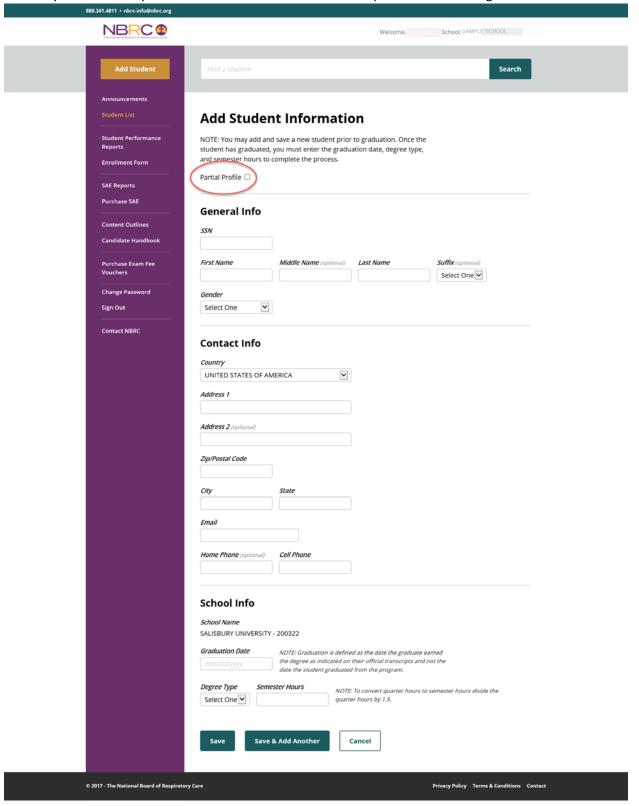
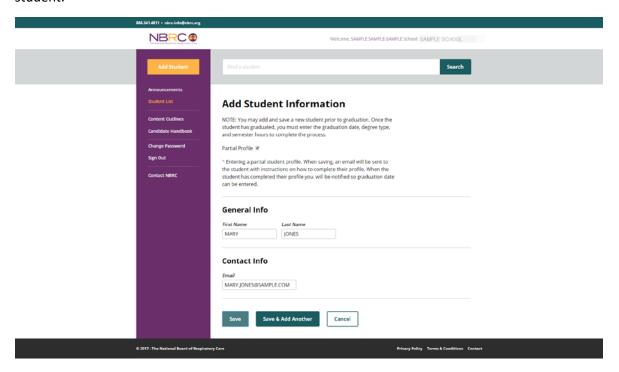
Entering a Partial Student Profile

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.



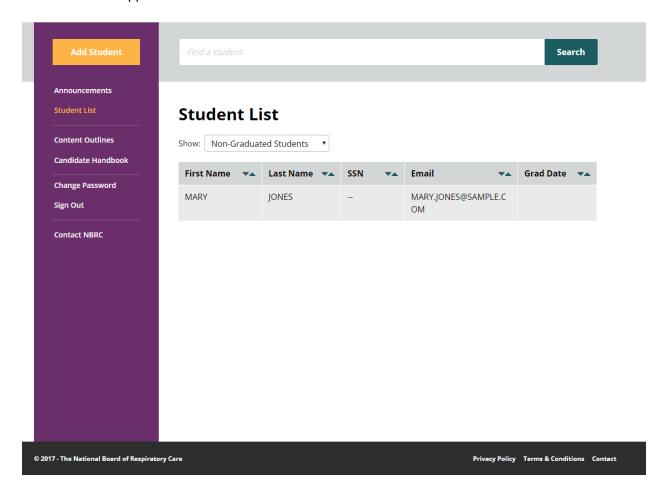
Selecting this option allows you to enter only the first name, last name and email address for your student.



