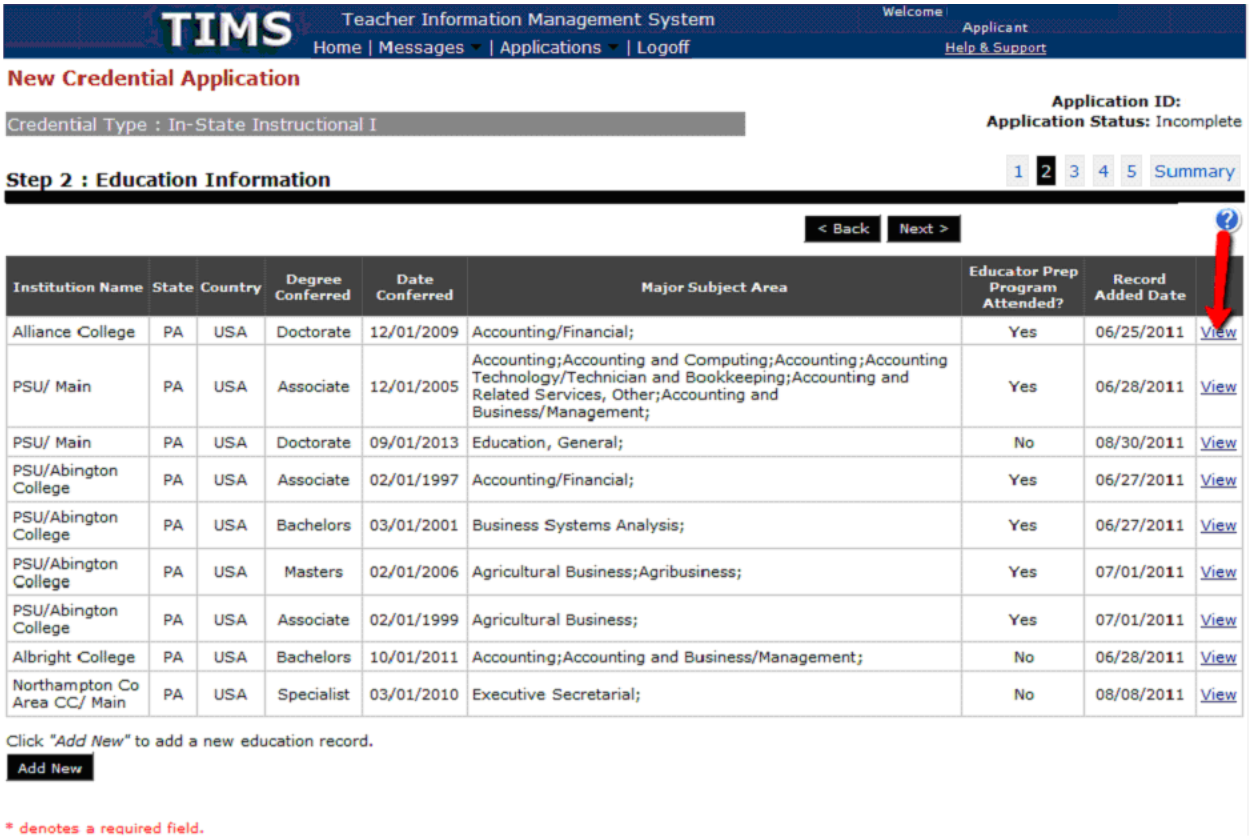
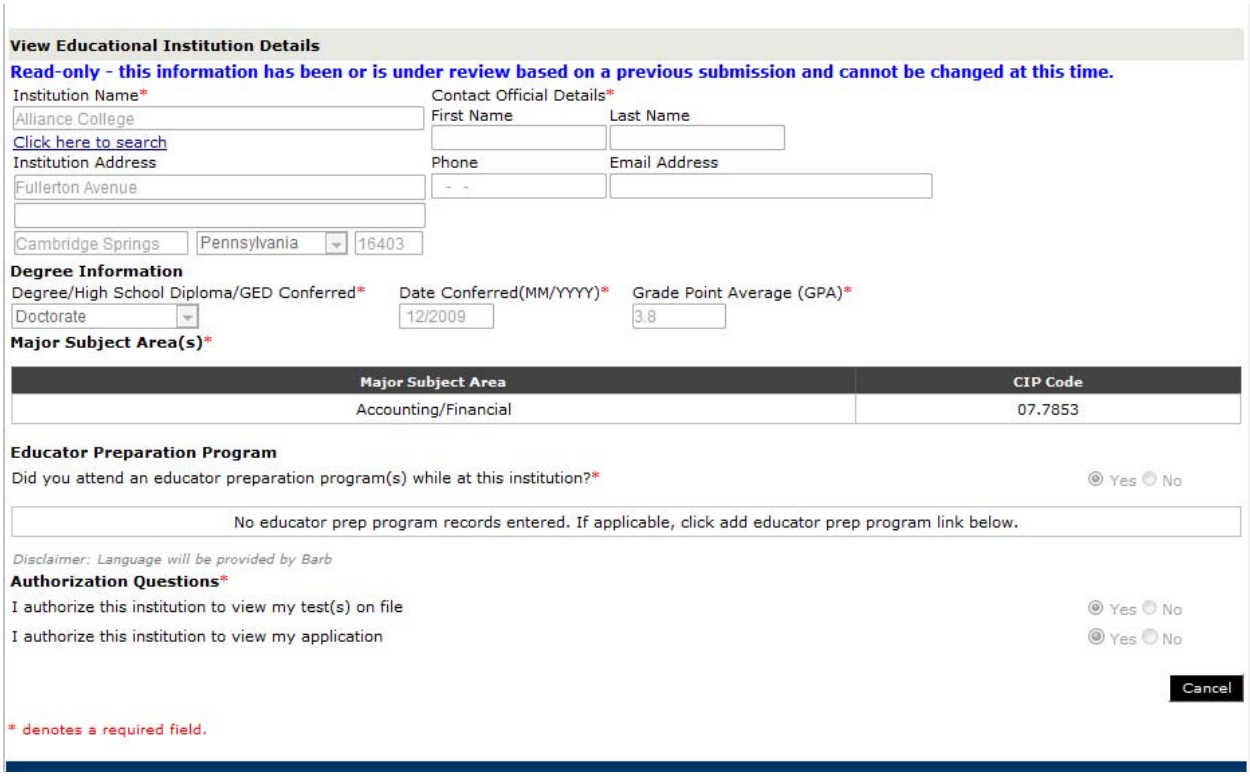
6.5.2 Viewing and Updating Your Education Information

