Step-by-Step Guide

Creating a

Undergraduate Application Account

Follow these step-by-step instructions to create an account or check the status of an application.

Step 1: Go to apply.montclair.edu/apply. Under first-time users, click Create an account.

Application Management

Returning users: Log in to continue an application.

First-time users: Create an account to start a new application.

Step 2: Enter the required information to start the registration process. Then click Continue.
Step 3: An activation link and temporary PIN number will be emailed to the email address provided in the registration form.

Step 4: After clicking the activation link in the email, a new window will pop up. Enter the temporary pin and applicant’s birthday for verification.
Step 5: The applicant will then be prompted to create a new password for the account (according to the requirements).

**Set Password**

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

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

Step 6: At this point, the applicant can log into their application portal using the email address provided and the newly created password. Then click **Login**.