



FRANCISTUTTLE

Admissions Account Creation

*This is required to submit an enrollment application.

1. Utilize any web browser and access the link:
<http://appaccount.francistuttle.edu>
2. The blank form will look like the following:

etrieve | CENTRAL Application Account Request Form

FRANCISTUTTLE TECHNOLOGY CENTER Create an Account for Applying Online

Contact Information

Items marked with an * are required

*Student Personal Email Address *Confirm Student Email Address

*Student Legal First Name *Student Legal Last Name

Student Preferred First Name Student Middle Name

Student Cell Phone (999) 999-9999

*Date of Birth MM/DD/YYYY *Gender

*Street Address Suite,Bldg,Apt.,Etc

*City *State OK *Zip

Create Account

Not all required fields are filled out



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3. Fill out all the fields on this form. Those items marked with an asterisk (*) are required.
 - a. Your email address **cannot** be a school email address, it must be a personal email address.
 - b. If the **Create Account** button is not available, either not all the required fields have the appropriate data entered, or you are still inside a data field (i.e. – tab off the Zip Code field)
 - c. Then click the **Create Account** button.

The screenshot shows the 'Application Account Request Form' for Francis Tuttle Technology Center. The form is titled 'Create an Account for Applying Online' and is under the 'Contact Information' section. A note states 'Items marked with an * are required'. The form contains the following fields: *Student Personal Email Address (studentemail@email.com), *Confirm Student Email Address (studentemail@email.com), *Student Legal First Name (LegalFirstName), *Student Legal Last Name (LegalLastName), Student Preferred First Name (PreferredName), Student Middle Name (Middle Name), Student Cell Phone ((405) 111-1111), *Date of Birth (01/01/1960), *Gender (Female), *Street Address (12777 N. Rockwell Ave.), Suite, Bldg, Apt., Etc., *City (Oklahoma City), *State (OK), and *Zip (73142). A green 'Create Account' button is located at the bottom of the form and is circled in red.

4. Once you have clicked the **Create Account** button, the system will process your account request and send an email to the address on the form. This email will contain the login information that will allow the applicant to create an online application.
5. Use the link the student received in the email to open the Online Application form. Or, the student can access the application by either clicking the link directly from this document or copying the link into a browser window. You will be required to log in using the information from the email.

Or using the following link:

<https://francistuttlecentral.etrive.cloud/>



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- When you access the Online Application, the form will auto populate the demographic data that you entered on the account creation form.

All fields marked with an asterisk (*) within the application are required fields. The application will not submit until all required data is entered. ***Please be as accurate as possible since incorrect data could delay your application.*** The form should appear similar to the following:

FRANCIS TUTTLE TECHNOLOGY CENTER HIGH SCHOOL APPLICATION FOR ADMISSION

PERSONAL INFORMATION

Please complete all sections of this form.
All fields marked with asterisk are required

Date of Origination ID
12/08/2022 PR-0010037

Student Information

Graduating High School Seniors
If you are interested in applying to Francis Tuttle Technology Center, please visit www.francistuttle.edu/admissions-costs/admissions-process to complete an Adult Application for Admissions and the Next Step Tuition Waiver Scholarship application. Scholarships and financial aid are available for those who qualify.

*Student Legal Last Name *Student Legal First Name
Preferred First Name Middle Name
Street Suite,Bldg,Apt.,Etc
12777 N. Rockwell Ave
*City *State *Zip Code
Oklahoma City OK 73142
Student Cell Phone *Student Email (Personal Email Only)

- Once you have entered the required data, click the **Submit** button in the lower left of your screen. This will start the application process.

Nondiscrimination Policy

It is the policy of Francis Tuttle not to discriminate with regard to race, color, religion, gender/sex, national origin, age, marital or veteran status, or disabilities. This policy shall be followed in the operation of its educational programs and activities, recruitment, admissions, employment practices and other educational services. Inquiries concerning application of this policy may be directed to the Human Resources Director, who serves as the Coordinator of Title IX; Section 504; and Americans with Disabilities Act for all campuses, at 12777 N. Rockwell, Oklahoma City, OK 73142-2789, (405) 717-7799.

Submit Attachments Download Print



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8. The application will be sent to the student's HS Counselor and notification of the application will be sent to you and your parent/guardian.
9. Additional steps will be fulfilled to complete your application:
 - a. HS Counselors will upload additional supplemental documents to the student's application.
 - b. Francis Tuttle Career Advisors or representatives will visit the student on an assigned date at his/her respective high school.
 - c. these steps may be altered for our homeschool, private school, online school, and charter school students. Please contact Francis Tuttle at 405-717-4900 or visit the [FTTC Website](#) for further instructions.