1. LOGIN TO 'MY STUDENTS'

Login to the portal and click on 'my students'. Click on the Admissions link from the menu on the left.

Click on 'Tutor confirmation list'

		Confirmation list: Decision
Track apps	Search	Super tutor confirmation list
LLINCK Apps	269100	

Student no	Student name	Entry year	Course	Course name	Dec/Rsp	Points	State
1256070	Andrew Adrian Wilson Banda	13/14	8230UUFHQ	Pharmacy MPharm	CF	310	Tutor decision
1250420	lqra Besharat	13/14	8230UUFHQ	Pharmacy MPharm	CF	2,40	Tutor decision
1360033	Georgina Alice Brewer	13/14	B230UUFHQ	Pharmacy MPharm	CF	210	Tutor decision
1350907	Danielle	13/14	B230UUFHQ	Pharmacy	CF	200	Tutor
1350907	Danielle	13/14	8230UUFHQ	Pharmacy	CŁ	200	Tutor

5. TUTOR DECISION

Valid decisions are:

- UNCONDITIONAL
- CHANGE COURSE
- REJECT

If you select 'change course' you must also enter the details of the new course in the notes box.

Click 'Submit' to complete

2. ADJUST SELECTION IF REQUIRED

By default firm acceptance is selected. You can select insurance or select all.

Confirmation list for tutors				
Enter profile and click Run process				
Student code				
Academic Year code	15/16 -			
Initial Response	All			
Confirmation state	Tutor decision 🔻			
	Tutor decision 💌			

3. CONFIRMATION LIST

The list is grouped by course code then by descending total points.

4. APPLICATION DETAILS

Click on student code to view application details.

New confirmation state and comments				
Confirmation state	Select 🔻			
Comments: (use this box to enter course change details)				
	Submit			