MERLIN Documentation
Applicant Interface

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Getting Started
Select Log In on the Welcome bar, if you have an eRaider account, login with eRaider. If you do not have an eRaider account, select Merlin and create a Merlin account.
Creating a Merlin Account
Select the Merlin login button and the following screen will be displayed.

Select **No Merlin Account?** And create an account. The email address provided will be the primary email address for your application. For those applicants who have been required to complete other applications as part of the application process (i.e. TMDSAS, CASPA), please use the email address used for those applications as your primary email address in MERLIN. This email address will be used to communicate important information to you during the application process. Also, you will not be able to look up your MERLIN username of password of this email address is not valid. Please set your primary email address to an address that you will have access to for at least one year. Do not set your primary email address to an address that will become unavailable to you because of graduation, etc.

If you need an email address that fits the above criteria, may we suggest Hotmail ([www.hotmail.com](http://www.hotmail.com)), Yahoo ([www.yahoo.com](http://www.yahoo.com)) or Gmail ([www.gmail.com](http://www.gmail.com)).

The following fields will need to be populated in order to create a MERLIN account.

Once the information has been supplied select **Create User**, the following screen will be displayed.
Select **Continue** to begin the application process.

### Starting an Application

To begin an application, select the **start application** button.

The following screen will appear, select the school you wish to apply to and then select **Next**.

![Select School](image)

The following screen will appear, select the application you wish to apply to and click on **Next**.

![Select Application](image)

The following screen will appear, select the term you wish to apply to and click on **Next**.

![Select Term](image)

Review the selected criteria, if it is correct, select **Finish**, if an item needs to be corrected, select **Previous** and make necessary corrections prior to selecting **Finish**.
From this point forward this application can be saved and exited without losing information previously entered. The application can be continued by logging in with the Merlin Username created or eRaiderID associated with the current application. Applications that have been initiated previously are listed in the Applications screen.

In order to submit your application, all applications sections must be completed. Those sections that contain a checkmark (✓) indicate the section is complete. Those sections that contain a wrench (🛠) indicate that the section has been started but is not yet complete. Those sections that contain an arrow (➡️) indicate that the section has not been started. Those sections that contain an exclamation point (!) indicates that action needs to be taken and those sections that are grayed out are not accessible until another section is first completed. As indicated in the screen below.

The Application page displays the applications that have been started, and the status of each. To return to the applications page at any time, click on the Application button in the gray Welcome bar at the top of the page.
Select the incomplete sections by clicking on them.

**HSC General Information – if applicable**

HSC General Information section contains seven sub-sections:

- Biographical information
- Emergency Contacts
- College
- Background Check
- Address
- Additional
- Bacterial Meningitis

As each sub-section is completed, there are several options for continuing:

- When selecting **Previous Section**, all information in the current sub-section will be saved and the previous sub-section will be displayed.
- When selecting **Next Section**, all information on the current sub-section will be saved and the next sub-section will be displayed.
- When selecting **Save Section**, all information on the current section will be saved. Select this option if you need to return to the application at a later date.
- When selecting **Save General Information**, all information that has been supplied for the General Information section will be submitted. Once the information is submitted, it will not be editable. Select this option only if the General Information section is complete.

**Biographical**

Required information in the biographical information sub-section is:

- Date of Birth
- Gender

Furnishing Social Security Numbers is voluntary and not required for enrollment at TTUHSC. However TTUHSC is required by federal law to report to the Internal Revenue Service the name, address and Social Security Number of persons from whom tuition and related expenses are received. Dependent students may be required to disclose their parent’s Social Security Number for financial aid purposes. Failure to provide Social Security Number information may delay or even prevent your enrollment, or financial aid. An applicant to TTUHSC may request the use of
an alternative identification number until enrollment. TTUHSC will not disclose a Social Security Number for any purpose not required by law without the consent of the individual. The use and disclosure of Social Security Numbers is regulated by the Family Educational Rights and Privacy Act (FERPA).

To add previous or other names used select the **Add Names** button and enter the required information.

![Enter Other Names Table]

Enter the information for the other names used and select the **Save Name** button. The system will not save the information automatically. The Save Name button must be selected. If there are no previous or other names to add, select the **Cancel** button.

