

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 – Institution Management

- View/Edit Home Information
- View/Edit Default Verification Questions

	STEP	ACTION	Notes
1	From MAIN screen, click <i>Institution Profile</i> dropdown	<p><i>Home Institution Profile</i> dropdown displays options:</p> <ul style="list-style-type: none"> • <i>Institution Information</i> • <i>Verification Questions</i> 	<p>Some MAIN screen options will vary for HOME or HOST institutions according to what is applicable to the user.</p> <p>Institutions that are both a Home and Host will show both HOME and HOST options.</p> <p>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.</p>
2	<i>View/Edit Home Information</i>		
3	Click <i>Institution Information</i>	The CONTACT INFORMATION screen appears.	

	STEP	ACTION	Notes
4	To edit CONTACT INFORMATION, click on the <i>Edit</i> button on the top right of the screen.	The CONTACT INFORMATION – <i>Contact Information for Student</i> and the <i>Billing Contact (for Internal Use Only)</i> screen appears.	For a US based home institution that supports both domestic and international mobility, there will be a Contact Person for Students Applying within the US and outside the US.
5	Under the <i>Contact Information for Students</i> and <i>Billing Contact (for Internal Use Only)</i> , TAB or use the cursor to move through fields to update or edit information.		
6	When finished making changes, click the <i>Update</i> button on the bottom of the screen.	The <i>Contact Information</i> screen will appear.	There will be a banner displayed briefly across the top of the screen stating <i>Success, Data Information Successfully Saved</i>
7	To return to the top of the <i>CONTACT INFORMATION</i> screen, click on <i>Contact Information</i> located on the right side of the screen	The CONTACT INFORMATION SCREEN will move to the top of the page.	
8	View/Edit Default Verification Questions		

	STEP	ACTION	Notes
9	From MAIN screen, click <i>Institution Profile</i> dropdown	<p><i>Home Institution Profile</i> dropdown displays options:</p> <ul style="list-style-type: none"> • <i>Institution Information</i> • <i>Verification Questions</i> 	<p>Some MAIN screen options will vary for HOME or HOST institutions according to what is applicable to the user.</p> <p>Institutions that are both a Home and Host will show both HOME and HOST options.</p> <p>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 they have access to.</p>
10	Click <i>Verification Questions</i>	The VERIFICATION QUESTIONS screen appears.	
11	To edit the default responses to the verification questions, click on the <i>Edit</i> button on the top right of the screen.	The VERIFICATION QUESTIONS edit screen will appear.	
12	On the VERIFICATION QUESTIONS edit screen you can change the default answers to the verifications questions that are required for the student.	<p>Click on the applicable option buttons to add or delete any additional information required in the provided fields.</p> <p>If you select <i>Other</i> you will have the ability to add in comments.</p>	

	STEP	ACTION	Notes
13	When finished making changes, click the <i>Update</i> button on the bottom of the screen.	You will be returned to the VERIFICATION QUESTIONS screen.	There will be a banner displayed briefly across the top of the screen stating <i>Success, Responses Successfully Saved</i> (if the first time user is entering in responses) or <i>Success, Responses Successfully Updated</i>