Managing Program Enrollments

To check Student Materials:

1. Go to the EA home page studyabroad.unm.edu

2. Click the “Login” button.
3. Login with your UNM NetID and password.

4. Once you login, a home page will appear. Be sure you are on the Administrative home page. If not, on the black menu bar across the top of the page, click on the small white house. Here you can select “Administrative.”
5. On the black menu bar on at the top of the page, there are a few options. To see the applicants for your program, click “Applicants”. From the drop down menu select “Search”. This will pull up a search function.

You can search by student name, by the name of your program, or since you only have access to students in your program, you can leave all the fields blank and simply click “Search”. If you have run your program before, make sure you highlight the program term that you are wanting to look at.

This will pull up the people who have an application open or completed for your program.
6. To see which participants have completed what materials, click the “Progress Audit” option and “Pre Decision”.

7. Choose “Check All” under “Choose Materials to Show” and “Check All” under “Choose Questionnaires to Show”, then hit “Next”
7.b. This will show you in a checklist what materials students have and have not submitted. To look closer at an individual’s application, click on their name (highlighted in red). This will bring you into their application.
8. The row of red tabs across the top has a lot of useful information about the students. The most important tabs for you are Profiles, Questionnaires, and Materials.
9. The tab “Questionnaires” has the documents that students have to answer questions for or upload documents.

This section usually has areas for the student to upload a copy of their health insurance information, passport, flight itinerary etc. If the item is in red lettering, the participant has completed that item and you can click on it and view it. If the wording is in black, the participant has not completed that material yet.
10. The tab “Materials” has the documents that students can sign electronically or have to submit in person. For example, included are the participant code of conduct and risk and conditions form.
Another useful tab is “Profile”. This tab has all of the student’s basic information. For example: emergency contact, addresses, phone numbers, majors, GPA, etc.
If you are using the system for the entire application process for your program, you will be using the "status" tab.

"Status" is where you go to accept students. When students apply, they are automatically listed as “Pending”. You can go in, use the drop down menu, and select “Accepted” and click “submit”. The students will then be sent an automatic email, letting them know they have been officially accepted.
Tab Descriptions:

- **Overview**: this is the summary page you are currently on.
- **Comments**: if you would like to make comments, you may, but they are only visible by you and any other administrators.
- **Reviews**: this tab can be ignored. We do not use internal reviews.
- **Status**: this tab is where you change the application status of your students. Once they have submitted their information and you would like to accept them into the program, you go here. Then under “Application Status” you can change it to “Accepted”.
- **Profile**: if you want student information, such as Banner ID number, major and minor information, GPA, year in school, addresses or phone numbers, that information is here.
- **History Log**: this will show you when the student logged into the website and what they did.

Documents: if an administrator has attached external documents (such as an official transcript) to this student’s account, they will be found here.

Materials: these are documents that students need to sign electronically such as Risks and Conditions forms, or payments that are made electronically.

Questionnaires: these are documents that the students need to complete. They are things such as application questionnaires, upload passport copy, insurance information, etc.

Recommendations: if your program is set up to require letters of recommendation, you can view them here.

Journal/Credit Transfer/Learning Content/Assessments: these tabs are not currently being used.