### Address

Required information in the Address sub-section is:

- Permanent Address Line 1
- Permanent City
- Permanent Zip
- Permanent Country
- Current Address Line 1
- Current City
- Current Zip
- Current Country

### Emergency Contacts

Required information in the Emergency Contact sub-section is:

- Name
- Phone Number

At least one Name and Phone Number for an emergency contact is required. The **Save Contact** button must be selected in order to save the contact information entered. If it is not selected the General Information will be incomplete and cannot be submitted.
Below is an example of the information that may be asked for in the Additional Information screen. All or some of these fields may be present on the application. Information on this screen is optional.
Below is an example of the information that may be asked for in the College Information screen. All or some of these fields may be present on the application. Required information in the College sub-section is:

- Degree you will seek
- Previous Institution
- Current Institution
The Bacterial Meningitis sub-section provides the students with information such as risk and exposure, symptoms and diagnosis, treatment and prevention of bacterial meningitis. The 77th Texas Legislature (2001) passed a law (Chapter 51.9191: Chapter 38, Education Code, Section
38.0025) requiring that all public institutions of higher education in Texas provide all new students information about bacterial meningitis. Once you have read this screen and understand the content, select the **I Understand** checkbox. If you have further questions phone numbers to the Texas Department of Health, TTU Student Health Services, TTUSHC Family Practice Clinic and URLs with additional information are provided.

Before submitting the application, the checkbox must be selected indicating that you understand the information presented.

**Background Check**

The Background Check sub-section contains the notice to applicants, students, trainees and residents that a background check will be conducted. Once the screen is read and understood, the **I Understand** checkbox will need to be selected. For further information a link to the TTUHSC operating policy is provided.

Before submitting the application, the checkbox must be selected indicating that you agree to undergo a mandatory criminal background check.

**Submitting HSC General Information**

Once all the required information has been supplied, the General Information section can be submitted by selecting the **Submit General Information** button. The following message will appear asking you to verify that you wish to submit the current section and proceed to the next section.

You will not be able to edit information in this application once it has been submitted. You may Cancel and Save Section if you need to come back to the application at a later date. Please click OK to continue to the next section of your application process.

When **Ok** is selected, this section of the application will be submitted and will no longer be editable. The HSC General Information Section status will indicate that is it complete as shown below.
NOTE: Applications vary from school to school. Complete all the modules that are listed on your application before it can be submitted.

Oath of Residency – Required on most applications.
Select the Oath of Residency box on the application screen. Below is an example of the information that may be asked for on the Oath of Residency. All or some of these fields may be present on the application. As the Oath of Residency is being filled out, the answers may or may not open up additional questions. Complete all questions on the form before checking the Certification of Residency box. Below are some examples of the different screens.

Depending on the answer to Question 1 above, Merlin will then show one of two screens. If the answer is No, the following will be displayed.
Depending on the answer to Part C on the Oath of Residency, the system will either give you the above screen if the answer is No, or the screen below if the answer is Yes.

If the answer on Part C is No, fill in your state or county that you are a resident of, check the Certification of Residency box and then choose either Save or Save and Continue.

If the answer on Part C is Yes, answer all of the questions in Part D – Acquisition of High School Diploma or GED. Each question answered may or may not open up additional questions. After all questions are answered, check the Certification of Residency box and then choose either Save or Save and Continue.
If the answer to Part B – Previous Enrollment is Yes, the following screen will appear. Answer all of the questions in Part B. Each question answered may or may not open up additional questions. After all questions are answered, check the Certification of Residency box and then choose either Save or Save and Continue.
GPA Calculation – if applicable

Select the **GPA Calculation** box on the application screen. Below is an example of the information that will appear on the GPA Calculator screen. The GPA Calculator will list the GPA points and credits as well as the Summary of the information that has been entered. Click on the **Add New Course** button on the screen.
Once Add New Course has been selected, the system will ask you to Select a group and then Select a course from the dropdown menus. Once those options have been selected, a screen similar to the following will appear. When the information is being filled out for the course if Lab Graded Separately is checked then the CourseName Lab screen will appear. If the Lab Graded Separately box is not checked, then the CourseName Lab screen will not appear. Once all information is entered for the course, select Save.
Repeat the procedure for all remaining courses making sure to select **Save** after each course entered. Once the courses are entered, they can be edited or removed by selecting the Edit or Remove buttons as shown below.

### Fees and Other Charges – if applicable

Selecting the Fees and other charges box on the applications screen will bring up the following screen.

Select the **Add to Cart** button beside the fee that you want to pay. (The Secondary Application Fee is required in order to submit your application packet.) Clicking Add to Cart will set the status of the payment to Started.

