

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**

### **Verify Students**

- Search Students
- Verify Students

	<b>STEP</b>	<b>ACTION</b>	<b>Notes</b>
1	From MAIN screen, click <i>My Students</i> . A dropdown menu will appear.	<ul style="list-style-type: none"> <li>• The <i>My Students</i> dropdown displays options:</li> <li>• Roster</li> <li>• Fulfill Requirements</li> <li>• Verify</li> <li>• Release</li> </ul>	<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	<b>Search Students</b>		
3	Click the <i>Verify</i> dropdown option.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Verify Students screen appears.	

	<b>STEP</b>	<b>ACTION</b>	<b>Notes</b>
4	<p>You can search for a student needing to complete requirement by scrolling the list alphabetically by last name or using the filters.</p> <p>Use the dropdown menu, clicking on one or all of the three search criteria to find specific information.</p>	<p>Search criteria filters may show:</p> <ul style="list-style-type: none"> <li>• Campus (If applicable)</li> <li>• Grouping (If applicable)</li> <li>• Within U.S.</li> <li>• Outside U.S.</li> </ul>	<p>Campus - will be available to member schools with multiple campuses.</p> <p>Grouping – will only be available to non-member schools.</p> <p>To return to the complete list, use the dropdown box and choose <i>All</i>.</p>
5	<b>Verify Students</b>		
6	Follow steps 1 through 3 above.		
7	Click <i>Verify</i> option.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Verify Students screen appears.	You can also access this screen from the Main Page, by clicking the “Verify Students” counter box.
8	Identify the student you want to verify, click on the <i>Verify</i> button in the far right column.	The VERIFY STUDENT popup screen will display.	The student’s name to be verified will also appear in the screen name.
9	On the VERIFY STUDENTS popup screen, review or change/update verification information.	Click on the applicable radio buttons or TAB to add/delete/modify information required in the provided fields.	The answers listed here are the default answers set in the Institution Profile menu.
10	Once the information is reviewed and/or modified, click the <i>Save &amp; Verify</i> button on the bottom right of the screen.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Verify Students screen appears.	There will be a banner displayed briefly across the top of the screen stating <i>Success, Student Successfully Verified</i> .
11	Once verified, the student’s record will “disappear” from this screen.		