How to Create/Edit Applicant Information

From the Contacts Tab, click on “Search/New” on the left-side menu under Contacts.

You will need to click on the “New Contact” tab at the top of the page once it loads.

1. Edit available fields to create the applicant’s record in connect.

2. Select a different contact view if the available fields do not meet your search criteria.

3. You can create and edit notes about the students in the box below the edit fields.

4. Click “OK.”