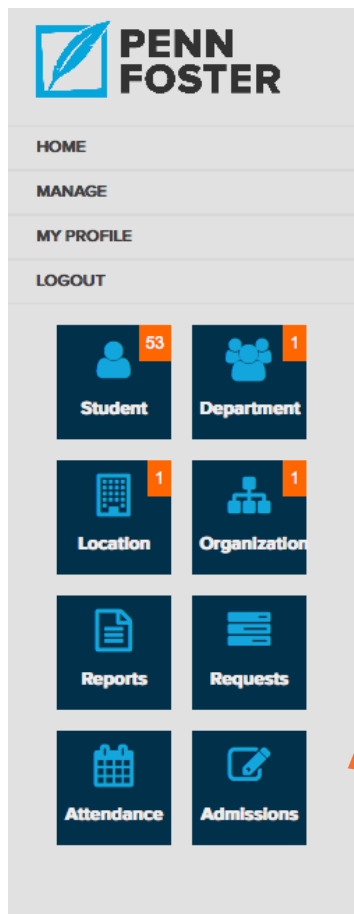# NEW
LPP FUNCTIONS

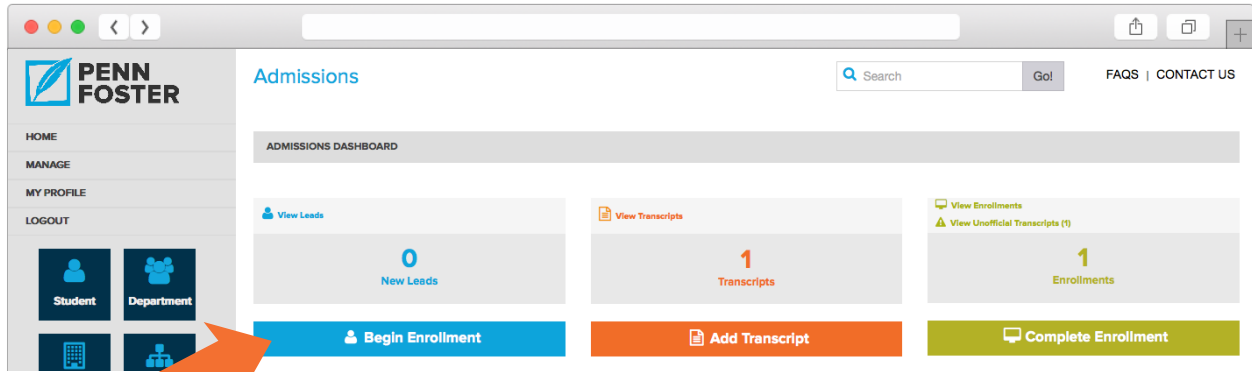Admissions Portal & HSC Grad Status

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
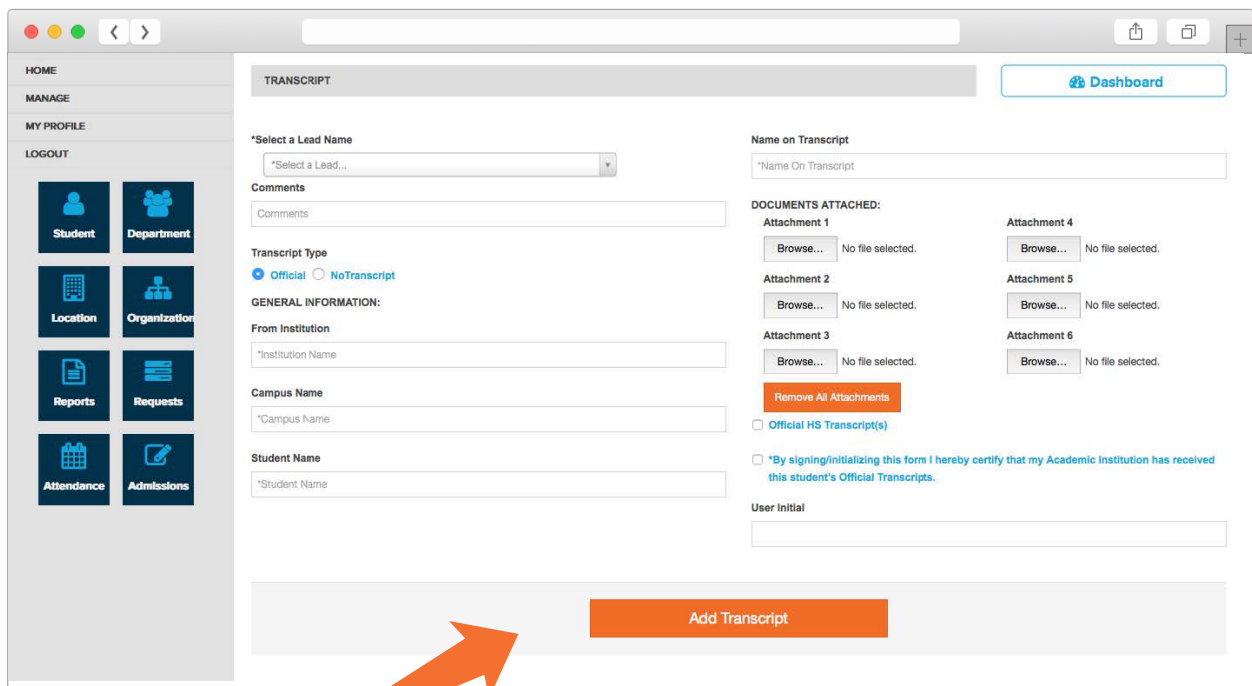

You can access the Admissions function from your LPP home screen where the "Enrollment" function used to be.

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.

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.

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.