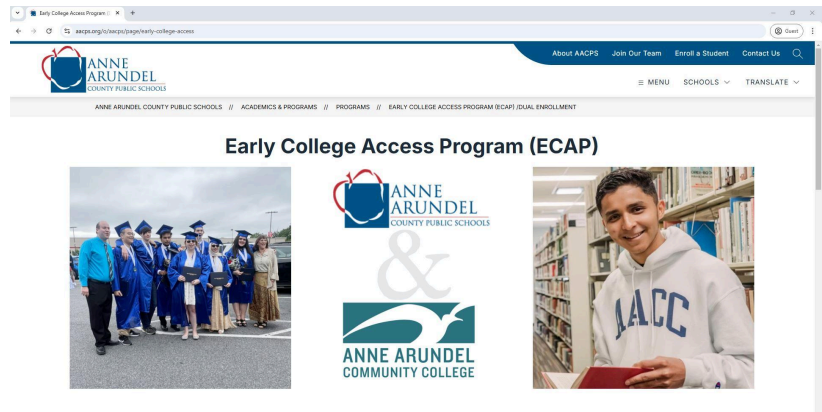


# Completing the ECAP Funding Request

## Video Tutorial

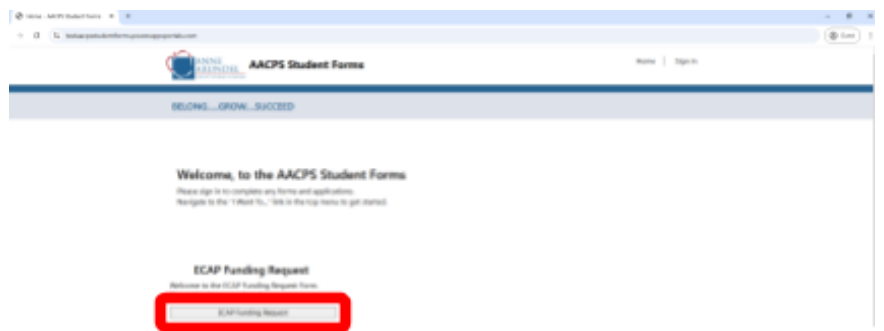
1. Navigate to [www.aacps.org/ecap](http://www.aacps.org/ecap)



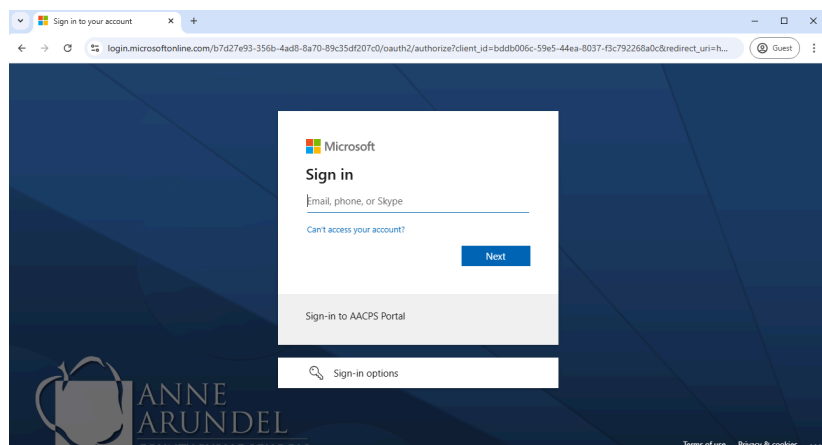
2. Scroll to the bottom of the webpage and click on the button: **ECAP Funding Request Form**. This will open a new webpage.



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**.

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS AACPS Student Forms

Home | I Want To ... | Test Student

## Early College Access Program

**EARLY COLLEGE ACCESS PROGRAM PURPOSE:**

Anne Arundel County Public Schools (AACPS) and Anne Arundel Community College (AACC) have partnered to provide Dual Enrollment opportunities to college and career ready students at all high schools. ECAP is designed to allow eligible students to explore college level coursework in a variety of academic areas that align with a college degree or certificate. It also includes opportunities for students interested in a noncredit career certificate or license program.