To view Education Information, click the "View" hyperlink next to the Education Information you wish to view. For this exercise, we clicked on "View" next to Alliance College.



Institution Name	State	Country	Degree Conferred	Date Conferred	Major Subject Area	Educator Prep Program Attended?	Record Added Date	
Alliance College	PA	USA	Doctorate	12/01/2009	Accounting/Financial;	Yes	06/25/2011	View
PSU/ Main	PA	USA	Associate	12/01/2005	Accounting;Accounting and Computing;Accounting;Accounting Technology/Technician and Bookkeeping;Accounting and Related Services, Other;Accounting and Business/Management;	Yes	06/28/2011	View
PSU/ Main	PA	USA	Doctorate	09/01/2013	Education, General;	No	08/30/2011	View
PSU/Abington College	PA	USA	Associate	02/01/1997	Accounting/Financial;	Yes	06/27/2011	View
PSU/Abington College	PA	USA	Bachelors	03/01/2001	Business Systems Analysis;	Yes	06/27/2011	View
PSU/Abington College	PA	USA	Masters	02/01/2006	Agricultural Business;Agribusiness;	Yes	07/01/2011	View
PSU/Abington College	PA	USA	Associate	02/01/1999	Agricultural Business;	Yes	07/01/2011	View
Albright College	PA	USA	Bachelors	10/01/2011	Accounting;Accounting and Business/Management;	No	06/28/2011	View
Northampton Co Area CC/ Main	PA	USA	Specialist	03/01/2010	Executive Secretarial;	No	08/08/2011	View

The page is then expanded to show Educational Institution Details for this Institution.



View Educational Institution Details

Read-only - this information has been or is under review based on a previous submission and cannot be changed at this time.

