

How to add your approved Exports to the Annual Report

1

Online Forms
Scholarship Certification & Application
[View Applicants](#)

Scholarship Recertification of Eligibility
[View Submissions](#)

Exports - Approved				
Date	Student	TE ID	Imp. Inst	Year
03/16/2015	Murphrey, Katherine	2936	University of Mary Hardin-Baylor - TX	2015 - 2016

Click on student's name found in View Submissions

2 Approved Export students need to be ADDED to your Annual Report...

Decision Comments: None

(Update application)

(Will enroll student automatically)

Click ADD Student

3

Entry Class: Senior

Entry Semester: Fall 2015 Winter 2016 Fall 2016 Winter 2017

Program Option: Traditional Double Credit Program (\$35 fee) [What is this?](#)

Importing Institution (School Student will Attend): University of Mary Hardin-Baylor - TX (TX)

Confirm the entry date and submit information

Exports for 2015-2016								
Name	TE ID	Imp. Inst.	Start Date	Exp. Date	Semesters Remaining	EI3 for 2015-2016	Re-certify 2016-2017	
Murphrey, Katherine	2936	University of Mary Hardin-Baylor - TX	9/1/2015	6/1/2016	2	Yes <input type="radio"/> No <input checked="" type="radio"/>	<input type="button" value="Re-certify"/>	

E/I 3 schools please check up to 3 new students

Now the student is on your Annual Report. You can even Re-certify at this time.