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
Fulfill Requirements

- Search Students
- Show Requirements
- Edit Requirements
- View Student Information

	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 *Fulfill Requirements* dropdown option.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Fulfill Requirements screen appears.	
4	You can search for a student needing to complete requirement by scrolling the list alphabetically by last name or using the filters. Use the dropdown menu, clicking on one or all of the three search criteria to find specific information.	Search criteria filters: - Campus (if applicable) - Grouping (if applicable) - Location of Host Applied To	- Campus - will only be available to member schools with multiple campuses. - Grouping – will only be available to non-member schools. To return to the complete list, hit the *Clear Filters* box.
5	**Show Requirements**		
6	Follow steps 1 through 3 above.		
7	Identify the student whose requirements you want to view, click on the *Show Requirements* button in the fair right column.	A list of requirements will display under the student's name. The list will display: - Requirement Name - Institution - Elective Name - Action	To return to the list without showing requirements, hit the *Hide Requirements* button.
8	**Fulfill Requirements**		
9	Follow steps 1 through 3 above.		
10	With *Show Requirements* displayed, click on the *Edit* button on the right of the *Requirement Name.*	This will display the requirement popup screen.	
11	From the popup screen you can answer the questions or upload documents as advised.		The transcript requirement will only need to be fulfilled once per student.

	STEP	ACTION	Notes
12	When the information is edited, press the *Submit* button at the bottom right of the screen.	The *Fulfill Requirements* screen will appear.	There will be a banner displayed briefly across the top of the screen stating *Requirements Successfully Saved.* Once all requirements are fulfilled, the application(s) will move to the Verify step (if the student has not been verified yet), or to the Release tab.
13	**View Student Information**		
14	Follow steps 1 through 3 above.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Roster screen appears.	
15	To find out more about an individual student, click on their name.	This will send you to their *Student Information* page.	To return to the *Fulfill Requirements* page, click on the *My Students* tab at the top of the page and click on *Fulfill Requirements*.