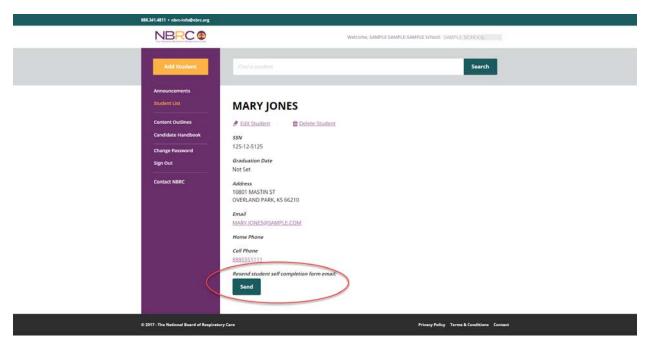
After you hit the Save button, an email is sent to the student with a link to a secure web page.



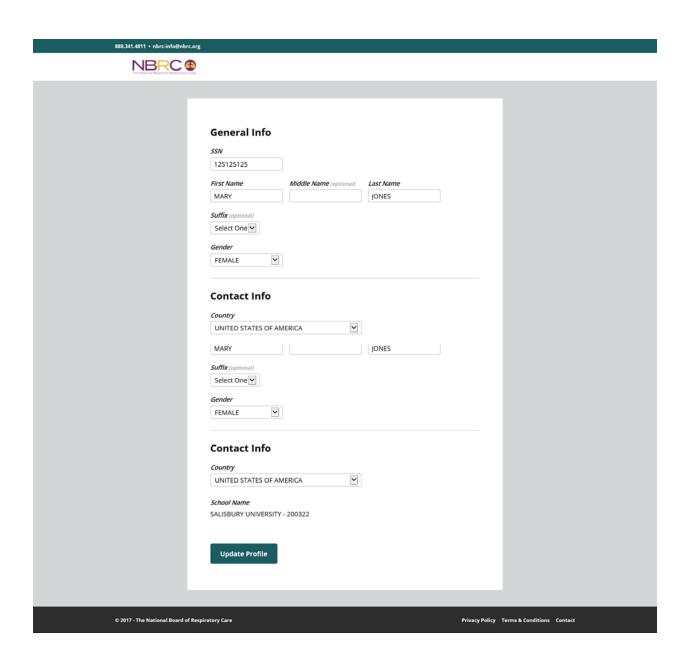
The student will appear on the Non-Graduated Students list.



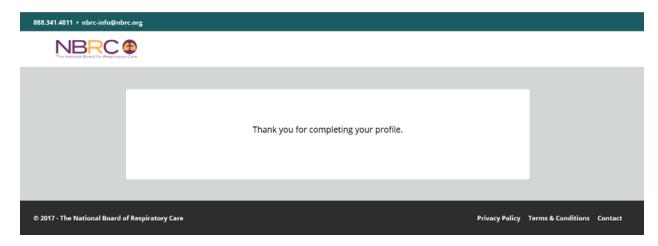
You can click on their record to resend the email notification if needed.



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



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



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

Subject: MARY JONES - Student Profile Completed

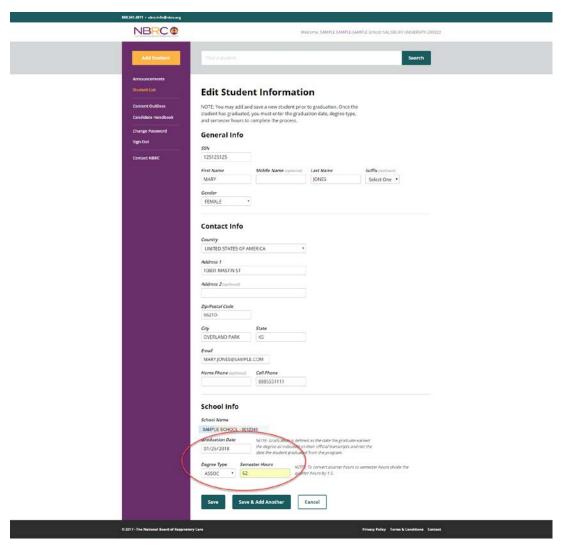
MARY JONES has completed his/her profile information. Please login to the NBRC School Portal to enter the graduation information for this student.

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



EXCELLENCE defines us.

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



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.