

Application Details - Educational Institutions

PURPOSE

The purpose of this job aid is to add or edit Educational Institutions for a person. If there was a mistake and you need to delete an Educational Institution, please contact your Supervisor.

Out of the Country Educational Institutions – the name of the country will be listed first. For example,

- Cayman Islands – Triple C School
- Canada – Senior High School Diploma

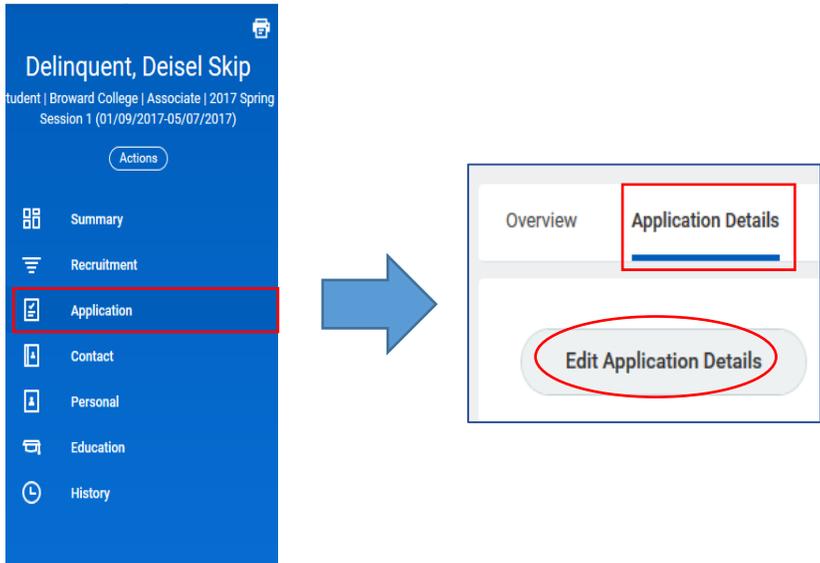
PRE-REQUISITES

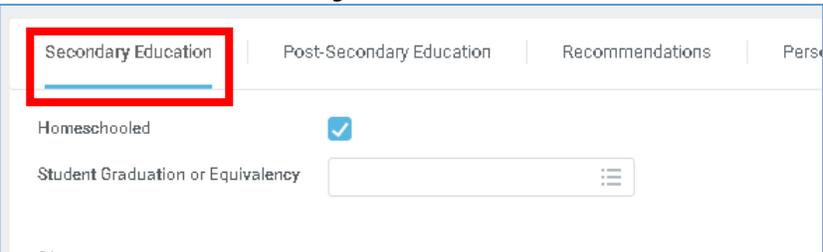
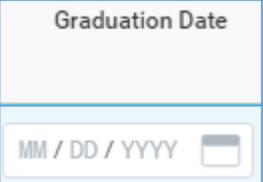
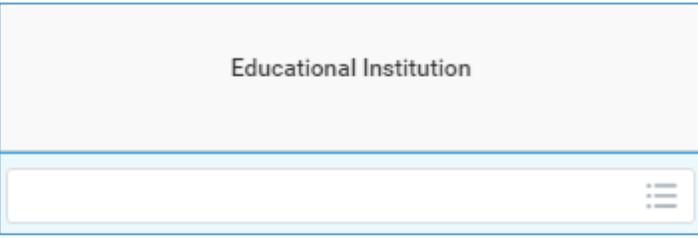
Complete the Job Aid, **Find Student Prospect**

TASKS WITHIN THIS JOB AID

- [Application Details – Add or Edit Secondary Educational Institution](#)
- [Application Details – Add or Edit Post-Secondary Educational Institution](#)

