Changing Inbound Student's status to Arrived:

This can be done in two ways; <u>the first is on the Portal</u>:
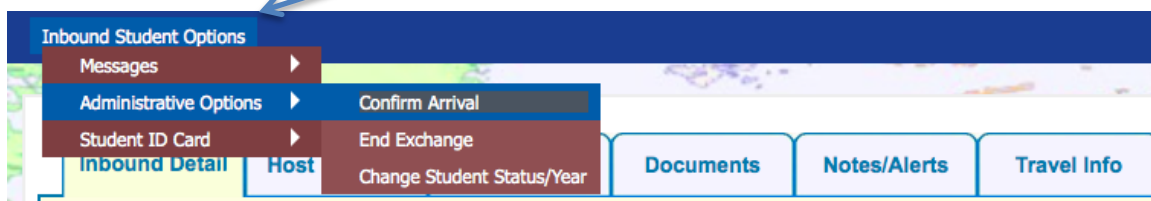
Go to the student's page, at the bottom of the page you will see several options:

Name: Julia Loo
E-mail: looluke@shaw.ca
Cell Phone: 250-218-1840
Asst. Coord. Name: Jayne Neu
Asst. Coord. E-mail: neuimage@olypen.com
Asst. Coord. Cell Phone: 360-301-4101

Print Temporary ID Card

Assign Host Family to Student

Arrival Confirmation

Select Arrival Confirmation; you will be asked to confirm the first host family and to confirm the arrival date. Be sure to change the arrival date to the actual date of arrival if logging this the next day.

<u>The second way</u> to confirm the student's arrival is on the HUB:

Again, go to the student's profile page (inbound details), on the first page you will see a brown tab at the very top (Inbound Student Options), hover over it to show the drop down options;

Inbound Student Options
Messages
Administrative Options → Confirm Arrival
Student ID Card → End Exchange
Inbound Detail   Host   Change Student Status/Year   Documents   Notes/Alerts   Travel Info

Hover over Administrative Options; select confirm arrival; again you will be asked to confirm the first host family and the arrival date.

Remember to do this within the first 24 hours! Also, please confirm with the student's Country Officer so they know the student arrived safely!
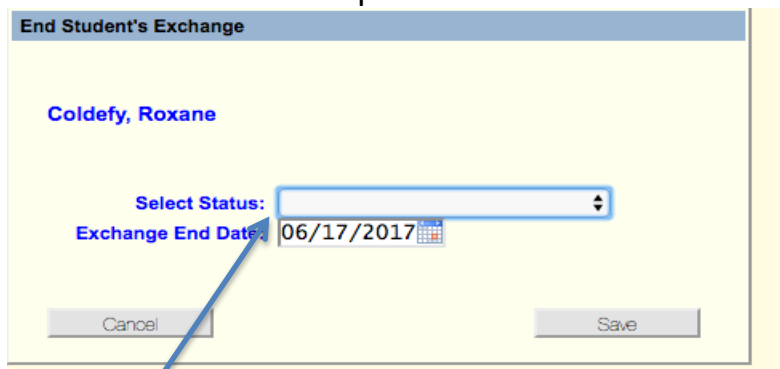
Changing Inbound Student's status to Departed
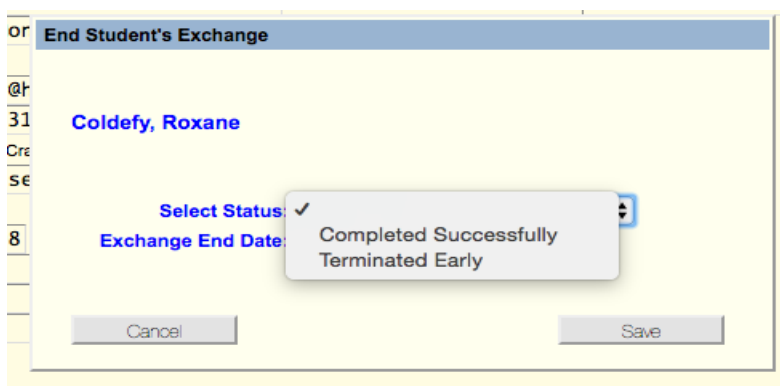
This can ONLY be accomplished on the HUB!

Go to the student's profile page and pull down the Inbound Student Options
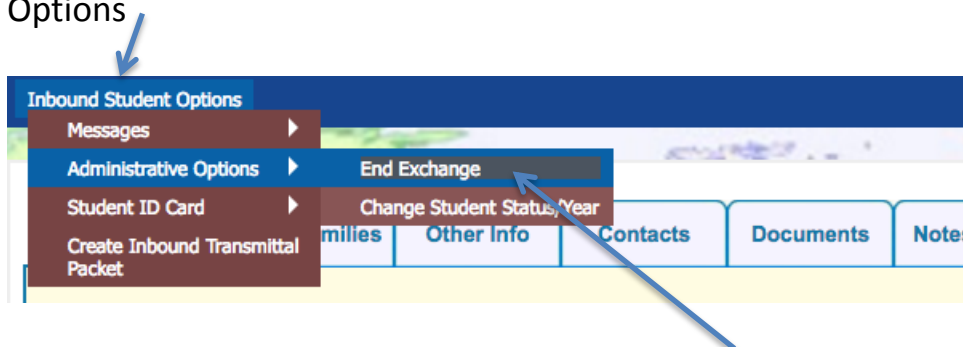
Select Administrative options and select "End Exchange"

Select Status: Choose "Completed Successfully", (if a student has returned home early for any reason the District Chair will determine this field and enter the return date and status)

The pre-determined exchange end date is listed based on the student's return itinerary they have completed on the database; if the date is different than listed change to the correct date. Save and exit! This must be done within 24 hours