Institution Name*
Alliance College
Click here to search

Contact Official Details*
First Name
Last Name

Institution Address
Fullerton Avenue

Phone
- -

Email Address

Cambridge Springs | Pennsylvania | 16403

Degree Information

Degree/High School Diploma/GED Conferred*: Doctorate

Date Conferred(MM/YYYY)*: 12/2009

Grade Point Average (GPA)*: 3.8

Major Subject Area(s)*

Major Subject Area	CIP Code
Accounting/Financial	07.7853

Educator Preparation Program

Did you attend an educator preparation program(s) while at this institution?* Yes No

No educator prep program records entered. If applicable, click add educator prep program link below.

Disclaimer: Language will be provided by Barb

Authorization Questions*

I authorize this institution to view my test(s) on file Yes No

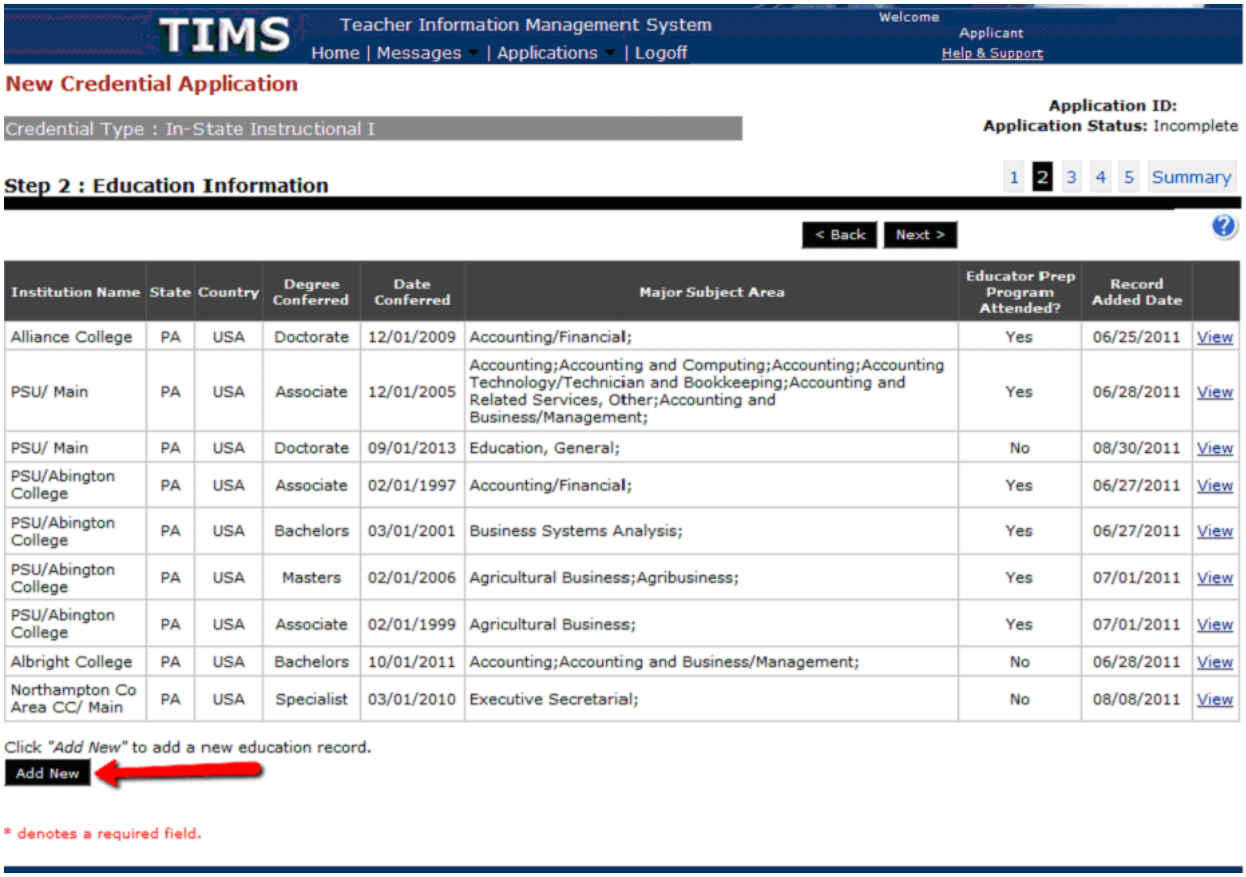
I authorize this institution to view my application Yes No

