



Broadleaf Online Student Account and Customized Enrollment Process Instructions

******PLEASE DO NOT CREATE DUPLICATE ACCOUNTS!!!!!!!******
******PLEASE COMPLETE ALL OF STEPS 1A AND 2 OR 1B AND 2******

Standardized test scores and official transcripts (including High School (HS) transcripts) are not required to complete this process. All official transcripts must be submitted to CASPA only. If accepted, you will be required to submit your official conferred bachelor's degree transcript and any pending prerequisite transcripts with grades to Keiser University as well. If reporting Advanced Placement (AP) courses on CASPA, you will be required to upload your HS transcript as part of your CASPA application (please see the Program Material's "Documents" section on CASPA).

STEP 1A: To login using your existing account, click [here](#) or if you have forgotten your password, please use our account recovery tool located [here](#).

OR

STEP 1B: Click **Create A New Account (IMPORTANT: Please create your account using your first and last names as they appear on your social security card).**

- Under **Account Information**, please enter all pertinent information including our campus location which is **Keiser University – Fort Lauderdale** and click Register.
- Under **Verification Instructions**, you will be asked to verify your email address and you will receive a verification email. **This must be done within 48 hours of creating your account or your account will be cancelled. If this happens, call the PA admissions department, but DO NOT CREATE A NEW ACCOUNT!!!!** Once you receive confirmation that your email verification was successful, you can click **login** to continue.
- Enter your email, password and click **Log On**.

STEP 2: Click **Update My Profile**. You are now at **My Profile – (your name should be listed)**.

- Under the **Acknowledgement/Consent** section, click on each of the 2 links. Read and sign both forms.
- Under the **Required Profile Information** section, click on each of the 6 links. Enter all pertinent information.
- Under the **Optional Profile Information** section, click on each of the 5 links. Enter all pertinent information.
- Click **Start My Enrollment**
- Under the **Start your Application/Enrollment** section, choose your program and start date - Program Type: **Master's**; Program: **Physician Assistant**; Start Date: **01/04/2016**.
- Under the **Enrollment Process Status** section, click on the **1. Enrollment Documents** link. Enter all pertinent information and/or read and sign all 11 forms. **NOTE: Out-of-state applicants, please provide your information on the Library Registration form.**
- Under **Application fee**, please submit your **one time non-refundable** \$55.00 Application Fee. You should receive a **Payment Complete** confirmation.
- Click **Continue** and read the statement(s) listed.

Your customized enrollment process is complete once your non-refundable \$55.00 Application fee is successfully submitted. No additional fees are required at this time. If accepted, non-refundable Registration and Seat Acceptance fees will be due upon request. During the admissions cycle it is possible that some emails may be filtered as junk, therefore we HIGHLY recommend monitoring both your inbox and junk mail on a regular basis. Thank you for considering Keiser University.