APPLICATION DETAILS – ADD or EDIT SECONDARY EDUCATIONAL INSTITUTION

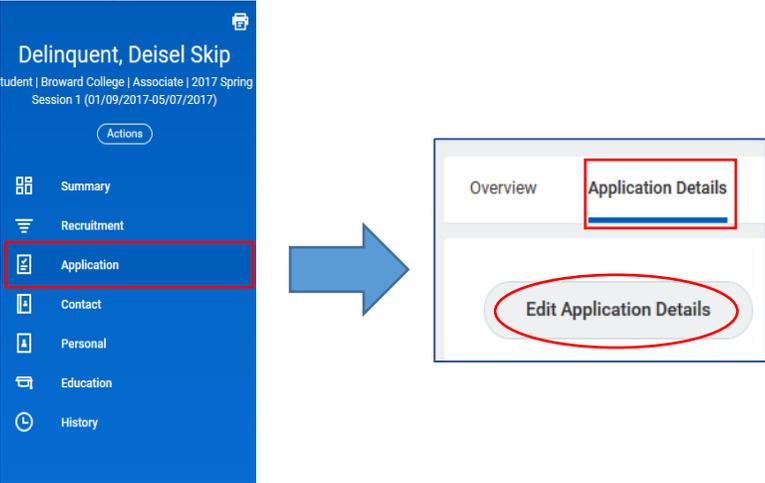
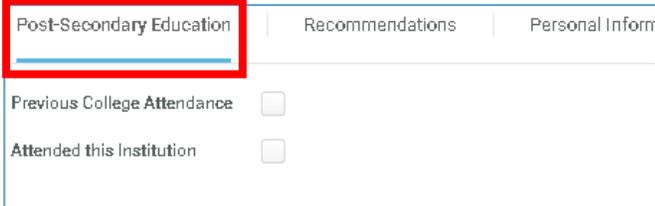
Step 1	<p>Click on the Application Tab, Application Details, and Edit Application Details</p>  <p>The screenshot shows a mobile-style interface. On the left is a blue sidebar with a menu. The 'Application' item, which has a document icon, is highlighted with a red box. The main content area on the right shows a header for 'Delinquent, Deisel Skip' and a navigation bar with 'Overview' and 'Application Details' (the latter is highlighted with a red box). Below the navigation bar is a large button labeled 'Edit Application Details', which is circled in red. A blue arrow points from the sidebar to the main content area.</p>
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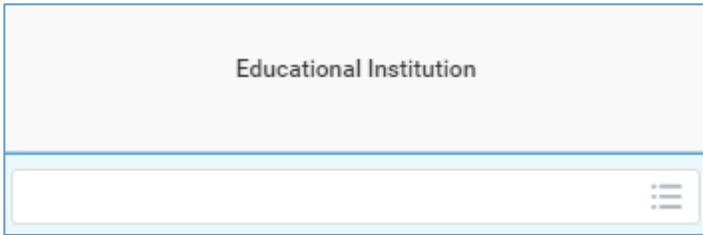
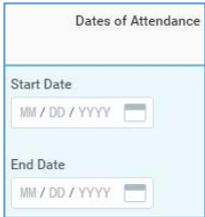
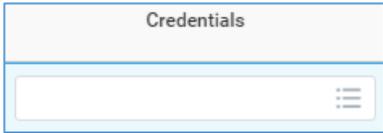
Step2	<p>Click on the Secondary Education tab</p> 												
Step 3	<p>Was this person homeschooled?</p> <p>Homeschooled <input type="checkbox"/></p> <table border="1" data-bbox="412 594 1414 741"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Check the Homeschooled box and continue to next step</td> </tr> <tr> <td>No</td> <td>Go to next step</td> </tr> </tbody> </table>	If...	Then...	Yes	Check the Homeschooled box and continue to next step	No	Go to next step						
If...	Then...												
Yes	Check the Homeschooled box and continue to next step												
No	Go to next step												
Step 4	<p>Select the appropriate Student Graduation or Equivalency</p>  <p>Choose one of the options:</p> <ul style="list-style-type: none"> - Did not Graduate - Plan to Graduate - Received Diploma - Received GED 												
Step 5	<p>Do you want to Add, Edit, or Delete an Educational Institution?</p> <table border="1" data-bbox="412 1066 1414 1266"> <thead> <tr> <th>If you want to...</th> <th>Click...</th> <th>And Then...</th> </tr> </thead> <tbody> <tr> <td>Add a school</td> <td></td> <td>Go to Step 7</td> </tr> <tr> <td>Edit a School</td> <td>n/a</td> <td>Fix the information you need to fix, and then go to Step 11</td> </tr> <tr> <td>Delete a school</td> <td>n/a</td> <td>Contact your supervisor</td> </tr> </tbody> </table>	If you want to...	Click...	And Then...	Add a school		Go to Step 7	Edit a School	n/a	Fix the information you need to fix, and then go to Step 11	Delete a school	n/a	Contact your supervisor
If you want to...	Click...	And Then...											
Add a school		Go to Step 7											
Edit a School	n/a	Fix the information you need to fix, and then go to Step 11											
Delete a school	n/a	Contact your supervisor											
Step 6	<p>Add the date the person graduated in the Graduation Date</p> 												
Step 7	<p>Find the Educational Institution</p>  <p>Is the Educational Institution in the system?</p> <table border="1" data-bbox="412 1801 1414 1877"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Select that school</td> </tr> </tbody> </table>	If...	Then...	Yes	Select that school								
If...	Then...												
Yes	Select that school												



