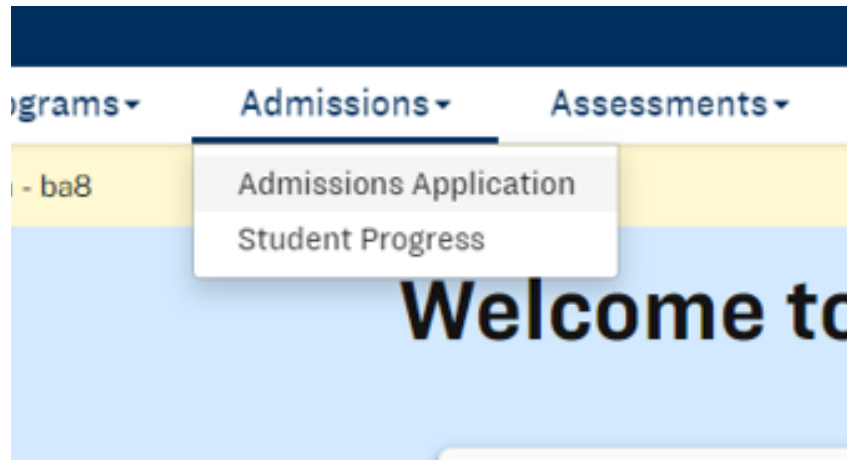


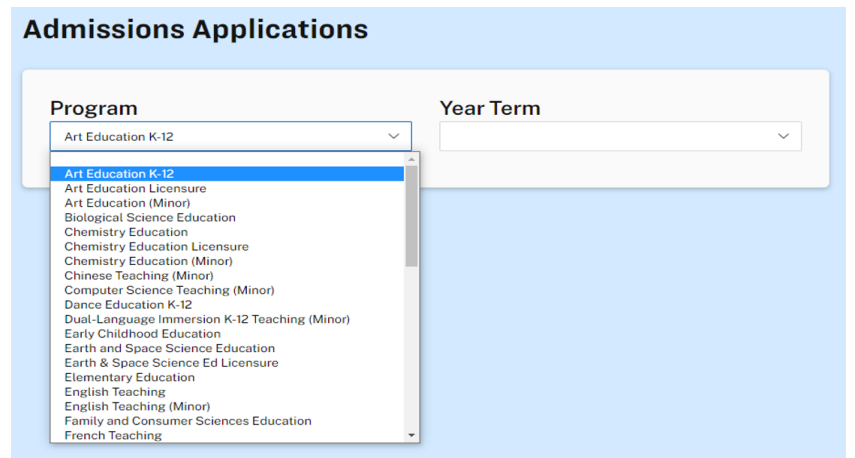
EDUCATOR GENERAL INSTRUCTION

User Guide for T1 Admissions
Accepting students with completed applications

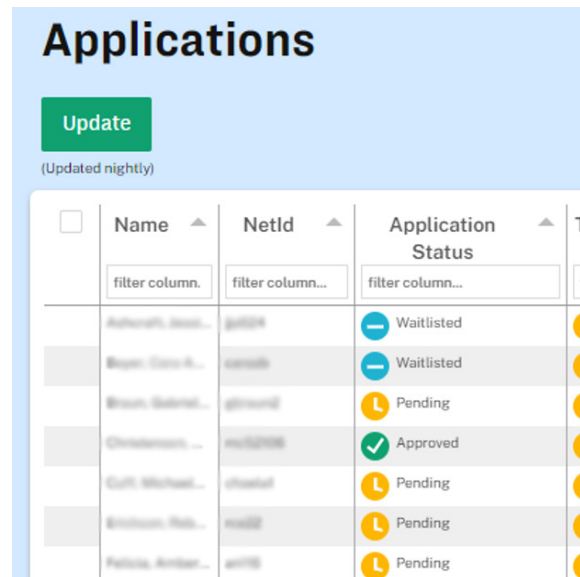
After logging into Educator. Go to Admissions>Admissions Application in the top navigation menu.



On the Admissions Applications page, search for a Program using the dropdown menu as well as a corresponding Year Term.



After finding a program and term year, you will have a filtered list of applicants. You will be able to see the status under the “Application Status” column.



You can filter by application status by using the “filter column...” box and selecting a filter category. In this case, you would want to choose “Pending” in the dropdown list.

