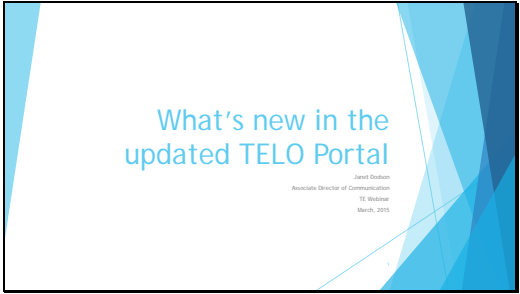


Slide 1




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Slide 2




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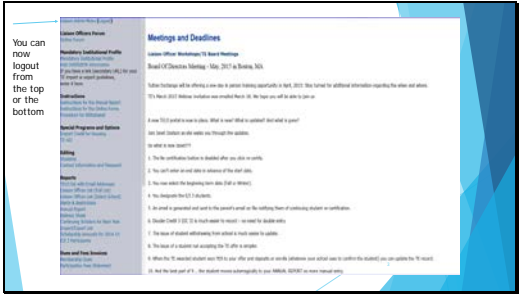
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Slide 3




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Slide 10

### Editing Students - NEW Section 1

Example of editing or adding a NEW student.

Pick a number 1- 8

Select a start term  
This is where you indicate Traditional student OR Double Credit Program.

Still a drop down box listing all the eligible TE members.

**Students**

Last Four Digits of AUID (15)

Last Name (10)

Initials(K)

Digital Identifiers  
Web Number

Entry Class (2)

Entry Semester (Fall 2013 Winter 2014)

Program Option (Traditional Double Credit Program (SIS) - what is this?)  
Exchange Program (Program Student Reporting Fees)  
Council of Independent Colleges (ORCS)

Submit Info

The Global Exchange | 1000 Lakeshore Center, Suite 101, Berkeley, MO 63013, MO 941.821.7448|info@theglobalexchange.org

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Slide 11

### Editing Students - Double Credit Students

You select Double Credit Program Button.

Using the dropdown box you select the Exchange Program.

**Students**

Last Four Digits of AUID (15)

Last Name (10)

Initials(K)

Digital Identifiers  
Web Number

Entry Class (2)

Entry Semester (Fall 2013 Winter 2014)

Program Option (Traditional Double Credit Program (SIS) - what is this?)  
Exchange Program (Program Student Reporting Fees)  
Council of Independent Colleges (ORCS)

Submit Info

The Global Exchange | 1000 Lakeshore Center, Suite 101, Berkeley, MO 63013, MO 941.821.7448|info@theglobalexchange.org

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Slide 12

### TE Reports Menu Section 2

Want a TELO's email address check here

Families want to know a specific TELO - check this spot. Please don't share phone numbers.

A quick way to locate just one or two TELO's.

**Reports**

- TELO List with Email Addresses
- Liaison Officer List (Full List)
- Liaison Officer List (Select School)
- Alerts & Restrictions
- Annual Report
- Balance Sheet
- Continuing Scholars for Next Year
- Impact/Expense List
- Scholarship amounts for 2014-15
- E/I 3 Participants

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Slide 13

**TE Reports Menu      Section 2**

- ▶ TE Members on Alert or Restriction
  - ▶ 11 TE members on Alert
    - ▶ Can continue to export
  - ▶ 6 TE members on Restrictions
    - ▶ Cannot export
- ▶ If your school is on Alert or Restriction - consider signing up for E/1 3
  - ▶ Contact Janet or Bob Shorb for additional information.

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Slide 14

**TE Annual Report - Import Section**

All new students by country for (Spring/Summer)

Name	DOB	DOB Date	Start Date	Exp. Date	Restrictions
Adrian Gonzalez	1999	02/01	9/1/2014	8/31/2018	0
Ali, Nabil	1999	08/20	9/1/2014	8/31/2018	0
Alexa Lee	1999	03/01	9/1/2014	8/31/2018	0
Ashley Brown	1999	01/01	9/1/2014	8/31/2018	0
Carla, Rosemarie	1999	12/01	9/1/2013	8/31/2017	0
CHLOE MURPHY	1999	04/24	9/1/2014	8/31/2018	0
Hannah H.	2000	08/01	9/1/2013	8/31/2018	0
John, John	2001	02/01	9/1/2014	8/31/2018	0
John, Joseph	1976	06/01	9/1/2013	8/31/2018	0

New option to include DC 3 students - use the Editing Student option.

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Slide 15

**TE Annual Report - Bottom Section Double Credit 3**

The data below for 2014-2015 academic year:

Value of your Tuition Exchange Scholarship For 2014-2015:	\$ 300,000.00
Total number of students that full qualify for 2014-2015:	20
Double Credit (DC 3) Import Credit 2014-2015:	14 (7) Students

Each year, your DC 3 students will be listed:

DC 3 Students: [List of names]

Year or next academic: [Dropdown menu]

Submit

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Slide 22

### Import and Export Listing

This report is another place where you can "work" your students for E/1 3 and Recertification.



School	DCID	State	DCID	Recertification
...	...	...	...	...

