

Coordinator
step by step instructions for website

Approve /Reject Student Applications

**Student/Parent/Mentor orientations must be completed before student's application can be approved.

- Go to the PFE website: <https://pfe.sffcfoundation.org/>
- Using your email and password, log in to your Coordinator account
 - If you cannot remember your password, choose "forgot password"
 - Check your email (including spam) prompting you to create a new password
- Under "School Year" select the current program year, click "Search" on the far right
 - This will pull up your list of applicants to your program
- Click the tab "View" to the right of the student's name (the following steps will need to be completed with each of your student applicants)
- Reject or Approve
 - Reject: If more information is needed, select "Reject". In the text box, state the information needed. Click "Save"
 - Student can reapply with the updated information (returning students can edit their application without restarting the application process)
 - Approve: If information is acceptable (including ALL mentor information)
 - select "Approve"
 - You will need to enter the date that orientation for student/parent/mentor **was** completed. (future dates not accepted)
 - Click "Save"
- The student will receive an email with instructions to create their login credentials
- The student's mentor will receive a welcome email

"Rolling Over" Returning Students (for returning coordinator only)

- Go to the PFE website: <https://pfe.sffcfoundation.org/>
- Using your email and password, log in to your Coordinator account
 - If you cannot remember your password, choose "forgot password"
 - Check your email (including spam) prompting you to create a new password
- Click the tab "Student Applications"
- Click "Roll Over Returning Students" at the bottom of the page
- Click "From Year" that you want to "roll over returning students" from
- Click "Load Students"

- Click the students you wish to rollover to the new program year. (uncheck the students you don't want to return)
- Click "Roll Over Selected", then click "ok" in the popup screen
 - Your "returning" students will be moved to your Coordinator Dashboard under "Student Applications"
- Proceed with instructions for Approving/Reject Student Applications (top of page)

Review Reflections: All PFE K-8 reflections for the month must be approved by the 7th of the next month. Late approvals will not qualify for scholarship.

- Go to the PFE website: <https://pfe.sffcfoundation.org/>
- Using your email and password, log in to your Coordinator account
 - If you cannot remember your password, choose "forgot password"
 - Check your email (including spam) prompting you to create a new password
- Click the tab "Reflections"
- Click the "View" tab to the right of the reflection you want to review
- Review the reflection (for details, length, quality, etc.)
- If it is acceptable
 - Click "Approve" (feedback optional in the text box)
 - Click "Save" (student will receive an email stating reflection approval)
- If it is not acceptable
 - Click "reject" (feedback required in the text box)
 - Click "Save" (the student will receive a time sensitive email with instructions to edit/resubmit the reflection)