**ECU SoDM Completion Instructions**

The School of Dental Medicine uses Banner Self Service to manage the supplemental application process. To complete your supplemental application, follow the steps below:

1. Click on the link labeled “first time user account creation”. You will need to create a Banner account. You will be prompted to create a Login ID and PIN. *Write down your login and pin for future reference*.

2. Once you are logged in, the Banner system will permit you to complete an application for several programs. Be sure to select “Dental Application” from the Application Type drop-down box.

3. A checklist is provided to ensure that you complete all sections of the application. You must complete all required fields in all sections.
   - **Limit of 1,000 characters on the short essay questions.**

4. If you want to begin the application and then complete it at a later date, select Finish Later.

5. Otherwise, select Application is Complete.

6. You will then see a screen titled Application Fee Payment.
   - a. The payment amount is $80 and is non-refundable.
   - b. Click Submit Payment.

7. You will then be given the option to select your payment method (i.e., Mastercard or Visa)
   - a. You will then be asked to provide your account information along with your billing information. Make sure you enter your correct email address in the place marked for email address.
   - b. TouchNet will confirm that the information is correct.
     - i. By confirming the information you will also be authorizing the payment to process. You will then see the following message:
       
       Please wait while we process your payment. Do not click the stop or back buttons at this time. (This could take several minutes.)

8. The last page you will see will be a payment receipt. You may print this receipt for your records. It will also be emailed to the email address you provided earlier in step 7a.
   - a. If you click continue on this page, it will take you back to Banner Self Service "Signature Page". From this screen you will be able to choose exit.

Your supplemental application and non-refundable payment will then be transmitted to the School of Dental Medicine’s Office of Student Affairs for review and further action. We look forward to receiving your completed supplemental application so that we can continue with the processing and review of your application credentials.

If you encounter any issues with completing your secondary application, please contact Mr. Lamont Lowery, Director of Admissions by phone 252-737-7043 or by email sodmadmissions@ecu.edu.

Best regards,

Office of Student Affairs, East Carolina University – School of Dental Medicine

**School of Dental Medicine**
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