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
Release Applications

- Search Applications
- Release Applications
- Release Applications in Bulk
- Do Not Release an Application

	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 Applications**		

	STEP	ACTION	Notes
3	Click the *Release* dropdown option.	The VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Release Applications screen appears.	
4	You can search for the application you wish to release by scrolling the list or by clicking on *Enter search criteria here* located at the top of the page. This list will then show just the criteria you requested.	Search criteria categories: • AAMC ID • Name • Student Type • Elective Name • Requested Dates • Institution	To return to the complete list, hit the *Clear Filters* box.
5	***Release Applications***		
6	Follow steps 1 through 3 above.		
7	When you identify the application you want to release, click on the *Release* button in the far right column.	The RELEASE APPLICATION popup screen will display.	
8	On the RELEASE APPLICATION popup screen, click the *Yes, I'm Sure* button.	The application will be released and the VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)/My Students/Release Applications screen appears	There will be a banner displayed briefly across the top of the screen stating *Success, Application Successfully Sent.*
9	***Release Applications in Bulk***		
10	Follow steps 1 through 3 above.		
11	You can select multiple applications and release them in bulk. Click on the boxes in the left column that you want to release.		

	STEP	ACTION	Notes
12	Click on the *Select a Bulk Action* button at the top of the column. A dropdown menu of available bulk actions will appear.	Choose *Release Applications,* the RELEASE APPLICATION popup screen will display.	
13	On the RELEASE APPLICATION popup screen, click the *Yes, I'm Sure* button.	The application will be released and the VISITING STUDENT LEARNING OPPORTUNITIES (VSLO)//My Students/Release Applications screen appears.	There will be a banner displayed briefly across the top of the screen stating *Success, Application Successfully Sent.*
14	***Do Not Release an Applications***		
15	Follow steps 1 through 3 above.		
16	When you identify the application you do not want to release, click on the *Do Not Release* button in the far right column.	The DO NOT RELEASE popup screen will display.	Marking an application Do Not Release generates a notification to the student.
17	An email template to the student is generated. You can use the template as is or modify the content as necessary. When complete, click the *Do Not Release and Notify* button at the bottom of the screen.	An email will be sent to the student.	