

Entering a Partial Student Profile

We understand the security risk of gathering sensitive information from your students to enter in the School Portal and are pleased to announce a new feature that eliminates the need to collect this information from your students.

You may have already noticed the new 'Partial Profile' option when adding student information.

888.341.4811 • nbrc-info@nbrc.org

Welcome, School: SAMPLE SCHOOL

Add Student Find a student Search

Add Student Information

NOTE: You may add and save a new student prior to graduation. Once the student has graduated, you must enter the graduation date, degree type, and semester hours to complete the process.

Partial Profile

General Info

SSN

First Name Middle Name (optional) Last Name Suffix (optional)

Gender

Contact Info

Country

Address 1

Address 2 (optional)

Zip/Postal Code

City State

Email

Home Phone (optional) Cell Phone

School Info

School Name

Graduation Date

Degree Type Semester Hours

Save Save & Add Another Cancel

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Selecting this option allows you to enter only the first name, last name and email address for your student.

The screenshot shows the NBRC Student Information System interface. At the top, there is a header with the NBRC logo and the text "Welcome, SAMPLE SAMPLE SAMPLE School- SAMPLE SCHOOL". Below the header is a navigation bar with a search box and a "Search" button. The main content area is titled "Add Student Information" and contains a form for entering student details. The form includes fields for "First Name" (MARY) and "Last Name" (JONES), and an "Email" field (MARY.JONES@SAMPLE.COM). There are three buttons at the bottom: "Save", "Save & Add Another", and "Cancel". A sidebar on the left contains navigation links such as "Add Student", "Announcements", "Student List", "Content Outlines", "Candidate Handbook", "Change Password", "Sign Out", and "Contact NBRC".

After you hit the Save button, an email is sent to the student with a link to a secure web page.

From: National Board For Respiratory Care <portalsupport@nbrc.org>
Sent: Tuesday, April 3, 2018 12:01 PM
To: MARY.JONES@SAMPLE.COM dbemailTest@NBRC.org
Subject: (MARY.JONES@SAMPLE.COM) NBRC and SALISBURY UNIVERSITY - Student Profile Completion


SAMPLE SCHOOL

Dear MARY JONES:

Please click [here](#) or use the link below to provide the information required for SALISBURY UNIVERSITY to submit your graduation information to the NBRC electronically. Electronic submission of your graduation information allows you to apply online for NBRC examinations as soon as 24 hours from graduation.

<https://practitionerportalbeta.azurewebsites.net/practitioner/partial-profile?token=a09ff79f-707b-4089-a99a-c72586e69390>

Thank you for your participation! If you have any questions or concerns, please contact our office or your program director.


913-895-4900
Fax: 913-733-9283
nbrc-info@nbrc.org
NBRC.org

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The student will appear on the Non-Graduated Students list.

The screenshot shows a web interface for the National Board of Respiratory Care. On the left is a purple sidebar with navigation links: Add Student, Announcements, Student List, Content Outlines, Candidate Handbook, Change Password, Sign Out, and Contact NBRC. The main content area has a search bar with the placeholder text "Find a student" and a "Search" button. Below the search bar is the heading "Student List" and a dropdown menu set to "Non-Graduated Students". A table displays one student record:

First Name	Last Name	SSN	Email	Grad Date
MARY	JONES	--	MARY.JONES@SAMPLE.COM	

At the bottom of the page, there is a footer with the copyright notice "© 2017 - The National Board of Respiratory Care" and links for "Privacy Policy", "Terms & Conditions", and "Contact".

You can click on their record to resend the email notification if needed.

The screenshot shows the student profile page for MARY JONES. The sidebar is identical to the previous screenshot. The main content area displays the student's name "MARY JONES" and two action buttons: "Edit Student" and "Delete Student". Below this, the following information is listed:

- SSN: 125-12-5125
- Graduation Date: Not Set
- Address: 10801 MASTIN ST, OVERLAND PARK, KS 66210
- Email: MARY.JONES@SAMPLE.COM
- Home Phone: (blank)
- Cell Phone: 8885551111

At the bottom of the profile information, there is a link "Resend student self completion form email:" followed by a "Send" button, which is circled in red in the image.

The footer at the bottom of the page is the same as in the previous screenshot.

The link will direct the student to this screen where they enter their personal information.



General Info

SSN

125125125

First Name

MARY

Middle Name (optional)

Last Name

JONES

Suffix (optional)

Select One

Gender

FEMALE

Contact Info

Country

UNITED STATES OF AMERICA

MARY

JONES

Suffix (optional)

Select One

Gender

FEMALE

Contact Info

Country

UNITED STATES OF AMERICA

School Name

SALISBURY UNIVERSITY - 200322

Update Profile

The student receives a confirmation on screen once the information is added.



Thank you for completing your profile.

You will receive an email notification when the student profile has been completed.

From: National Board For Respiratory Care <portalsupport@nbrc.org>
Sent: Tuesday, April 3, 2018 12:03 PM
To: SAMPLE.SAMPLE-SAMPLE|
Subject: MARY JONES - Student Profile Completed

MARY JONES has completed his/her profile information. Please [login](#) to the NBRC School Portal to enter the graduation information for this student.

If you have any questions or concerns, please contact our office.



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Once you receive the email notification, the record is ready to be updated with the graduation date, degree and semester hours awarded.

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Welcome, SAMPLE SAMPLE-SAMPLE School: SALISBURY UNIVERSITY-200322

Add Student **Search**

Edit Student Information

NOTE: You may add and save a new student prior to graduation. Once the student has graduated, you must enter the graduation date, degree type, and semester hours to complete the process.

General Info

SSN:

First Name: Middle Name (optional): Last Name: Suffix (optional):

Gender:

Contact Info

Country:

Address 1:

Address 2 (optional):

Zip/Postal Code:

City: State:

Email:

Home Phone (optional): Cell Phone:

School Info

School Name:

Graduation Date: NOTE: Graduation is defined as the date the graduate earned the degree as indicated on their official transcripts and not the date the student graduated from the program.

Degree Type: Semester Hours: NOTE: To convert quarter hours to semester hours divide the quarter hours by 1.5.

Save **Save & Add Another** **Cancel**

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We hope you find this new feature useful and easy to manage. Please contact our office at 913.895.4900 or portalsupport@nbrc.org if you have any questions.