After all fees have been added to your cart, click on **View Cart**. After selecting View Cart, you will have the option of removing items from the cart by selecting the **Remove from Cart** button beside the item to be removed. Select the method of payment and click on **Check Out**.
button. To go back to the shopping cart, click the Go Back To Shopping button.

Select the method of payment and then click on the Check Out button. This will bring up the eCommerce Payment system screen. Enter all of your information and select Verify Details.

The next screen that will appear will allow the review of the applicant’s credit card information. Once the information is reviewed, enter the two words in the CAPTCHA box and click on Submit Order. If information needs to be changed, click on the Back button or to cancel the payment entirely, click on the Cancel button.

NOTE: The CAPTCHA words must be entered in order for the payment to process correctly. If the applicant cannot read the words, they can click on the Refresh button to get new words, click on the Audio button to hear the information verbally, or click on the Help button for additional information.
Once the **Submit Order** button has been clicked there will be a confirmation page. If there are any problems with your payment, there will be information on this page instructing on what to do next.
Forms Module – If applicable
Select the Forms module from the applications screen. You will need to fill out all of the required forms in order to submit the Application Packet. The forms module will vary depending on the school that is being applied to. Below is an example of the forms module.

Once all required forms are completed and saved, there will be a green check mark in the forms module on the applications screen. If there are still required forms that are not completed, you will see a purple wrench in the forms module.

Application Packet Submit
Select the Application Packet Submit box on the Application screen once all of the modules have a green check mark as seen below.
Select **Application Packet Submit** box on the Application screen. Once the Application Packet Submit button is selected, Merlin will ask for agreement to the terms as seen below.

Check the box beside “I acknowledge that I have read the statements above and I certify that the information in this application is complete and correct” and click on **Submit**. There will be a pop up box that asks if the applicant is sure they want to submit. It will also inform the applicant that once the packet is submitted, it can no longer be modified. If the packet is ready to be submitted, click on **Submit**.
The applicant will then get a confirmation screen letting them know that the submit process was successful.

![Application Packet Submission](image)

The Application page displays the applications that have been started, and the status of each. To return to the applications page at any time, click on the Application button in the gray Welcome bar at the top of the page. Click on any incomplete box to see the status.

In order to see an **Interview offer**, **Admissions Offer**, or the **Applicant status**, just click on either of the sections from the applications screen.

![Start Application](image)

**Applicant Status Review**

Select the **Applicant Status Review** box to see the status of the application process. The screen will look similar to the one below.
Interview Scheduling

Select the **Interview Scheduling** box on the applications page to see if there is an interview offer from the School admissions office. If the applicant has an interview offer, it will look similar to the screen below.

On this screen, there are three options.

- **Withdraw Application** – Withdraws the application from the school and declines the interview.
- **Request Alternate Date** – Requests an alternate date.

  ![Interview Scheduling for Pharmacy Fall 2010](image)

  "THE ADMISSIONS COORDINATOR WILL BE NOTIFIED OF YOUR REQUEST FOR AN ALTERNATE INTERVIEW DATE."

- **Accept Interview** – Notifies the Admissions office that the interview has been accepted.

  ![Interview Scheduling for Pharmacy Fall 2010](image)

  "INTERVIEW SCHEDULED"

  You are scheduled for the following interview session. Contact the admissions office for any changes.

  **Location:** Abilene  
  **Session:** Session 1  
  **Date:** Tuesday, July 35, 2011  
  **Time:** 8:00 AM - 9:00 AM

**Admissions Offer**

Select the **Admissions Offer** box on the applications page to see if there is an Admissions Offer from the School admissions office. If the applicant has an admissions offer, it will look similar to the screen below.

![Admissions Offer for Pharmacy Fall 2010](image)

"Congratulations, you have been offered a position!"

You have until the expiration date listed below to either accept or decline the offer.

**7/15/2011**

After this date you will need to contact the admissions office if you still wish to accept.

- **Decline Offer** – Selecting Decline Offer will put the applicants status as Declined and they will see a screen similar to the one below.

  ![Decline Offer](image)
Accept Offer – Selecting Accept Offer will set the applicant's offer status to Accepted and they will see a screen similar to the one below.

Selecting Cancel will take the applicant to the previous screen. Selecting Accept will set the applicant’s status to Accepted and they will see a screen similar to the one below.