

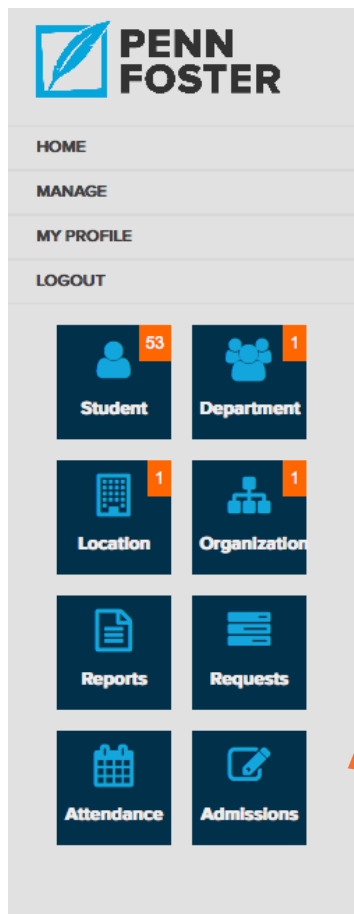


NEW LPP FUNCTIONS

Admissions Portal & HSC Grad Status

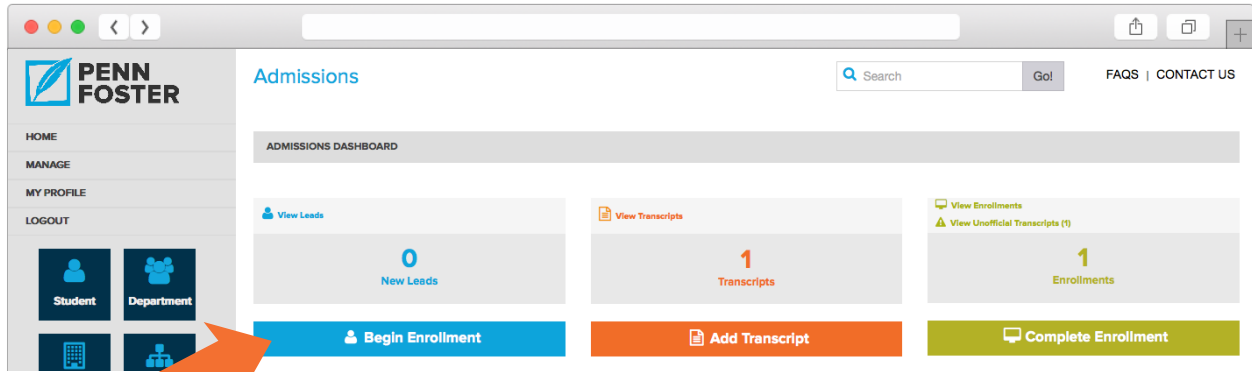
ADMISSIONS PORTAL

The new admissions portal will replace the Transcripts and Enrollment functions. Instead, you will see an “Admissions” function on your homepage. From there, you’ll be able to add, track and manage Penn Foster leads just like you do in CampusVue or your current CRM. You’ll like this – we don’t require a cover letter when submitting transcripts for evaluation anymore; it’s all in a fillable form. Below is a step-by-step guide of how to use the new function to evaluate transcripts and enroll students

