

Navigate360: Create a Prospective Student Profile

The Prospective Students feature lets staff engage with prospective students and record their interactions through notes and staff-initiated appointment scheduling.

1. Create a new user profile

- From the *Staff Home* screen, click *Create a New Student* in the *Actions* box on the right. A *Create a New Student* window will appear.
- Enter the information for all required fields: *First Name, Last Name, Email, Zip, Date of Birth*.
 - Enter the student's *First Name*, checking for correct spelling.
 - Enter the student's *Last Name*, checking for correct spelling.
 - Enter the student's *Email* address.
 - Enter the student's *Zip* code, checking for correctness.
 - Enter the student's *Date of Birth* in the *DD/MM/YYYY* format, checking for correctness.

NOTE: The zip code and date of birth will be used to match the student profile after the student has been admitted. It is essential that the first name, last name, zip code and date of birth be accurate.

- Leave the *Classification* drop-down menu set to *Prospective*.
- Enter the student's *Cell Phone* number.
- Do not enter a *Student ID, Address 1, Address 2, City, State, or Home Phone*.
- Click *Create Student*.

The screenshot shows a modal window titled "CREATE A NEW STUDENT" with a close button (X) in the top right corner. The form contains the following fields and values:

First Name *	Bucky
Last Name *	Buc
Student ID	
Email *	buckybuc@gmail.com
Classification	Prospective
Address 1	
Address 2	
City	
State	Select a State
Zip *	37614
Home Phone	
Cell Phone	(423)123-4567
Date of Birth *	01/01/2004

At the bottom right, there are two buttons: "Cancel" and "Create Student".

2. Use the *Appointment Center* to create an appointment for the student with the appropriate staff

- Please see the *Make an Appointment for Another* User guide.