Cancel

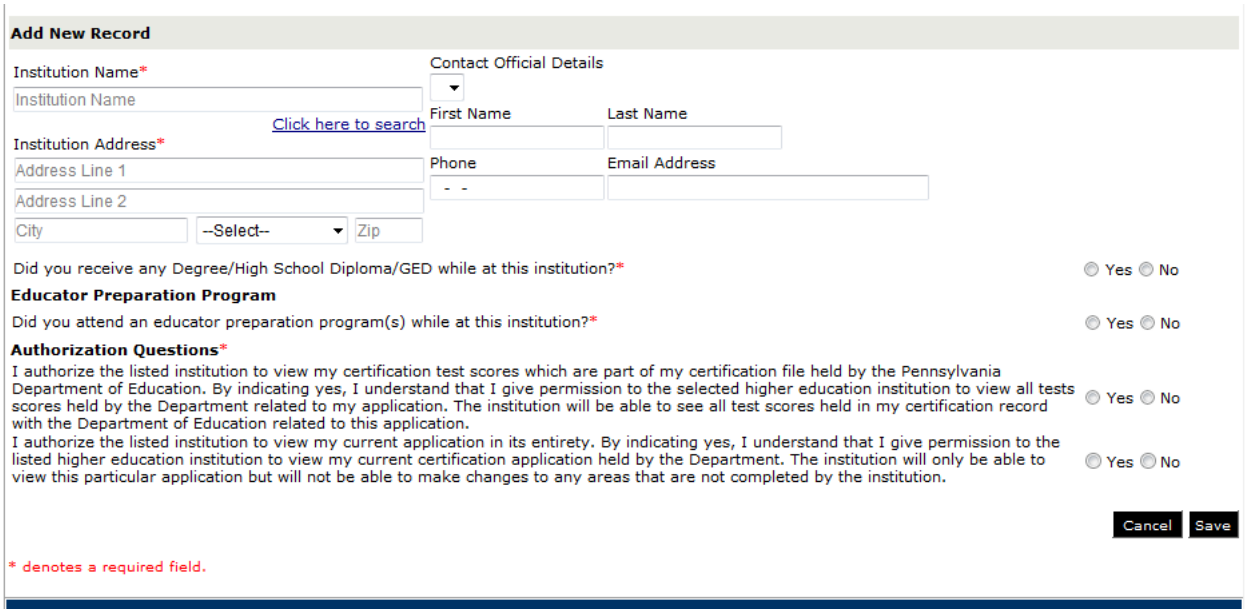
* denotes a required field.

Note that you can only View the information from this screen. Click “Cancel” to return.

