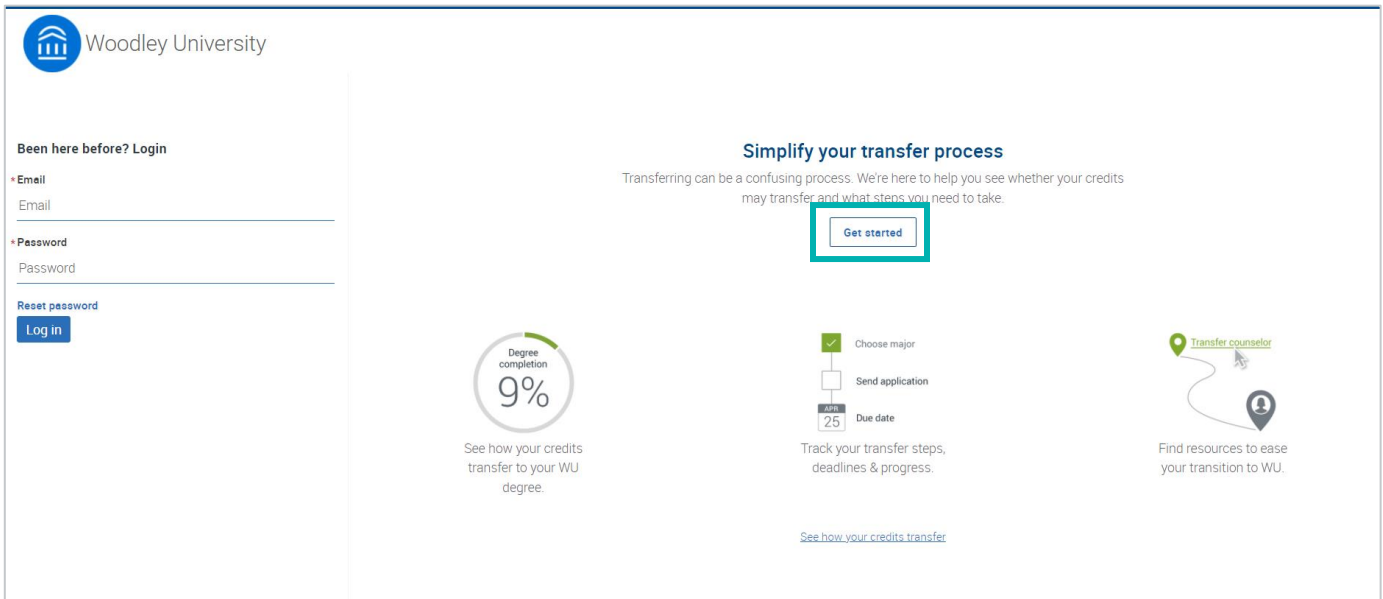


# Transfer Portal – User Management

## Staff Access and Removal

### Set up a Student Profile

- The new staff user needs to first create a student profile in your Transfer Portal.
  1. Click “Get Started”
  2. Create a profile/Login
  3. User informs Application Administrator their student profile has been created



Woodley University

Been here before? Login

• Email  
Email

• Password  
Password

Reset password  
[Log in](#)

**Simplify your transfer process**  
Transferring can be a confusing process. We're here to help you see whether your credits may transfer and what steps you need to take.

[Get started](#)

Degree completion  
9%

See how your credits transfer to your WU degree.