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Slide 23

### Membership Dues and Participation Fees Section 3

- ▶ For 2015-16 Dues remain at \$500 for the year
- ▶ Participation Fees remain at \$35 for each export
  - ▶ For DC 3 schools a \$35 fee for each DC credit.
- ▶ Optional Self-Rate for 2015-16
  - ▶ \$33,000

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Slide 24

### Example of Membership Dues invoice

Fee Type	Amount	Date TE Central posted your payment - If there is a date - your dues are paid.
Institutional Membership Dues	\$500.00	
<b>Total Due</b>	<b>PAID \$128,984.00</b>	

Please print this invoice after Institutional Membership dues are PAID.  
Federal Employer Identification Number: 34-0274719  
Please provide the check payable to "The Tuition Exchange, Inc." (Other than your address, publications)

**The Tuition Exchange**  
3 Bethesda Metro Center, Suite 700  
Bethesda, MD 20814

Please contact Kristine Lev at [klev@tuitionexchange.org](mailto:klev@tuitionexchange.org) with questions regarding Dues and P-fees.

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Slide 28

### Online Forms

One more time - confirm that all the information is correct.

★ If the student wants to apply to several schools hold down the Control key as you highlight the selected schools. Should the student come back later with additional schools - you will need to create another application.



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Slide 29


### Example of email sent to parent for new TE application

Generic, unmonitored email address - replies are not reviewed or responded.

Student's name is listed here

Another reason why the family needs to know the best contact information, TE Central does not share phone numbers.

All schools where the application are sent is listed here.



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Slide 30

### Online Forms continued

This is a first time student's Application:

FYI

In live production this is two different TE member schools.



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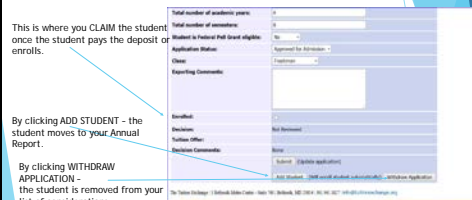
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Slide 31

Online Forms continued



This is where you CLAIM the student once the student pays the deposit or enrolls.

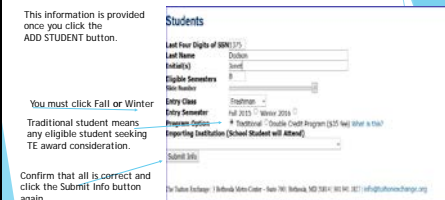
By clicking ADD STUDENT - the student moves to your Annual Report.

By clicking WITHDRAW APPLICATION - the student is removed from your list of considerations.

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Slide 32

Online Forms continued



This information is provided once you click the ADD STUDENT button.

You must click Fall or Winter

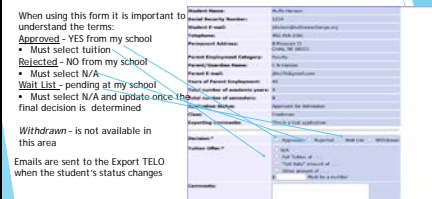
Traditional student means any eligible student seeking TE award consideration.

Confirm that all is correct and click the Submit Info button again.

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Slide 33

Online Forms continued



When using this form it is important to understand the terms:

- Approved - YES from my school
  - Must select tuition
- Wait List - NO from my school
  - Must select N/A
  - Must select N/A - pending at my school
    - Must select N/A and update once the final decision is determined
- Withdrawn - is not available in this area


Emails are sent to the Export TELO when the student's status changes.

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Slide 34

**Online Forms continued**

▶ Examples of emails sent to TELO(s) when TE applicant is rejected or wait listed.



Note - this is sent to ALL TELO's listed at the individual member school.

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Slide 35

**Online Forms continued**

Example of email sent to the TELO at the school where the current student is recertified.



This link takes the TELO to the TELO login portal.

Again, this email address is not monitored.  
Please contact Janet directly with questions.

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Slide 36

**Online Forms continued**

This student needs to be recertified:

Exports for 2014-2015									
Name	SSN	Imp. Date	Start Date	Exp. Date	Semesters Remaining	ETB for 2014-2015	Recertify for 2015-2016		
Etchells, J	1375	TUJT	9/1/2015	6/1/2019	0		Recertify	see	Recertify

Once certified - this box won't let you click it again!

Exports for 2014-2015									
Name	SSN	Imp. Date	Start Date	Exp. Date	Semesters Remaining	ETB for 2014-2015	Recertify for 2015-2016		
Van, Heather	0123	TETEST	9/1/2015	6/1/2019	0		Recertified	see	Recertify

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Slide 37

**Online Forms continued**

You can now delete duplicates!  
Select the import school and use the student's TE ID and Click Next.

**Edit/Delete Form Submission**

Importing School:

Student ID#

Please enter the last 4 digits of the ID#.

(Hint)

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Slide 38

**Online Forms continued**

**Edit/Delete Form Submission**

Importing School:

Student ID#

Please enter the last 4 digits of the ID#.

Next

**When done, please click student name.**

• **Cancel Submission** Import/ System Exchange (IIS)

Click on the application you wish to delete.