**Before you begin, please be sure you have:**

- Met with your high school counselor to determine your eligibility for AACPS ECAP benefits and to select an AACC college course in alignment with your goals.
- Your AACPS username# and password
- Your 7-digit AACC college ID (if you have not completed an online AACC college application, please complete that now ([AACC](#)). If you have forgotten your AACC ID, please call AACC's help desk, 410-777-4357 or [Mail](#).)
- A personal email account you can access.
- Select an AACC college course ([Course Search](#)) that works with your schedule and you are interested in. Note: You should check for course requirements and prerequisites in the course description ([Link](#)). If you have questions about meeting prerequisites, visit the Testing Center website ([Link](#)).
- Determine if the course you are interested in is on the list of AACPS approved dual enrollment courses (and dual credit, if you are seeking high school credit for a college course ([Link](#))).

**To Begin**

- Submitting a new AACPS ECAP funding request? Select "New ECAP Funding Request"
- Already submitted an ECAP funding request? Select the term to check the status.

If your ECAP request is not approved for funding, please visit AACC to submit a tuition discount request for a 25% tuition discount for dual enrollment ([Click Here](#)).

Once your ECAP request has been approved, log into [MyAACC](#) to register for the course(s) AACPS has approved (see [Link](#)) for admissions requirements and eligibility. Please contact your school's [AACC college admissions advisor](#) if you need any additional support.

**New ECAP Funding Request**

6. Type in your information:
- Personal email (not AACPS)
  - Your 7-digit AACC Student ID

Home > Apply For Early College

Select Academic Period | Select Courses

**Student**  
Test Student

**Personal Email**

**AACC Student ID**

**Academic Period**

7. Click on the magnifying glass icon under Academic Period. A pop-up window will appear.

**Academic Period**

8. Click in the box to toggle the correct academic period that you are interested in taking the AACC course(s). Then click **Select**.

**Lookup records**

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Academic_Period_Name	Code	Start_Date	End_Date
<input checked="" type="checkbox"/>	AACC Spring 2025	2025SP	1/21/2025	5/08/2025

9. Review the information for accuracy. Click **Next**.

Home > Apply For Early College

Select Academic Period Select Courses

**Student**  
Test Student

**Personal Email**  
you@email@email.com

**AACC Student ID**  
1111111

**Academic Period**  
AACC Spring 2025

Next

10. Click on **Add Course**. A pop-up window will appear.

Requested AACC Courses

Requested AACC Courses

Add Course

AACC Course	Course Code (AACC Course)
There are no records to display.	

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.

ECAP Application

Test Student - AACC Spring 2025

**AACC Course**  
COM-111 - Fund of Oral Communication

**Dual Credit Requested**  
 No  Yes [See Note](#)

12. Click **Submit**.

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.

Add Course

AACC Course	Course Code (AACC Course)
Fund of Oral Communication	COM-111

Previous Submit

See Note

By submitting this electronic application, I, the student, agree:

- To comply with the policies and procedures of Anne Arundel County Public Schools and Anne Arundel Community College;
- That submission acts as my electronic signature giving AACC's designated college officials permission to communicate (orally or in writing) with the high school counselor/school official, and/or parent/guardian regarding information pertaining to academic progress, grades, and account details—including courses and balances;
- To authorize AACC to send my grade report at the end of the term to my high school counselor

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	
<a href="#">Test Student - AACC Spring 2025</a>	In Progress	11/4/2024 12:05 PM	▼
<a href="#">Test Student - AACC Spring 2025</a>	In Progress	11/4/2024 12:08 PM	▼
<a href="#">Test Student - AACC Spring 2025</a>	Submitted	11/4/2024 1:39 PM	▼

15. This funding request does NOT 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](mailto: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](mailto: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.