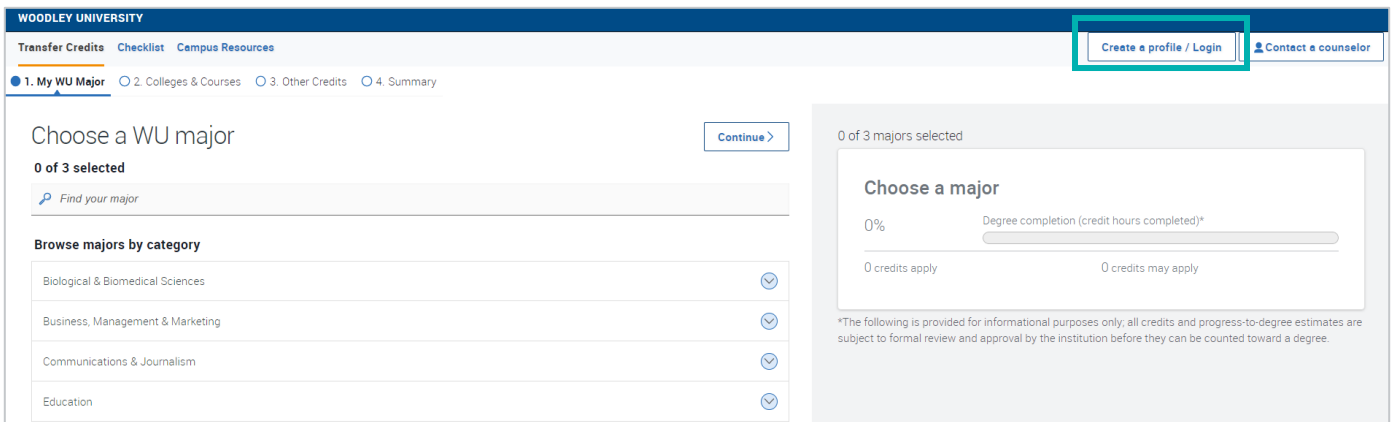
Choose major  
Send application  
Due date

Track your transfer steps, deadlines & progress.

[Transfer counselor](#)

Find resources to ease your transition to WU.

[See how your credits transfer](#)



WOODLEY UNIVERSITY

Transfer Credits Checklist Campus Resources

[Create a profile / Login](#) [Contact a counselor](#)

1. My WU Major 2. Colleges & Courses 3. Other Credits 4. Summary

Choose a WU major [Continue >](#)

0 of 3 selected

[Find your major](#)

Browse majors by category

- Biological & Biomedical Sciences
- Business, Management & Marketing
- Communications & Journalism
- Education

0 of 3 majors selected

Choose a major

0% Degree completion (credit hours completed)\*

0 credits apply 0 credits may apply

\*The following is provided for informational purposes only; all credits and progress-to-degree estimates are subject to formal review and approval by the institution before they can be counted toward a degree.

## Document and Inform EAB Partner Support

- Access your institutions Transfer Portal Planner to document the new staff user and indicate their desired permissions. The Transfer Portal Planner is stored in your **shared EAB Box Folder**.
  - If you need assistance accessing this, email [TransferTechSupport@eab.com](mailto:TransferTechSupport@eab.com)
- Email EAB Partner Support at [TransferTechSupport@eab.com](mailto:TransferTechSupport@eab.com) sharing the name, email, and which permissions the individual should receive.
- Available Permissions:
  - **Student Data** – ability to view and export prospective student data and pending courses.
  - **Analytics** – ability to view site utilization data and pipeline details.
  - **Site Setup** – ability to manage Transfer Portal site content.
- EAB Partner Support will elevate their access to a Staff Role with the associated permissions and reply when complete
- Share with the end user to log out and log back in. They will now access the Staff facing Transfer Portal.
  - If they experience any access issues, have them email [TransferTechSupport@eab.com](mailto:TransferTechSupport@eab.com)

## Removing Staff Access

- Email [TransferTechSupport@eab.com](mailto:TransferTechSupport@eab.com) and share the name and email of the individual whose access should be removed.
- Access your institutions Transfer Portal Planner to document the removal of this individual's access in the User Management tracker. The Transfer Portal Planner is stored in your **shared EAB Box Folder**.
  - If you need assistance accessing this, email [TransferTechSupport@eab.com](mailto:TransferTechSupport@eab.com)