This is one of a series of Job Aids to make it easier for you to navigate the VSLO Application Service. To see a complete list of job aids, please visit our training page for institutions and students. If you have questions, please don't hesitate to contact our customer support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm ET), or by email.

Home – Manage Applications
Edit Students

- Search Students
- Edit Students
- View Students

	STEP	ACTION	Notes
1	From MAIN screen, click *My Students*. A dropdown menu will appear.	• The *My Students* dropdown displays options: • Roster • Fulfill Requirements • Verify • Release	Some MAIN screen options will vary for HOME or HOST institutions according to what is applicable to the user. Institutions that are both a Home and Host will show both HOME and HOST options. Based on the user's access to the software, some screens may not be available, and will not show in the dropdown menu. Users will only see screens to which they have access.
2	**Search Students**		

	STEP	ACTION	Notes
3	Click the *Roster* dropdown option.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Roster screen appears.	
4	You can search for a student by scrolling the list alphabetically by last name or using the filters. Type in one or more of the filter categories and click on *Apply Filters*. This list will then show just the criteria you requested.	Search criteria filters: • AAMC ID • First Name • Last Name • Class Year	To return to the complete list, hit the *Clear Filters* box.
5	**Edit Students**		
6	Follow steps 1 through 3 above.		
7	Identify the student you want to edit, click on the *Edit Student* in the far right column.	The EDIT STUDENT popup screen will display.	
8	In the EDIT STUDENT popup screen, review and update the information if necessary. Use cursor or TAB between fields to update or change information.	Information to review/update: • First Name • Last Name • Email • Student Phase • MPH Student	
9	In *Select Student Phase* use the dropdown menu by clicking the downward facing arrow to the right.	This will display the Student Phases. Click on the applicable phase.	
10	Indicate if the student is also pursuing an MPH degree by checking the box next to *MPH Student*.		
11	When finished making changes, click the *Update* button on the bottom right of the screen.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Roster screen appears.	There will be a banner displayed briefly across the top of the screen stating *Student Successfully Saved*.

	STEP	ACTION	Notes
12	**View Students – Student Information**		
13	Follow steps 1 through 3 above.		
14	In the roster under the *Name* column student names will be highlighted in blue. To view more information about that student, click on their name.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/Student Details/Student Information screen appears	
15	The student's name and four tabs will be displayed.	• Student Information • Applications • Verification Questions • Documents	
16	The *Student Information* tab will display identifying information.	• Personal Information • Biographic Information • Academic Information • Photo (if available)	This information is view only.
17	**View Students Applications**		
18	The *Applications* tab will display the student's applications including the following categories:	• Elective Name • Specialty • Sub-Specialty • Host Institution • Date Applied • Date Released Preferred Dates • Preferred Order • Scheduled Dates • Application Status • Student Decision Date	

	STEP	ACTION	Notes
19	To search for a specific application, type a keyword or phrase into the *Enter search criteria here* line at the top of the list.	Any applications matching your inquiry will appear. To clear the search, click on the "X" in the *Enter search criteria here* line.	
20	**View Students – Verification Questions**		
21	The *Verification Questions* tab will display the verification information that is to be provided by the student's home institution.	You have the option to: • Answer all the questions and hit the *Save and Verify* button on the bottom of the screen to complete the verification process. • Answer some of the questions and hit the *Save* button on the bottom of the screen and complete the verification process later.	These questions can be answered here or in the Home, My Students, Verify screen.
22	**View Students – Documents**		
23	The *Documents* tab will display the student's applications including the following categories:	• Name • File Type • Date Uploaded • Uploaded By • Visible to Student • Actions	
24	To search for a specific application, type a keyword or phrase into the *Enter search criteria here* line at the top of the list.	Any applications matching your inquiry will appear. To clear the search, click on the "X" in the *Enter search criteria here* line.	
25	You can upload a student's document by clicking the *Upload Document* button on the top right of the screen.	The *Upload Document* popup screen will appear.	

	STEP	ACTION	Notes
26	Hit the *Select File* and select a document from your computer.	Click the *Upload* button to upload the document.	There will be a banner displayed briefly across the top of the screen stating *Document Successfully Uploaded.*
27	The new document will appear in the Documents list.		
28	You also have the option of making this document visible to the student by checking the *Make document contents visible to student* box.		
29	To remove a document, click on the *X Remove* button.	The *Remove Document* pop up screen will appear.	
30	On the *Remove Document* popup screen, click the *Yes, I'm Sure* button.	The document will not longer be on the documents list.	There will be a banner displayed briefly across the top of the screen stating *Success, Document Successfully Removed.*