ONLINE REGISTRATION and APPROVAL SYSTEM

Step one:
Click the link in the email and log in using your SSO ID and newly created password

Log in

Advanced Credit Counselor Page : Login
SSO
Password
Log in using your SSO ID and password

This is an overview of the counselor approval page. The rest of the slides will cover this page in greater detail

<table>
<thead>
<tr>
<th>Application #</th>
<th>Name</th>
<th>Counselor Approval</th>
<th>Parent Approval</th>
<th>Courses</th>
<th>Entry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>87557</td>
<td>Fake, Person A</td>
<td>Not Approved</td>
<td>N</td>
<td>FRENCH 1002</td>
<td>10/17/2016</td>
</tr>
<tr>
<td>87518</td>
<td>Jones, Sue</td>
<td>Not Approved</td>
<td>Y</td>
<td>FRENCH 1001</td>
<td>08/30/2016</td>
</tr>
<tr>
<td>87497</td>
<td>Ramirez, Bettezzi</td>
<td>Not Approved</td>
<td>Y</td>
<td>ENGL 1170, FRENCH 1002, SPANISH 1002</td>
<td>08/12/2016</td>
</tr>
<tr>
<td>87517</td>
<td>Smith, Joe</td>
<td>Not Approved</td>
<td>N</td>
<td>FRENCH 1001, PHIL 1120</td>
<td>08/30/2016</td>
</tr>
</tbody>
</table>
1. When you click on the APP#:

2. When you click a Counselor Approved line item:

An itemized course list will appear in a separate window.

A dropdown menu will appear:

- Approved - if the student is a sophomore with a GPA of 3.0 or higher OR if the student is a Jr. or Sr. with a GPA of 2.5 or higher
- Denied FRSHMN - if the student is a freshman
- Denied GPA - if the student does not meet GPA requirements
- Ignore - if the student has chosen not to participate, but already created an online application
When students register online, a parent/legal guardian approval email is auto generated and emailed to the parent email address listed on the application.

In the link in the email, parents can click:
- "agree and submit electronic signature"
- OR
- "do NOT agree - my student CANNOT ENROLL"

The Parent Approved column will list:
- N - if they have not yet agreed or disagreed
- Y - if they have agreed
- D - if they disagree (said "NO" their student cannot participate in the UMSL ACP Program)

If the Parent Approved column lists an "N" (they have not yet approved or disapproved) and you want to send them a reminder email...
- simply click "Send Email" in the Email Parent Link column and it will auto-generate and auto-send the parent permission email to the parent/legal guardian's email address, as entered on the student's application and listed in the Parent Email column on this page.
If the parent/legal guardian is not tech savvy and is unable to open the email and/or approve or disapprove, you can click "Create Form" to print an old fashioned hard copy permission form that will need to be signed and returned to our office prior to the registration close date. PLEASE ONLY DO THIS AS A LAST RESORT

Example hard copy permission form
ONLY USE AS A LAST RESORT
If the parent fails to complete the online approval, and they sign the hard copy permission form instead, YOU, as the counselor, still have to approve them in the online system.

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<tr>
<th>APP #</th>
<th>Name</th>
<th>Counselor Approve</th>
<th>Parent Approve</th>
<th>Courses</th>
<th>Entry date</th>
<th>Email Parent Link</th>
<th>Create Approval Form</th>
<th>Parent Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>87557</td>
<td>Falco, Person A</td>
<td>Not Approved</td>
<td>N</td>
<td>FRENCH 1002</td>
<td>10/17/2016</td>
<td><a href="mailto:fake.person@gmail.com">fake.person@gmail.com</a></td>
<td>Create Form</td>
<td></td>
</tr>
<tr>
<td>87518</td>
<td>Jones, Sue</td>
<td>Not Approved</td>
<td>Y</td>
<td>FRENCH 1001</td>
<td>08/03/2016</td>
<td><a href="mailto:jones123@hotmail.com">jones123@hotmail.com</a></td>
<td>Create Form</td>
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<td>ENGL 1170, FRENCH 1002, SPANISH 1002</td>
<td>08/12/2016</td>
<td><a href="mailto:Bette007@yahoo.com">Bette007@yahoo.com</a></td>
<td>Create Form</td>
<td></td>
</tr>
<tr>
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<td>Smith, Joe</td>
<td>Not Approved</td>
<td>N</td>
<td>FRENCH 1001, PHIL 1120</td>
<td>08/20/2016</td>
<td><a href="mailto:joesdad@gmail.com">joesdad@gmail.com</a></td>
<td>Create Form</td>
<td></td>
</tr>
</tbody>
</table>

As online student applications upload and you and parents electronically approve their UMSL ACP participation, you may want to sort your list by:
- Students Needing Approval,
- Approved Students, or
- All students

Click here to filter the students who appear on your list.
• The student completed their online registration
• The parent/legal guardian submitted electronic approval
• You submitted electronic approval
• NOW WHAT?
1) ACP staff members log in, choose the correct semester, and high school from drop down lists, and see if the counselor and parent have both approved

2) If both columns list a "Y", we look over their application and switch their "status" from "Unconfirmed" to "Confirmed"

3) After we "confirm" students, their info feeds from the ACP registration system to UMSL's centralized MyView system

4) The student will receive a billing statement in the mail after the registration period closes

What if the parent/legal guardian insisted on turning in a hard copy permission form instead of submitting electronic approval via the email link?

Once the ACP office receives a hard copy parent permission form and you, the counselor, have changed their online status to "Approved" in the counselor column, the UMSL ACP office staff will "confirm" (approve) them in the online registration system, the same as if the parent had approved electronically.

The first line below (Smith, Jane) is an example of this:
- The counselor approved online, so it shows a "Y"
- Because the parent did not approve or disapprove online via the email link, the parent column still shows an "N". Unless they approve online via the email link, it will remain an "N", even if we receive a hard copy permission form, but...
- The student status has been switched from "Unconfirmed" to "Confirmed" by the ACP staff because we received the hard copy parent permission form
1) Click on the far right dropdown option

2) Choose MS-Excel

3) A pop up window will appear asking if you want to open with Microsoft Excel. Click OK

4) If another popup window appears, click Yes

You now have an Excel spreadsheet of all students who are currently registered ONLINE. It can be sorted, printed, and/or saved.
If you have any questions, please call or email the ACP office:

- 314-516-6886
- 314-516-7005
- elizabeth.diamond@umsl.edu
- fraizerk@umsl.edu