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’

2. ADJUST SELECTION IF REQUIRED
By default firm acceptance is selected. You can select insurance or select all.

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.

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