

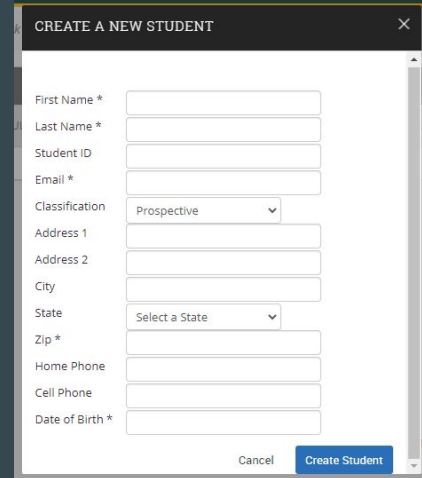
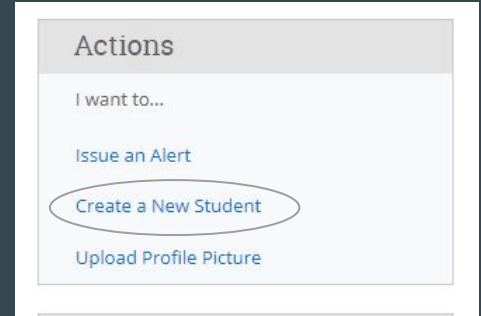
Prospective Students



Creating a New Student Profile

When you meet with a prospective student and want to capture data about your visit with them, you will need to create a new student profile:

1. Select “Create a New Student” in the Actions box on your profile page:
2. Fill out the box that appears with pertinent data:
3. Now you can find your student in the quick search and create an appointment summary.
4. If your student does matriculate, the system will notice the similarities and prompt you to associate the profiles.



A screenshot of a 'CREATE A NEW STUDENT' form. The form is titled 'CREATE A NEW STUDENT' and has a close button (X) in the top right corner. The form contains the following fields:

- First Name *
- Last Name *
- Student ID
- Email *
- Classification: Prospective (dropdown menu)
- Address 1
- Address 2
- City
- State: Select a State (dropdown menu)
- Zip *
- Home Phone
- Cell Phone
- Date of Birth *

At the bottom of the form, there are two buttons: 'Cancel' and 'Create Student'.