UC San Diego Extension courses
- Confirm class enrollments and dates for upcoming classes
- Update contact information
- Update how you would like UC San Diego Extension to communicate with you

If your email address or personal information is already in the system, but you do not remember your login, please click the “Get Password” link.

If you do not remember the email address your “My Extension” student account is linked to, or no longer have access to it, please contact student services for assistance: [unex-reg@ucsd.edu](mailto:unex-reg@ucsd.edu)

## STEP 2: Create An “Application Account”

1. Create a UC San Diego, Extended Studies Program “Application Account”: <https://apply-des.ucsd.edu/>

### Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

2. You will be emailed a Temporary PIN to confirm your email address is active and was input correctly. *If you do not see it in your general inbox, please check your spam/junk folders.*

Input the Temporary PIN and confirm your DOB:

### Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email  [switch](#)

Account

Temporary PIN

Birthdate

**OR** - If you click the link within the email, you will be taken to this page:

### Login

To log in, please enter your email address and password.

Email  [switch](#)

Account

Password  [Forgot Your Password?](#)

Where you will need to input your temporary PIN into the “Password” section. Once you update/Create a new Password, you will no longer use the Temporary PIN.

3. Create a Password for your Application Account:

New Password

New Password  
(again)

- ✘ At least one letter
- ✘ At least one capital letter
- ✘ At least one number
- ✘ Be at least 12 characters
- ✘ New passwords must match

Please note, this information is not tied to your My Extension account, so please keep track of the login criteria for each account individually.

**Please email [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu) with any questions regarding your Application Account.**

## **STEP 3: Fill Out A Program Application**

1. Begin a program application by clicking the “Apply Now” link on the program webpage. These links have been included below for your convenience:

<a href="#">College Counseling</a>
<a href="#">Early Childhood Education</a>
<a href="#">Early Childhood Education Leadership</a>
<a href="#">English Learner Added Authorization - (CLAD) Through CTEL</a>
<a href="#">English Learner Added Authorization - (CLAD) Through ELD</a>
<a href="#">Gifted and Talented Education - (GATE)</a>
<a href="#">Induction California Clear Credential - Candidate</a>
<a href="#">Induction California Clear Credential - Mentor</a>
<a href="#">Institutional Effectiveness</a>
<a href="#">Reading Instruction - (RLAA)</a>
<a href="#">Teaching Adult Learners</a>
<a href="#">Teaching English to Speakers of Other Languages - (TESOL)</a>
<a href="#">Teaching Online</a>

2. Click the “Start New Application” link:

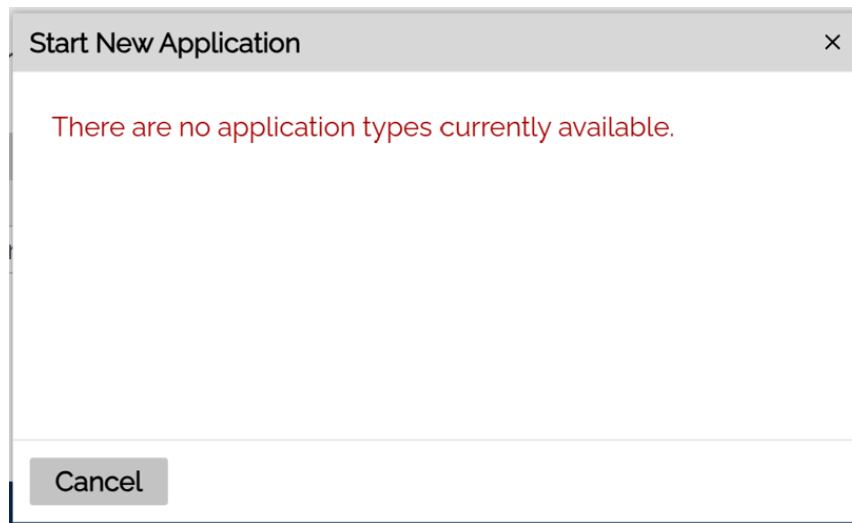
### Application Management

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

Note: Only the most recent program you clicked the link on will populate. If you would like to start an application for a different program, you will need to click that new program link to access the application information.

