

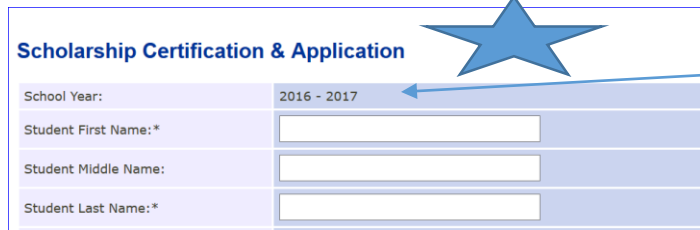
# Adding 2016-17 NEW Export applications

1



Log into your TELO portal. If your 2015-16 Annual Report is filed, you will be allowed to enter scholarship applications.

2



In preparation for changes to the way students apply for financial aid, TE Central is providing schools with two years of application processing. You must be very careful to enter the application in the correct year!

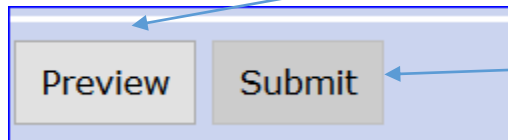
3



Students often apply to multiple schools.

● *Applying To* Use pull down box - **hold down CTRL key to choose more than one school** (you can choose as many schools as the student is applying to)

4



Preview to double check that you entered the data correctly. The system relies on the required fields to calculate expiration dates. Once all is good – be sure to hit submit. If email addresses are provided emails are sent sharing the application is now on record.