Approving Accounts and Reflections

Accounts

1. Go to https://pfe.sffcfoundation.org/
2. Using your email and password, log in
    a. If you cannot remember your password, choose "forgot password"
    b. You will receive an email prompting you to set up a new password
3. Go to "Pending Accounts"
4. Across from each student's name, select "View"
5. At the bottom of the page, select "Approve"
6. To approve the account, fill out the form with the correct information and click "save"
7. To reject the account, reflect reasoning in "comments" and click "save"
8. The student's status will change from "pending" to "approved" or "denied"
9. The student will receive an email confirmation

Reflections

1. Go to https://pfe.sffcfoundation.org/
2. Using your email and password, log in
    a. If you cannot remember your password, choose "forgot password"
    b. You will receive an email prompting you to set up a new password
3. Go to "Reflections"
4. Across from each reflection, select "View"
5. Review the reflection
    a. If it is acceptable, choose "approve"
        i. The student will receive a confirmation email
    b. If it is not acceptable, choose "reject" and list improvement needs in the comments
        i. The student will receive an email and the option to edit & resubmit reflection