FACULTY Instructions
for Onboarding New Students
(From no account to enrolled in cohort)

Two main steps:
1) Create an account
2) Enroll in cohort

Step One: NEW STUDENTS—Create account

From your Lead or Program Director Dashboard, look for the "New Student Instructions"
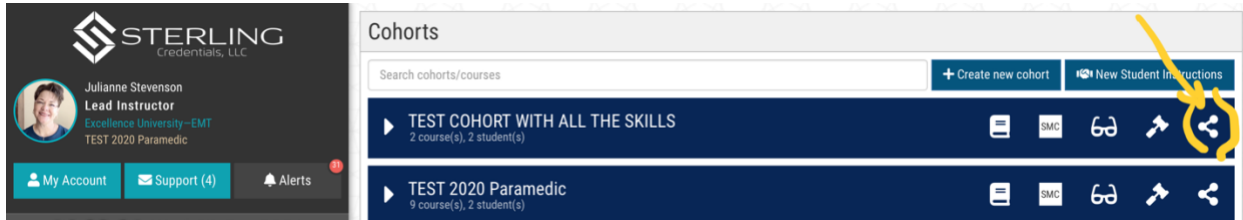

The instructions here are specific to YOUR school—the URL is yours forever, so this is always where you will point incoming students. This makes it SUPER-EASY to get students started before they even walk through your door! The instructions look like this:
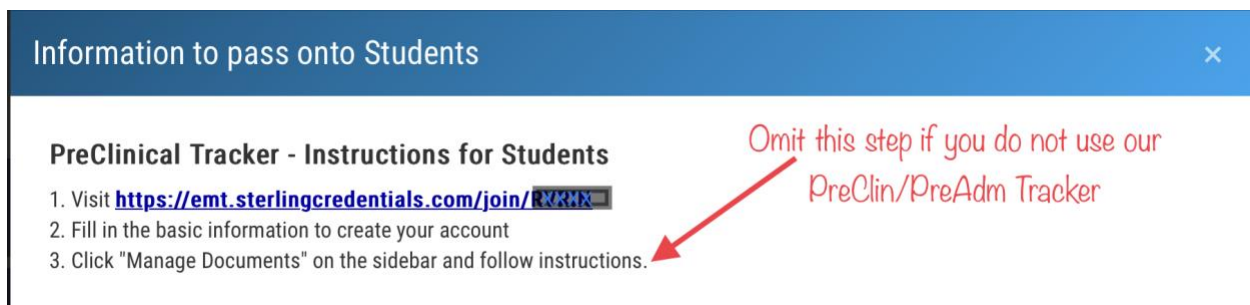
>>If your school has chosen to be invoiced, you'll need a "Requirements Coupon code" to use at this step. Otherwise, students will be asked to pay on their own.

Step Two: COHORT ENROLLMENT—All Students

Again, from your Lead or Program Director dashboard, find the cohort in which you'd like students to enroll. Click the "Share" icon on the right-hand side which will pull up the "Enrollment Guide" for that specific cohort:

Just print, email, or display on overhead in a face-to-face setting:

If your school has chosen to be invoiced students will bypass the payment page and we will invoice based on the number of times the Cohort Enrollment Code is used.