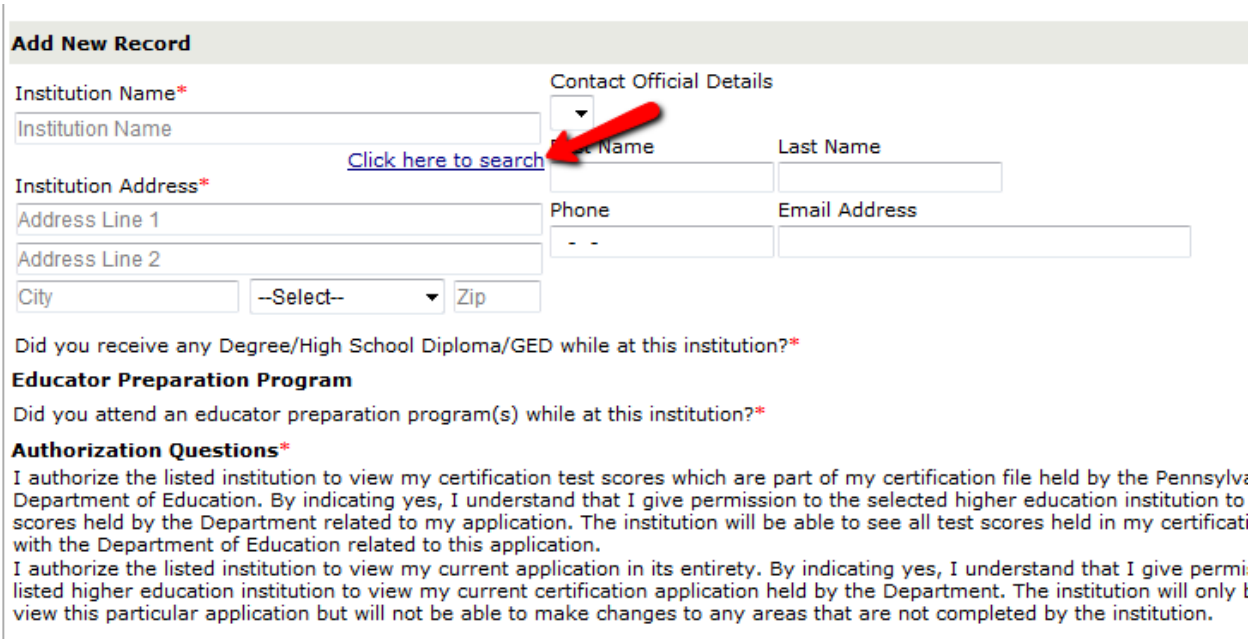
To add a New Education Record, click “Add New” at the bottom of the screen.



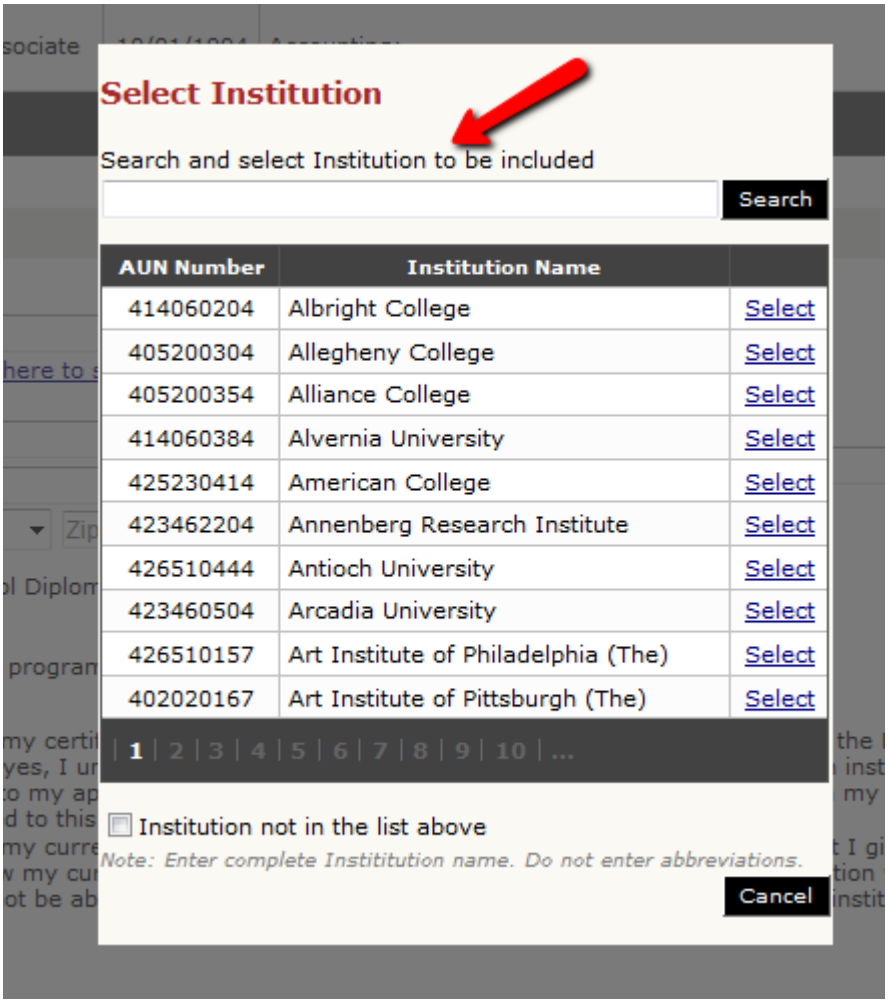
The page will expand as shown below.



