## EDUCATOR

## USER GUIDE FOR T1 ADMISSIONS: ACCEPTING STUDENTS WITH COMPLETED APPLICATIONS

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

**Accepting Students** 

## **Admissions Applications**

art Education K-12			
	~		~
Art Education K-12	Î		
art Education Licensure		-	
art Education (Minor)			
Biological Science Education			
Chemistry Education			
Chemistry Education Licensure			
Chemistry Education (Minor)			
Chinese Teaching (Minor)			
Computer Science Teaching (Minor)			
Dance Education K-12			
Jual-Language Immersion K-12 Teaching (Minor)			
arly Childhood Education			
arth and Space Science Education			
arth & Space Science Ed Licensure			
arth & Space Science Ed Licensure Ilementary Education			
arth & Space Science Ed Licensure Tementary Education English Teaching			
arth & Space Science Ed Licensure			

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.

	Name 🌧	NetId 🔺	Application Application	
	filter column.	filter column		
	Ashershi, Issuit-	patter.	- Waitlisted	1
	Report Const.	carnels	- Waitlisted	(
	Report Salaria.	atronta	Pending	(
	Christerson	mil208	Approved	(
_	Coll. Michael	staatud	Pending	(
	Rentman, Sala	roll	C Pending	(
_	Fallicia, Arribar	4175	Pending	(

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.

Name 🔺	NetId 🔺	Application Application	Transition Statu
filter column.	filter column	filter column	filter column
AuburyPt, Issui	policies.		L In Progress
Bayer, 1999.	carolib	Waitlisted	In Progress
Brown, Balantal	girment	Pending	In Progress
Christenan,		Approved	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.



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



To approve the selected applicant(s), click the Approve button.

If you would like to send a decision email to those students, click on the email button.





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

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

If the rows are not updating, you can click on update. If that is not displaying correctly, you can reach out to the EPP Office at (801)-422-1190