If you get this error, you need to click the “Apply Now” button from the program webpage to resolve the issue:

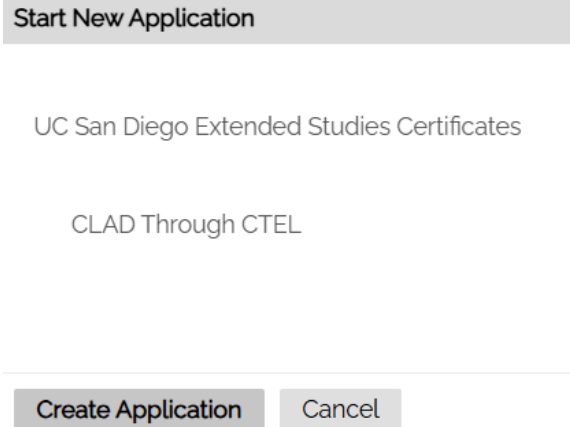


Or click the link from this chart to populate the application within your account:

<a href="#">College Counseling</a>
<a href="#">Early Childhood Education</a>
<a href="#">Early Childhood Education Leadership</a>
<a href="#">English Learner Added Authorization - (CLAD) Through CTET</a>
<a href="#">English Learner Added Authorization - (CLAD) Through ELD</a>
<a href="#">Gifted and Talented Education - (GATE)</a>
<a href="#">Induction California Clear Credential - Candidate</a>
<a href="#">Induction California Clear Credential - Mentor</a>
<a href="#">Institutional Effectiveness</a>
<a href="#">Reading Instruction - (RLAA)</a>
<a href="#">Teaching Adult Learners</a>
<a href="#">Teaching English to Speakers of Other Languages - (TESOL)</a>
<a href="#">Teaching Online</a>

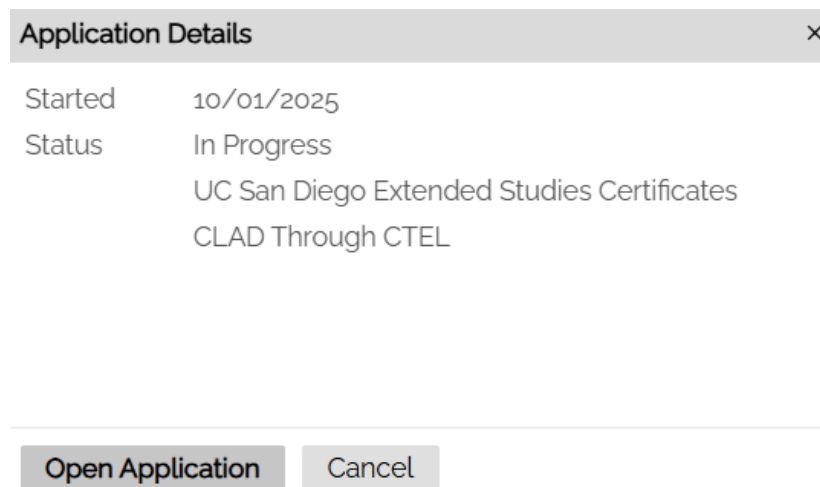
3. A window will populate with the program name, click “Create Application”:

*Sample window based on CLAD Through CTEL application  
The wording in your window should match the program you are applying to*



4. That new window titled “Application Details” will include the date you start the application, the status of your application, and the certificate name. Click, “Open Application” to start working on your application.

*Sample window based on CLAD Through CTEL application  
The wording in your window should match the program you are applying to*



5. Complete all required application fields. You can navigate through the individual pages by clicking the page titles to the left of the page:

[Home](#)  
[General Information](#)  
[Personal Information](#)  
[College Experience](#)  
[Current Employment](#)  
[Additional Information](#)  
[Signature](#)  
[Review](#)

Or by clicking the “Continue” button found at the bottom of each page:

Continue

6. The “Review” page will list any missing information. Once your application has been filled out correctly, you will be able to click “Submit Application”:

If you are satisfied with your application and are ready to submit it, click Submit Application.

Submit Application

Save for Later

If you can't see that “Submit Application” button, that means your application is missing information.

Missing **required** information will result in this error banner, the pending required fields will be listed below it:

We have detected the following errors with your application.  
These errors must be corrected before submission.

Section

Required Field or Error

Potential issues that are not required to be corrected for submission will show up as a “warning”.

7. Once you click “Submit Application” your application will be submitted:

Thank you for your application,

Please keep an eye on your inbox and this page for updates to your application status.

You will be sent an automatic email with further instructions regarding official transcripts and Verification Letters (if required). Your application review will not start until those additional items outlined in that email, specific to the program you are applying to, have been received.

**Please email [unexeduc@ucsd.edu](mailto:unexeduc@ucsd.edu) with any questions regarding program applications.**