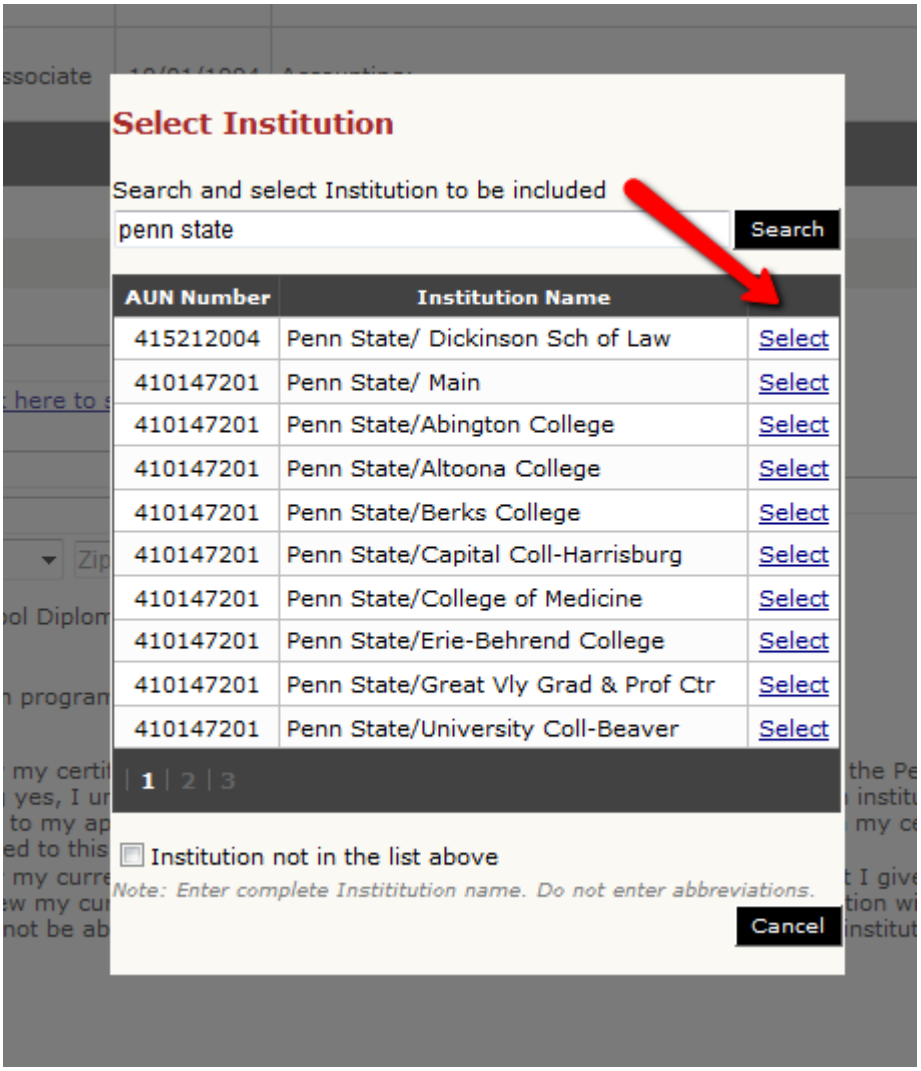
To begin, you must add the Institution name. Click the hyperlink, “Click here to search”.



Type in the name of the Education Institution you wish to add and click “Search”.