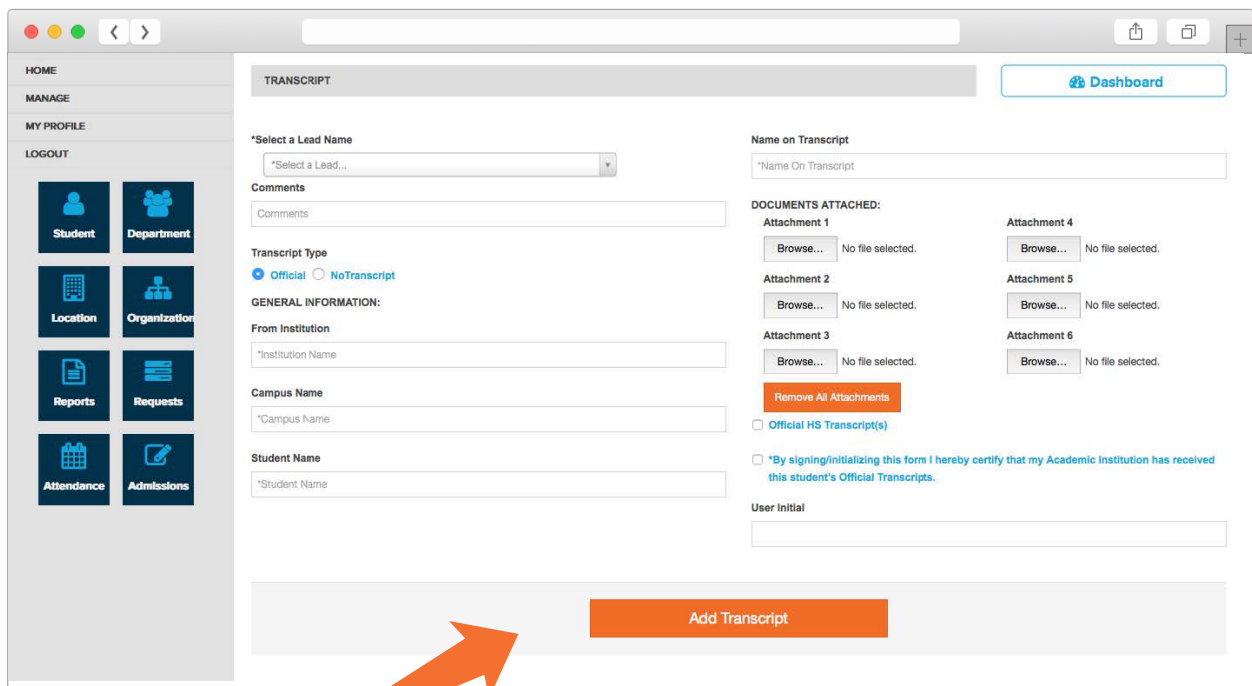


You can access the Admissions function from your LPP home screen where the “Enrollment” function used to be.

The Admissions function allows you to see all Penn Foster leads that you enter and their stage. You can see three main stages: Begin Enrollment, Add Transcript, Complete Enrollment.



With every new lead or candidate for the Penn Foster program, fill out a lead form by choosing “Begin Enrollment.” This step serves two purposes: 1) it allows you to keep track of who your team has spoken to about the Penn Foster program, and 2) it will allow you to quickly add a transcript for evaluation or enroll the lead. Don’t worry, this won’t enroll a student; it simply prepares their enrollment form.



If you would like Penn Foster to evaluate a lead’s previous high school’s transcript, then you quickly upload it by clicking “Add Transcript” and choosing the appropriate lead. No more printing out and signing a cover letter for all official transcripts. It’s all right here on the dashboard. Penn Foster will evaluate the transcript just like you’re used to, but now you and your colleagues can access the returned transcript evaluation form directly from the lead’s profile. Remember that this is an optional step only for leads that have some previous high school experience.

MY PROFILE
LOGOUT

Student **Department**
Location **Organization**
Reports **Requests**
Attendance **Admissions**

Select a Lead : 10974: saurone lone [Dashboard](#)

Lead Information

Book Name	Digital and Print Study Guides
Class Name	ALBUQUERQUE JOB CORPS
Student First Name	saurone
Student Last Name	lone
Student Address	925 oak st
City	scranton
State	Pennsylvania
Zip	18515
Phone Number(Primary)	9999999999
Date of Birth(MM/DD/YYYY)	02/23/1974
Gender(M/F)	M
Email Address	saurabhchhetri@qainfotech.com
Administrator Email Address	Lib.Grimes@pennfoster.edu
Alternate ID	
User Comments	

Transcript Information

Basic Detail	
Comments	
Transcript	Official
From Institution	ds
Campus Name	sadasdsad
Name on Transcript	sad
Document Attached	Download Attachment 1
Official HS Transcript(s)	No
User Initial	
Status	✓ Transcript Verified

Evaluation Detail

Credits for core subjects:	16.0
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Enrollment

Status: ✓ **Verified**

Enroll **Exit**

When you are ready to enroll a lead into the Penn Foster program, simply click “Complete Enrollment” and choose the appropriate lead. From there, complete the required fields and click “Enroll.”