	No	<p>Contact one of the following people with the name and address of the school you want to add as a new Educational Institution.</p> <ul style="list-style-type: none"> - Jonathan Stern at jsmith2@broward.edu - Summer Furgason at sfurgaso@broward.edu - Joanne Suarez at jsuarez2@broward.edu <p>Note: Try different ways to find the school before you contact them. For example, "College Academy at Broward College," is under "College Academy at BCC".</p> <p>Note: For Home Schooled and GED's, please choose one of the following:</p> <table border="1" data-bbox="407 583 1421 871"> <thead> <tr> <th data-bbox="407 583 911 621">If...</th> <th data-bbox="911 583 1421 621">Then choose...</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 621 911 800">Home Schooled</td> <td data-bbox="911 621 1421 800">United States of America – Florida Home School or United States of America – Home School</td> </tr> <tr> <td data-bbox="407 800 911 871">GED</td> <td data-bbox="911 800 1421 871">GED and find the location where they took the GED.</td> </tr> </tbody> </table>	If...	Then choose...	Home Schooled	United States of America – Florida Home School or United States of America – Home School	GED	GED and find the location where they took the GED.
If...	Then choose...							
Home Schooled	United States of America – Florida Home School or United States of America – Home School							
GED	GED and find the location where they took the GED.							
Step 8	<p>Add the Dates of Attendance</p> 							
Step 9	<p>Was this school the Most Recently Attended?</p>  <table border="1" data-bbox="407 1577 1421 1726"> <thead> <tr> <th data-bbox="407 1577 799 1617">If...</th> <th data-bbox="799 1577 1421 1617">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="407 1617 799 1688">Yes</td> <td data-bbox="799 1617 1421 1688">Check the box and then go to the next step</td> </tr> <tr> <td data-bbox="407 1688 799 1726">No</td> <td data-bbox="799 1688 1421 1726">Go to the next step</td> </tr> </tbody> </table>		If...	Then...	Yes	Check the box and then go to the next step	No	Go to the next step
If...	Then...							
Yes	Check the box and then go to the next step							
No	Go to the next step							
Step 10	Click Ok, and Done							
Step 11	To add a Transcript to this school, please view Transcripts Job Aid							

APPLICATION DETAILS – ADD or EDIT POST-SECONDARY EDUCATIONAL INSTITUTION

Step 1	<p>Click on the Application Tab, Application Details, and Edit Application Details</p> 						
Step 2	<p>Click on the Post-Secondary Education tab</p> 						
Step 3	<p>Did this person previously attend another college that is not Broward?</p> <p>Previous College Attendance <input type="checkbox"/></p> <table border="1" data-bbox="407 1371 1414 1514"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Check the box and continue to the next step</td> </tr> <tr> <td>No</td> <td>Do not check the box, and continue to the next step</td> </tr> </tbody> </table>	If...	Then...	Yes	Check the box and continue to the next step	No	Do not check the box, and continue to the next step
If...	Then...						
Yes	Check the box and continue to the next step						
No	Do not check the box, and continue to the next step						
Step 4	<p>Did this person previously attend Broward College?</p> <p>Attended this Institution <input type="checkbox"/></p> <table border="1" data-bbox="407 1619 1414 1766"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Check the box and continue to the next step</td> </tr> <tr> <td>No</td> <td>Do not check the box, and continue to the next step</td> </tr> </tbody> </table>	If...	Then...	Yes	Check the box and continue to the next step	No	Do not check the box, and continue to the next step
If...	Then...						
Yes	Check the box and continue to the next step						
No	Do not check the box, and continue to the next step						
Step 5	<p>Do you want to Add, Edit, or Delete an Educational Institution?</p> <table border="1" data-bbox="407 1801 1414 1881"> <thead> <tr> <th>If you want to...</th> <th>Click...</th> <th>And Then...</th> </tr> </thead> <tbody> <tr> <td>Add a school</td> <td></td> <td>Go to Step 7</td> </tr> </tbody> </table>	If you want to...	Click...	And Then...	Add a school		Go to Step 7
If you want to...	Click...	And Then...					
Add a school		Go to Step 7					

	Edit a School	n/a	Fix the information you need to fix, and then go to Step 11
	Delete a school	n/a	Contact your supervisor
Step 6	Find the Educational Institution		
			
	Is the Educational Institution in the system?		
	If...	Then...	
	Yes	Select that school	
	No	Contact one of the following people with the name and address of the school you want to add as a new Educational Institution. <ul style="list-style-type: none"> - Jonathan Stern at jsmith2@broward.edu - Summer Furgason at sfurgaso@broward.edu - Joanne Suarez at jsuarez2@broward.edu Note: Try different ways to find the school before you contact them. For example, "FAU," is under "Florida Atlantic University".	
Step 7	Add the Dates of Attendance		
			
Step 8	DO NOT Add Credentials; this function done by Evaluation Department only.		
			
Step 9	Click Ok and Done		
Step 10	To add a Transcript to this school, please view Transcripts Job Aid		

