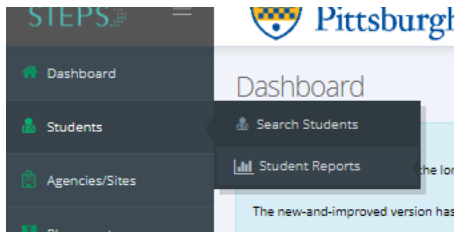
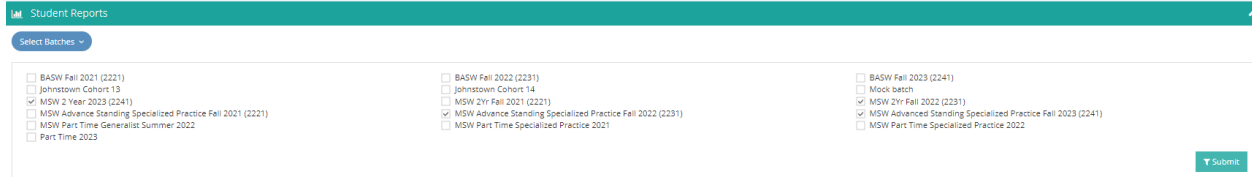


## Viewing Student Request Forms

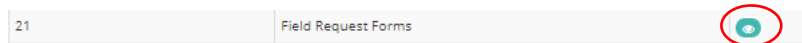
From the Dashboard, go to Students – Student Reports.



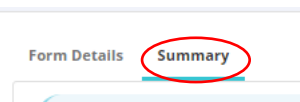
Click The blue Select Batches button and choose the batches you are viewing and hit submit



Go to line 21 and click the green eye button



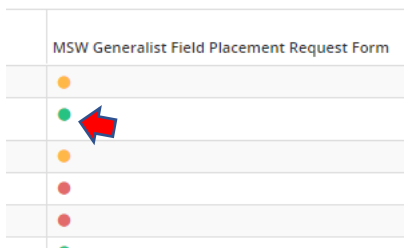
Click the Summary Tab



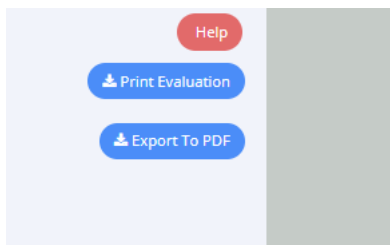
Here you will see a grid with all the forms and students.

- Red dot means that they have not submitted or started that form
- Yellow dot means the student has started the form and saved it as a draft
- Green dot means the student has submitted the form successfully

Click on the green dot directly to access the student's form

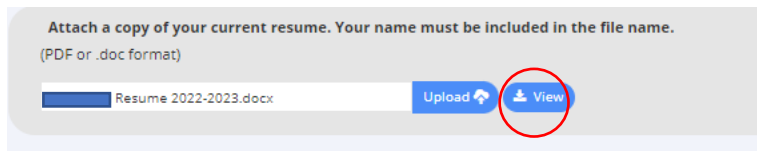


When the form opens in the upper right-hand corner you will see the option to export the form to a PDF



## Viewing Student Request Forms

As you scroll down toward the bottom, you will see the student's resume.



Click View to see and download a copy of the student's resume.

The resume will open in another window, and in the upper right-hand corner, you will be able to download and save a copy of their resume.