HSC GRAD STATUS

To make it easier for you to track student outcomes, it is now required that you indicate grad status for each Penn Foster graduate. In the LPP's Student function you will notice a new "Matriculation Data" column. You will be able to choose one of five statuses for graduates: Future Start; Started; Transferred to Another College; Entered Military; Got a Job. The information collected will show what many of your Penn Foster graduates do after completing the program, helping you measure the results of the program.

The screenshot shows the Penn Foster LPP interface. On the left is a navigation menu with options like Student, Department, Location, Organization, Reports, Requests, Attendance, and Admissions. The main area is titled 'Students' and contains a search bar and a table of students. The table has columns for SN, Number, Name, Status, Program, Organization, Enrollment Date, Expiration Date, Exam Date, Grade, Matriculation Data, and Profile. An orange arrow points to the 'HSC Grad Status' dropdown in the 'Matriculation Data' column of the first row.

SN	Number	Name	Status	Program	Organization	Enrollment Date	Expiration Date	Exam Date	Grade	Matriculation Data	Profile
1	0010000	John Smith	Active	PENN FOSTER HIGH...	PENN FOSTER HIGH...	07-21-2016	07-22-2018	08-10-2016	30	HSC Grad Status	View
2	0010000	Jessica Brown	Active	PENN FOSTER HIGH...	PENN FOSTER HIGH...	12-29-2015	12-29-2017	01-05-2016	65	HSC Grad Status	View
3	0010000	Michael Green	Active	PENN FOSTER HIGH...	PENN FOSTER HIGH...	07-08-2016	07-09-2018	08-06-2016	75	HSC Grad Status	View
4	0010000	Emily White	Active	PENN FOSTER HIGH...	PENN FOSTER HIGH...	08-08-2016	08-09-2018	08-17-2016	45	HSC Grad Status	View
5	0010000	David Black	Active	PENN FOSTER HIGH...	PENN FOSTER HIGH...	07-25-2016	07-26-2018	08-16-2016	90	HSC Grad Status	View
6	0010000	Alice Jones	Active	PENN FOSTER HIGH...	PENN FOSTER HIGH...	07-26-2016	07-27-2018	08-17-2016	60	HSC Grad Status	View
7	0010000	Robert Wilson	Active	PENN FOSTER HIGH...	PENN FOSTER HIGH...	05-22-2015	05-22-2017	01-01-1900		HSC Grad Status	View
8	0010000	Christopher Lee	Active	PENN FOSTER HIGH...	PENN FOSTER HIGH...	05-20-2016	05-21-2018	01-01-1900		HSC Grad Status	View
9	0010000	Anna Davis	Active	PENN FOSTER HIGH...	PENN FOSTER HIGH...	06-21-2016	06-22-2018	08-18-2016	81	HSC Grad Status	View
10	0010000	Ben Clark	Active	PENN FOSTER HIGH...	PENN FOSTER HIGH...	07-01-2016	07-02-2018	08-12-2016	87	HSC Grad Status	View

This close-up shows the 'Update Post HSC Grad status' dropdown menu. The menu is open, displaying a search bar and a list of options: Future Start, Started, Transferred to another college, Entered Military, Got a job, and No Response. An orange arrow points to the dropdown menu.

Please indicate grad status as students graduate from the Penn Foster program, or sort by graduated students and indicate grad status in bulk. This information is very important for both of our institutions to track.