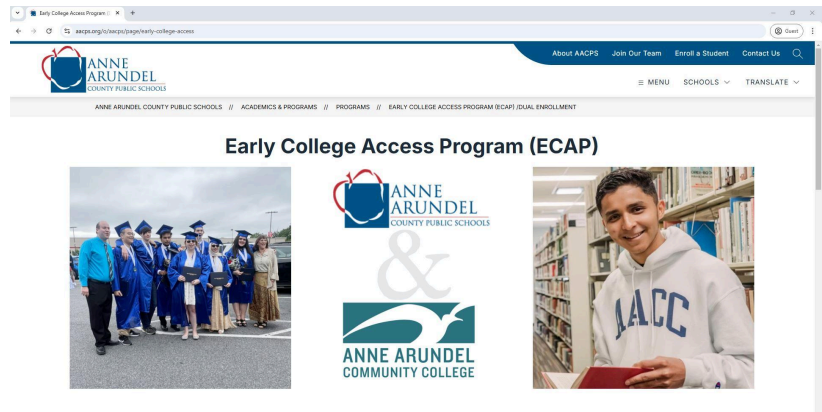# Completing the ECAP Funding Request
Video Tutorial
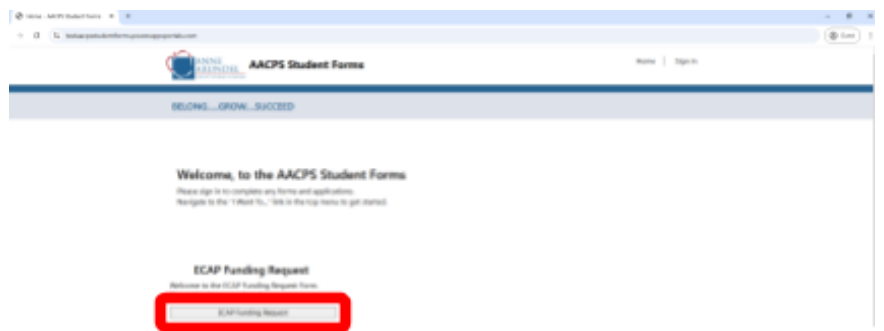
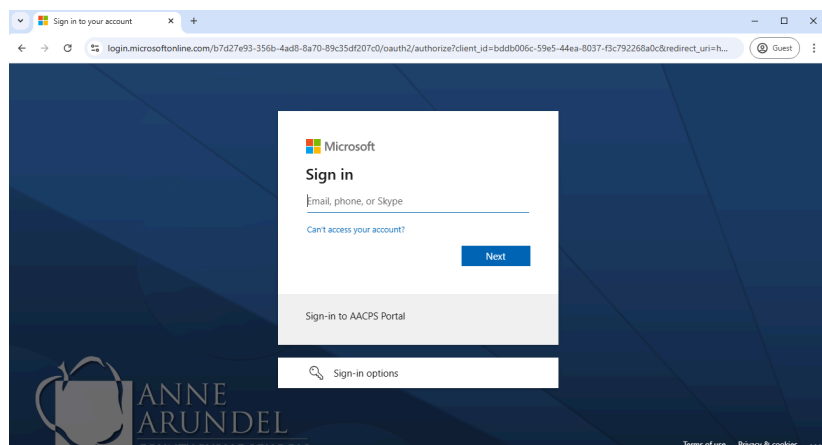1. Navigate to
   www.aacps.org/ecap

2. Scroll to the bottom of the webpage and click on the button: ***ECAP Funding Request Form***. This will open a new webpage.

3. Click the gray button: **ECAP Funding Request.**

4. Sign in using your AACPS student email and password.

5. Read the directions on the page so that you understand ECAP funding eligibility and the requirements to fill in the form. When ready, click the blue button **New ECAP Funding Request**.	
6. Type in your information: ○ Personal email (not AACPS) ○ Your 7-digit AACC Student ID	
7. Click on the magnifying glass icon under Academic Period. A pop-up window will appear.	
8. Click in the box to toggle the correct academic period that you are interested in taking the AACC course(s). Then click **Select.**	

9. Review the information for accuracy. Click **Next**.	
10. Click on **Add Course.** A pop-up window will appear.	
11. Use the drop down arrow to see a list of all approved courses. Click on the AACC course title to select the course you are requesting funding for. **Note:** *To request AACPS credit for approved dual credit courses, select **YES**. Dual credit allows students to earn both college and high school credits. Visit the [ECAP website](#) for more information.*	
12. Click **Submit.**	
13. The course you selected will appear on the screen. If eligible, you can add additional courses by following steps 10-12. When you have all of your courses listed, click **Submit.** **Note:** *You will need to review the agreement statements and click to toggle the checkbox in order to proceed.*	

14. Congratulations, you have submitted the ECAP Funding Request. Your parent/guardian will receive an email to approve the courses you requested funding for. Then, your school counselor and principal will have to approve the request via email.

Note: *To view the status progress of the request you can log into the Funding Request and scroll below the directions.*

Home > **Apply For Early College**

Submission completed successfully.

			New ECAP Funding Request
ECAP Funding Request	**Status Reason**	**Created On**	
Test Student - AACC Spring 2025	In Progress	11/4/2024 12:05 PM	⌄
Test Student - AACC Spring 2025	In Progress	11/4/2024 12:08 PM	⌄
Test Student - AACC Spring 2025	Submitted	11/4/2024 1:39 PM	⌄

15. This funding request does <u>NOT</u> enroll you in these courses. To take AACC courses, the next step is to **register at [MyAACC](#).**

Common Questions

Need technical help?

Contact the Help Desk at 410-222-5135 or servicedesk@aacps.org. AACPS staff can submit a My Support Portal ticket.

Need help to determine if you are eligible for funding and for how many classes?

See your school counselor or visit the [ECAP Eligibility & Enrollment section](#) of the AACPS ECAP website.

Need more information on AACC courses, times, prerequisites, or your college ID?

Visit AACC's website to [apply](#), [browse courses](#), or access [MyAACC](#). You could also contact AACC Advising 410-777-2307, email advising@aacc.edu, or text 410-777-1212.

My parent/ guardian did not receive the approval email. What should I do?

Ask your parent/guardian to check their email junk or spam folders. If they still do not see it, have your parent or guardian contact your child's school to verify the email address for Contact 1.

I need to change my ECAP funding request.

See your school counselor to deactivate your ECAP Funding Request. You will need to submit a new request with with accurate information.