

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'



Student no	Student name	Entry year	Course	Course name	Dec/Rsp	Points	State
1256070	Andrew Adrian Wilson Banda	13/14	B230UUFHQ	Pharmacy MPharm	CF	310	Tutor decision
1250420	Iqra Besharat	13/14	B230UUFHQ	Pharmacy MPharm	CF	240	Tutor decision
1360033	Georgina Alice Brewer	13/14	B230UUFHQ	Pharmacy MPharm	CF	210	Tutor decision
1350907	Danielle	13/14	B230UUFHQ	Pharmacy	CF	200	Tutor
1320003	Shahira	13/14	B230UUFHQ	Pharmacy	CF	300	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	<input type="text"/>
Academic Year code	15/16 ▾
Initial Response	All ▾
Confirmation state	Tutor decision ▾
Confirmation state	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

Comments: (use this box to enter course change details)

Submit