This is one of a series of Job Aids to make it easier for you to navigate the VSLO Application Service. To see a complete list of job aids, please visit our training page for institutions and students. If you have questions, please don't hesitate to contact our customer support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm ET), or by email**.**

Home – Manage Applications
Invite Students

- Search Students
- Invite Students
- Invite Students in Bulk
- Resend an Invite
- Cancel an Invite

	STEP	*ACTION*	*Notes*
1	From MAIN screen, click *My Students*. A dropdown menu will appear.	The *My Students* dropdown displays options: • Roster • Fulfill Requirements • Verify • Release	Some MAIN screen options will vary for HOME or HOST institutions according to what is applicable to the user. Institutions that are both a Home and Host will show both HOME and HOST options. Based on the user's access to the software, some screens may not be available, and will not show in the dropdown menu. Users will only see screens to which they have access.
2	***Search Students***		

	STEP	*ACTION*	*Notes*
3	Click the *Roster* dropdown option.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)//My Students/Roster screen appears.	
4	You can search for a student by scrolling the list alphabetically by last name or using the filters. Type in one or more of the filter categories and click on *Apply Filters*. This list will then show just the criteria you requested.	Search criteria filters: • AAMC ID • First Name • Last Name • Class Year	To return to the complete list, hit the *Clear Filters* box.
5	*Invite Students*		
6	Follow steps 1 through 3 above.		
7	Identify the student your want to invite, click on the *Send an Invite* button in the fair right column.	The INVITE STUDENT popup screen will display.	
8	In the INVITE STUDENT popup screen, enter the student's *Email Address.*	Use cursor or TAB between fields to update or change information.	This is only necessary when a student's email is missing. This is not a common occurrence, as the email is required for non-member schools when they upload their roster, and 99% of students uploaded through SRS for member schools have email addresses in the system.
9	In the INVITE STUDENT popup screen *Select Student Phase* by using a dropdown menu.	Click the down facing arrow on the right side of the field.	
10	The *Select Student Phase* drop down will display the applicable phases.	Using the cursor highlight the student phase applicable to the phases.	

	STEP	ACTION	Notes
11	Indicate if the student is also pursuing an MPH degree by checking the box next to *MPH Student.*		
12	When finished, click the *Send Invite* button on the bottom right of the screen.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)//My Students/Roster will appear.	There will be a banner displayed briefly across the top of the screen stating *Success, Invitation Successfully Sent.*
13	On the ROSTER screen, the student's invitation will be reflected in the *Invitation Status* column of the roster.		
14	***Invite Students in Bulk***		
15	Follow steps 1 through 3 above.		
16	You can select multiple students and invite them in bulk. Click on the boxes in the left column of the students you want to invite.		
17	Click on the *Select a Bulk Action* button at the top of the column. A dropdown menu of available bulk actions will appear.	Choose *Invite Students,* the INVITE STUDENTS popup screen will display.	
18	On the INVITE STUDENT popup screen, click the *Send Invite* button.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Roster will appear.	There will be a banner displayed briefly across the top of the screen stating *Success, Invitation Successfully Sent.*
19	***Resend an Invite***		
20	Follow steps 1 through 3 above.		
21	Identify the student you want to invite, click on the *Resend Invite* button in the fair right column.	The RESEND INVITE popup screen will display.	Verify student email address and student phase. These fields cannot be changed in this screen.

	STEP	*ACTION*	*Notes*
22	When finished, click the *Send Invite* button on the bottom right of the screen.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Roster screen appears.	There will be a banner displayed briefly across the top of the screen stating *Success, Invitation Successfully Resent*.
23	*Cancel an Invite*		
24	Follow steps 1 through 3 above.		
25	Identify the student you want to uninvite, click on the *Cancel Invite* button in the fair right column.	The CANCEL INVITE popup screen will display.	
26	Click *Yes – I'm sure* - button on the bottom right of the popup.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)//My Students/Roster screen appears.	There will be a banner displayed briefly across the top of the screen stating *Success, Invitation Successfully Cancelled*.