

IMPORT schools it is time to confirm all continuing student recertification's

The sidebar menu contains the following items from top to bottom:

- Institution Account (+)
- Enrolled Students (+)
- Applications (-)
- This section is for applicants not yet enrolled. Scholarship Certification & Application Application
- View Applicants
- Scholarship Recertification of Eligibility Annual Report | View Submissions
- Forms Deletion Delete Submissions
- Reports Export Applicant Report
- Import Applicant Report

Step 1 – click on all minus signs which then change to plus signs. This action brings the Applications menu to the top.

Step 2 – click on the View Submissions option

Scholarship Recertification of Eligibility Submissions

Imports - New Continuing Forms

Date	Student	TE ID	Exp. Inst	Year
01/03/2017	Berg, Colin	2726	Roger Williams University - RI	2017-2018
09/12/2016	Donovan, Meghan	9540	Loyola University Maryland - MD	2017-2018
12/05/2016	Hellwarth, Camryn	2342	Allegheny College - PA	2017-2018
09/23/2016	Riddick, Hallie	0565	Hanover College - IN	2017-2018

Imports - Approved Continuing Forms

Date	Student	TE ID	Exp. Inst	Year
02/22/2017	Willis, Ann	1673	University of Florida - FL	2017-2018

Step 3 click on EACH continuing student meeting the academic renewal criteria to approve the student of the 2017-18 Academic year. These student applications are certified eligible by the EXPORTING school. Now it is your turn.

For each continuing student who is considered eligible You need to provide the 2017-18 scholarship amount. Remember no dollar, no comma, and no cents signs. The Year is 2017-18

Click yes on the Approved line*

Add comments, if necessary

Click Submit

If the process is successful your screen pops up with a message.

*If the student is NOT approved, please add a comment and click the NO option

School Year:	2017 - 2018
Student Name:	Colin Berg
TE ID:	2726
Exporting Comments:	
Exporting Inst:	Roger Williams University - RI Ms Amy Lanoie, Employment Coordinator 401-254-3190 alanoie@rwu.edu
Importing Inst:	Sarah Lawrence College - NY Mrs. Imelda Pleitez-Santana, Human Resources Generalist 914-395-2364 ipleitez@sarahlawrence.edu
Scholarship Amount:*	<input type="text"/> Must be a number
Years:*	<input type="text"/>
Approved:*	<input type="radio"/> Yes <input type="radio"/> No
Comments:	<input type="text"/>
	<input type="button" value="Submit"/>

Scholarship Recertification of Eligibility Submissions

Update Successful

[Back to Main Menu](#)