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Slide 39

**Online Forms continued**

Student ID#	Name
100001	John Doe
100002	Jane Smith
100003	Bob Johnson
100004	Alice Brown
100005	Charlie White
100006	Diana Green
100007	Frank Black
100008	Grace King
100009	Henry Lee
100010	Ivy Hill
100011	Jack Adams
100012	Karen Baker
100013	Liam Clark
100014	Mia Evans
100015	Noah Foster
100016	Olivia Garcia
100017	Peter Hall
100018	Quinn King
100019	Rachel Lee
100020	Samuel Miller
100021	Tina Moore
100022	Victor Park
100023	Wendy Scott
100024	Xavier Taylor
100025	Yara White
100026	Zoe Young

Update the No to YES and hit Submit. The student application is gone.

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Slide 40

### E-mail Communication update

- ▶ Hopeful that the email issue is now operating as planned
  - ▶ Students and parents will receive notifications for
    - ▶ Initial application on record and will be provided a list of schools
      - ▶ Recertified
  - ▶ Exporting TELO's - primary and backup
    - ▶ Initial application reviewed – Accepted, Pending or Rejected.
    - ▶ Email for the action of Withdrawal, drop or delete
    - ▶ Email will include name of IMPORT school name performing the action.
    - ▶ Email will include the web link in the body of the email.
  - ▶ Importing TELO's – primary and backup
    - ▶ When Recertification is completed by Exporting school

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Slide 41

### Reports - Students with more than 3 TE app requests



The screenshot shows a web interface for a report titled "More Than 3 Applications". At the top, there is a table with columns for "Year", "Total", "2016", "2017", "2018", and "2019". Below the table is a circular gauge chart with a needle pointing to a value on a scale from 0 to 100. The chart is currently showing a value of approximately 25.

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Slide 42

### Reports - Students with more than 3 TE app requests



The screenshot shows a web interface for a report titled "Reports - Students with more than 3 TE app requests". It features two sections for search and filtering. Each section includes a "Search" button, a "Filter" button, and a "Print" button. The first section is for "More Than 3 Applications" and the second is for "More Than 3 Applications". Below each section is a table with columns for "Year", "Total", "2016", "2017", "2018", and "2019".

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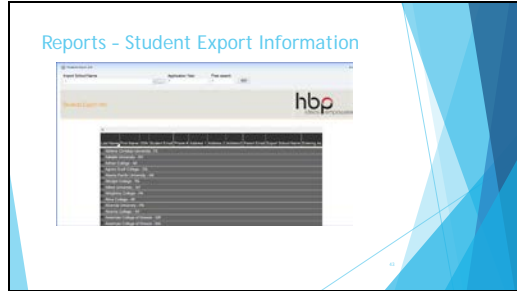
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Slide 43



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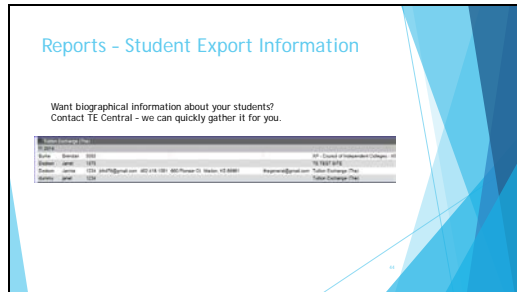
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Slide 44



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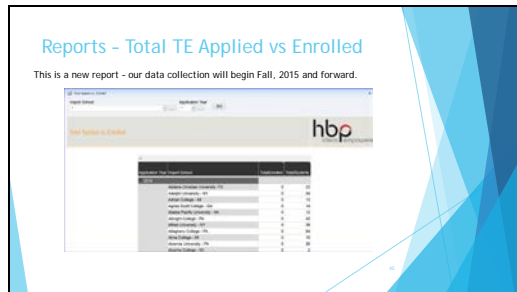
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Slide 45



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Slide 46

**Reports**

- ▶ TE Central wants to provide you valuable data
- ▶ Please send any report suggestions to Janet
- ▶ TE Central will add reports as time and finances allow

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Slide 47

**Recap**

- ▶ The portal is a constant work in progress.
- ▶ **Still working through some bugs – if you find any please share with Janet ASAP**
- ▶ Please send Janet your requests and suggestions.
- ▶ All questions will be answered and posted soon.
- ▶ Thank you for your help and patience with our new portal.

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Slide 48

**One last reminder**

- ▶ Webinars are recorded and available inside the TELO Only Forms section of the website.
- ▶ Today's handout provides you instructions on how to access this private section.

Contact information:

Janet Dodson <a href="mailto:jdodson@tuitionexchange.org">jdodson@tuitionexchange.org</a> 402.418.1081	Bob Shorb <a href="mailto:rshorb@tuitionexchange.org">rshorb@tuitionexchange.org</a> Kristine Lev <a href="mailto:klev@tuitionexchange.org">klev@tuitionexchange.org</a>
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Slide 49

Thanks for joining us - we look forward to having you join us again in April. Our scheduled topic is FERPA. Be watching for your GoToMeeting invitation



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