Student Profile

What is the Student Profile?

While students do not need to create a profile to access the Portal, students may provide limited information to save their work and submit pending courses.

Feature Overview

Student Profile Creation

Students <u>are not required</u> to create a profile to take the following actions:

- View majors/programs
- Add prior coursework
- Add other credits (prior learning exams)
- View estimated degree completion
- View Campus Resources
- View Checklist (must provide intended start term)
- Contact a Counselor

Students <u>are required</u> to create a profile to take the following actions:

- Save their work
- Submit a Pending Course

Students are prompted to create a profile as they add majors/programs, coursework, and other credits (prior learning exams).

Required fields when creating a profile are:

- First Name
- Last Name
- Email Address

New here? Create a profile

Good news, you'll never lose your work. We will automatically save your changes to your transfer credits and checklist.

All fields are required unless marked optional.

* Email

Email

* First Name

First

* Last Name

Last

* Password

Password

Password should contain
✕ 12 or more characters
✕ not common password
✕ 1 lowercase letter
✕ 1 uppercase letter
✕ 1 number or special character

Students can provide the following optional additional information:

- Student Type
  - Transfer student from a 2-year college/university
  - Transfer student from a 4-year college/university
  - International student transferring from a US college/university
  - International student transferring from an international college/university
  - High School student
- Enrollment Status
- Current College
- Intended Transfer Term
- GPA
- Birth date

If a student has added prior coursework, the institution(s) will be connected to their student profile automatically.

Prospective Student Dashboard

Staff can access student profile information through the staff dashboard. For more information on logging into the Portal as staff, the Staff Log-in Help Center article. The Prospective Student Dashboard will update in real time.

On the Transfer Portal Data tab, click "Prospective Students" on the left navigation menu. The left navigation menu may be expanded to show titles. You may sort the dashboard in ascending or descending order by the following fields:

- Student Name
- Email
- Student Type
- Pending Course (Yes/No)
- College/University
- Major(s)
- Transfer Term
- Last Login

Columns are sorted via the arrows or the "Sort Manager".

You may also filter the dashboard by following fields:

- Student Name
- College/University
- Major(s)

To search for a particular student name, college/university, or major, click on the underlined field title, add the Condition "Equals", and type in your search criteria.

To view more information about a student, click the hamburger icon next to the student's name and select "View Student Profile".

Information from the Prospective Student Dashboard can be exported via the "Export" icon in the top right corner of the table or through the "Prospective students" Export Type on the Export page. For more information on Exports please reference the Exports Help Center article.

Frequently Asked Questions
1. Can we collect additional information via the student profile?
    - Currently, there are no plans to add additional fields to the student profile.
2. Does the Prospective Student dashboard and Export update in real time?
    - Yes, the Prospective Student and Pending Course Workflow dashboards are updated with every new profile creation or course submission.
3. How often are students coming to our Portal site but not creating an account?
    - This information can be accessed through the Analytics Dashboard, under "Account Conversion Rate". For more information, check out the Analytics Dashboard article.

Related articles
1. Pending Courses
2. Exports
3. Analytics Dashboard