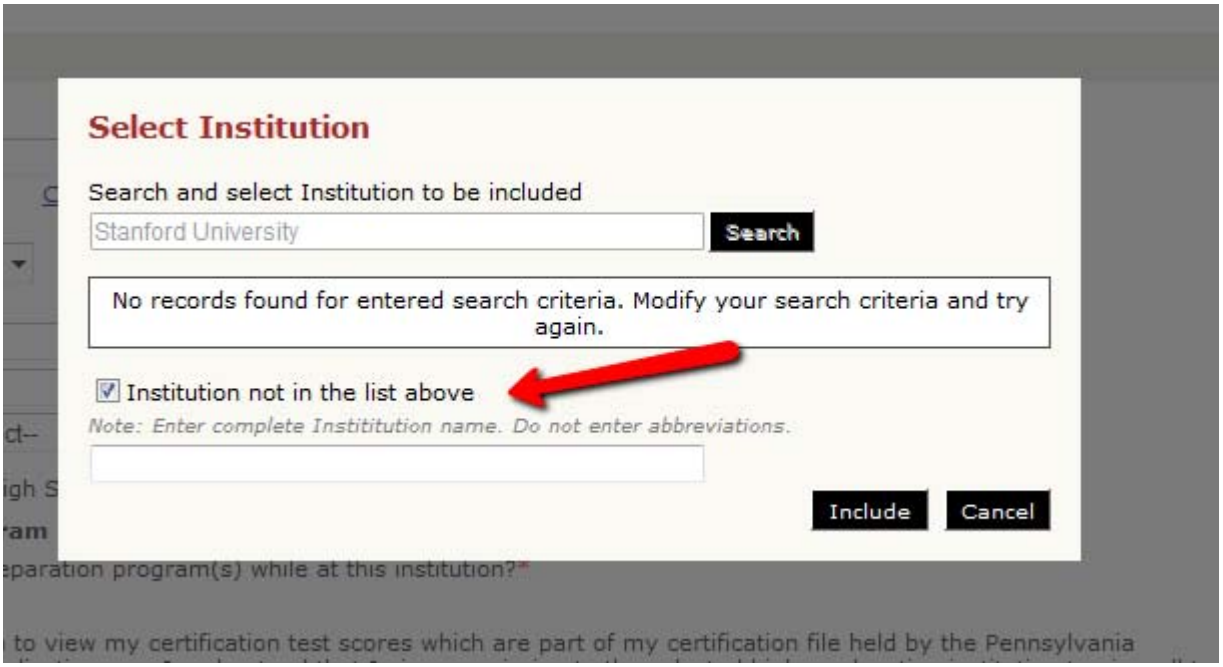


Click “Select” for the Institution you wish to choose.

