

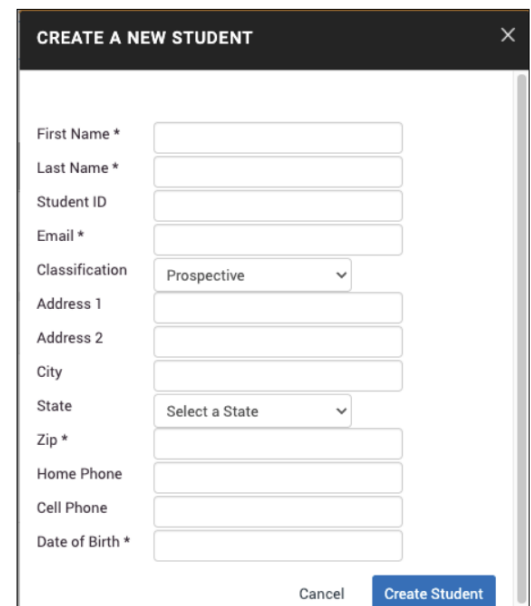
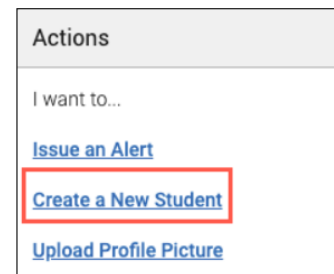
How are students imported into MavCONNECT?

MavCONNECT pulls in students (UNDG and Graduate) that have been active with us within the last two years. Active is defined as registered for classes (UNDG and Grad) or confirmed their enrollment (UNDG only) or graduated/stopped out within the last two years (UNDG only).

Adding Students

Staff who have the **Create a Student** permission can add a new prospective student from the Quick Links panel on **Staff Home**.

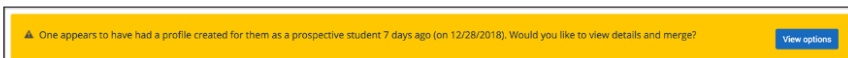
1. Click **Create a Student**. The **Create a New Student** dialog appears.
2. Enter the student's *First Name, Last Name, Student ID (optional), Email, Date of Birth, and Zip Code*. Set the student's classification to *Prospective*. ***If the student has an ISRS account and you can access it, please make sure information you are entering into MavCONNECT matches ISRS data.***
3. If a Prospective Student also has an enrolled Student Profile, ALL users (not just those who can merge students) see a yellow banner at the top of the prospective and enrolled versions of the Student Profile.



The 'CREATE A NEW STUDENT' dialog box contains the following fields and options:

- First Name *
- Last Name *
- Student ID
- Email *
- Classification: Prospective (dropdown menu)
- Address 1
- Address 2
- City
- State: Select a State (dropdown menu)
- Zip *
- Home Phone
- Cell Phone
- Date of Birth *

Buttons: Cancel, Create Student



There is also the **View Options** button to see details. However, what you see differs based on whether or not you have the **Merge Users** permission.

At this time, only MavCONNECT administrators have Merge access so if you find profiles that may need to be merged, please email mavconnect@mnsu.edu with the student's name, ID if available, and any other information that could be helpful.

Prospective Student Frequently Asked Questions

Does MavCONNECT automatically merge prospective and enrolled records for the same student?

No, we do not. Given that merging cannot be undone, we feel it is better to have a staff member actively make the decision to merge the two profiles and their data together. Email mavconnect@mnsu.edu for assistance when you find an account that may need to be merged.

Which fields does MavCONNECT use to match a student who potentially has BOTH a Prospective and Enrolled Student Profile in the system?

The student must match four of the five: First Name, Last Name, Date of Birth, Email, and Zip Code. Please note that because emails are unlikely to match between the prospective and enrolled profiles, zip code will probably need to match exactly, just like first name, last name, and date of birth.

Can Prospective Students be deleted?

Any user can be deleted from MavCONNECT by contacting mavconnect@mnsu.edu.