Applications

Update
(Updated nightly)

	Name ▲	NetId ▲	Application Status ▲	Transition Status
<input type="checkbox"/>	filter column...	filter column...	filter column...	filter column...
<input type="checkbox"/>	Adrian, Jon...	adrian		L In Progress
<input type="checkbox"/>	Blair, Lisa A.	blair		L In Progress
<input type="checkbox"/>	Blair, Robert...	blairr		L In Progress
<input type="checkbox"/>	Christina, ...	christina		L In Progress

Select an Applicant in “pending” status by checking the far-right checkbox next to that person’s name.

More than one applicant can be selected to approve multiple at once.

Applications

Update
(Updated nightly)

	Name ▲	NetId ▲	Application Status ▲	
<input type="checkbox"/>	filter column...	filter column...	Pending	
<input checked="" type="checkbox"/>	Carl, Michael...	carl	L Pending	
<input type="checkbox"/>	Christina, M...	christina	L Pending	

After selecting an Applicant(s), a grey box labeled “Admission Decision” will appear above the table.

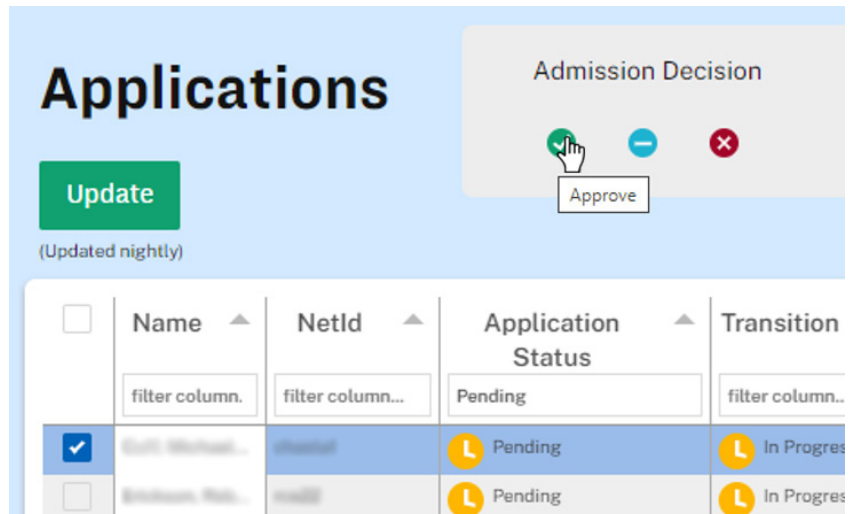
Applications

Update
(Updated nightly)

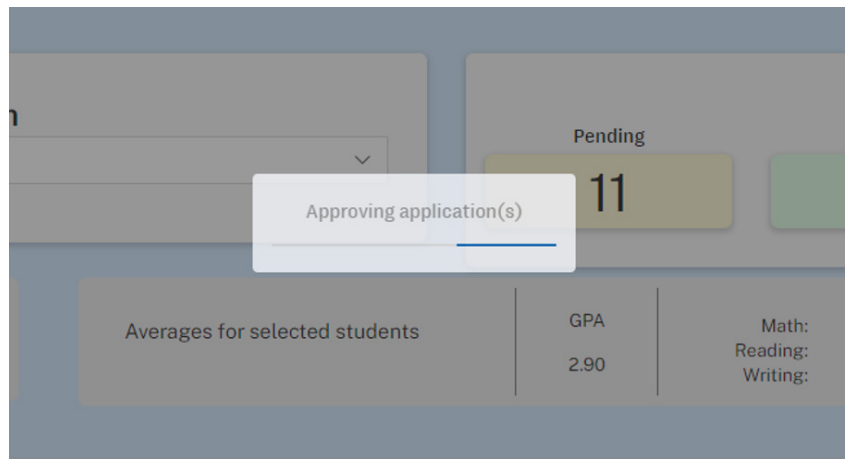
Admission Decision
✓ - ✗

	Name ▲	NetId ▲	Application Status ▲	Transition
<input type="checkbox"/>	filter column...	filter column...	Pending	filter column...
<input checked="" type="checkbox"/>	Carl, Michael...	carl	L Pending	L In Progress
<input type="checkbox"/>	Christina, M...	christina	L Pending	L In Progress

To approve the selected applicant(s), click the green circle check mark icon.



After clicking the approve icon, you will see a status hover box that says, "Approving application(s)"



After the process has completed, the progress box will disappear and you will see the selected applicant(s) Application Status has changed from "Pending" to "Approved" with a green circle check mark icon.

