Prospective Students
Creating a New Student Profile

When you meet with a prospective student and want to capture data about your visit with them, you will need to create a new student profile:

1. Select “Create a New Student” in the Actions box on your profile page:
2. Fill out the box that appears with pertinent data:
3. Now you can find your student in the quick search and create an appointment summary.
4. If your student does matriculate, the system will notice the similarities and prompt you to associate the profiles.