

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

Add Student

- Add Student
- Upload Student(s) from File

	STEP	ACTION	Notes
1	From MAIN screen, click <i>My Students</i> . A dropdown menu will appear.	<ul style="list-style-type: none"> • The <i>My Students</i> dropdown displays options: • Roster • Fulfill Requirements • Verify • Release 	<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	Add Student		

	STEP	ACTION	Notes
3	From the <i>Roster</i> page click on <i>Add Student</i> on the top right of the page.	The <i>Add Student</i> popup screen will appear.	
4	Provide the <i>Add Student</i> information.	<ul style="list-style-type: none"> • First Name • Middle Name (optional) • Last Name • Email • Expected Graduation Date • Grouping • Select Student Phase • MPH Student status box 	
5	When the form is complete, click the <i>Add Student</i> button on the bottom right of the page.	<ul style="list-style-type: none"> • 	There will be a banner displayed briefly across the top of the screen stating <i>Student Successfully Saved</i> .
6	You will be returned to the <i>Roster</i> page.	The student will be in the roster.	From here you can <i>Send Invite</i> or <i>Edit</i> the student information.
7	<i>Upload Student(s) from File</i>		
8	From MAIN screen, click <i>My Students</i> . A dropdown menu will appear.	<ul style="list-style-type: none"> • Roster • Fulfill Requirements • Verify • Release 	
9	From the <i>Roster</i> page click on <i>Add Students from File</i> on the top right of the page.	The <i>Import Students from File</i> popup screen will appear.	Multiple students can be uploaded at once using a .csv document.
10	Hit the <i>Select File</i> button and select the .csv student file from your computer to download and hit the <i>Open</i> button.	The file name will appear next to the <i>Select File</i> button.	
11	Click the <i>Import</i> button on the lower right of the screen.	The students will appear on the roster.	There will be a banner displayed briefly across the top of the screen stating <i>File Successfully Saved</i> .