

## Instructions for ELC ECA Application

1. Login to Pioneerweb with your DU ID # and default password. The system should prompt you to create a new password and security question. If you have already set up your password, please proceed to the next step.
2. Log out of PioneerWeb.
3. Log back into PioneerWeb. **Steps 2 and 3 are very important. If you do not log out and then back in, you will not be able to access the ELC ECA application.**
4. Click the "MyWeb" tab at the top of the page.
5. Click on the "Student" folder tab.
6. Click the Admissions link and then "Apply for Admission".
7. Select "English Language Center" as the college and then click "Continue".
8. Select an admission term.
9. Proceed through the "English Conditional Admission" and "Home Address and Phone" sections.
10. After submitting the application and agreeing to the terms, the screen will display a "submit payment" and a "mail payment" option. If the application fee will be paid by credit card, please select "submit payment". A new screen will appear where credit card information can be entered. If the payment will be submitted by check or wire transfer, please select "submit payment".