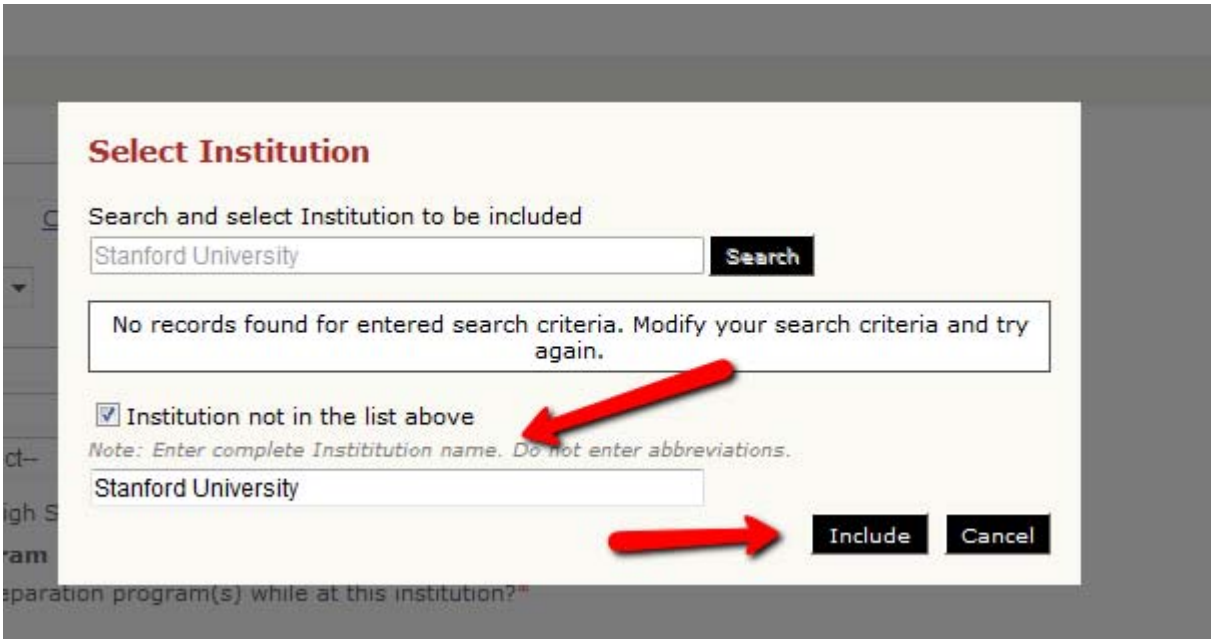


If the Institution you expected is returned, click “Select”. If not, revise your search criteria and try again. Please note that only Pennsylvania Institutions are included in the system list. If you are searching for an Institution that is outside the Commonwealth of PA, please follow the instructions below.

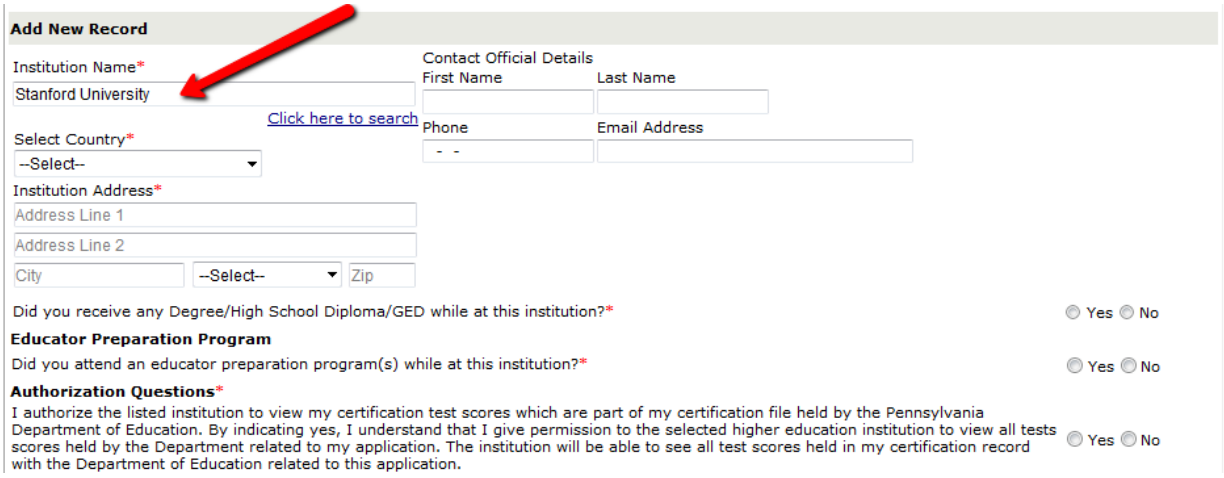
If your Institution is not returned, click on the box next to “Institution not in the list above”.



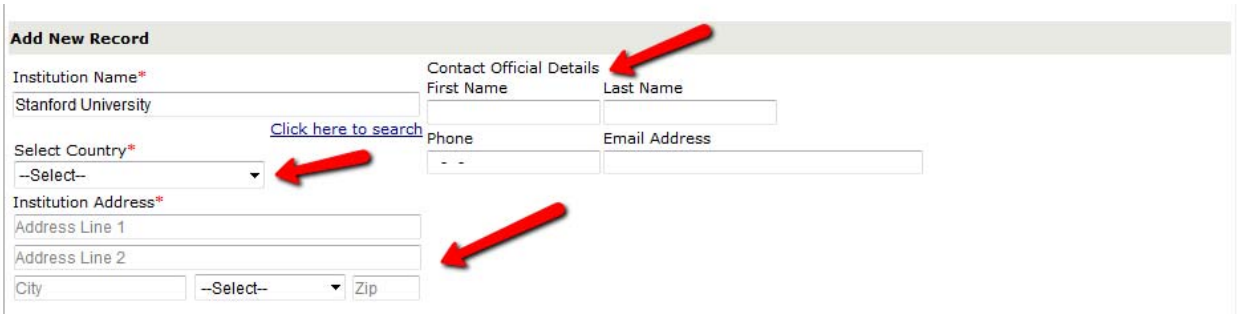
Retype the Institution Name and click on “Include this Institution Name”. Type the Institution name and click “Include”.



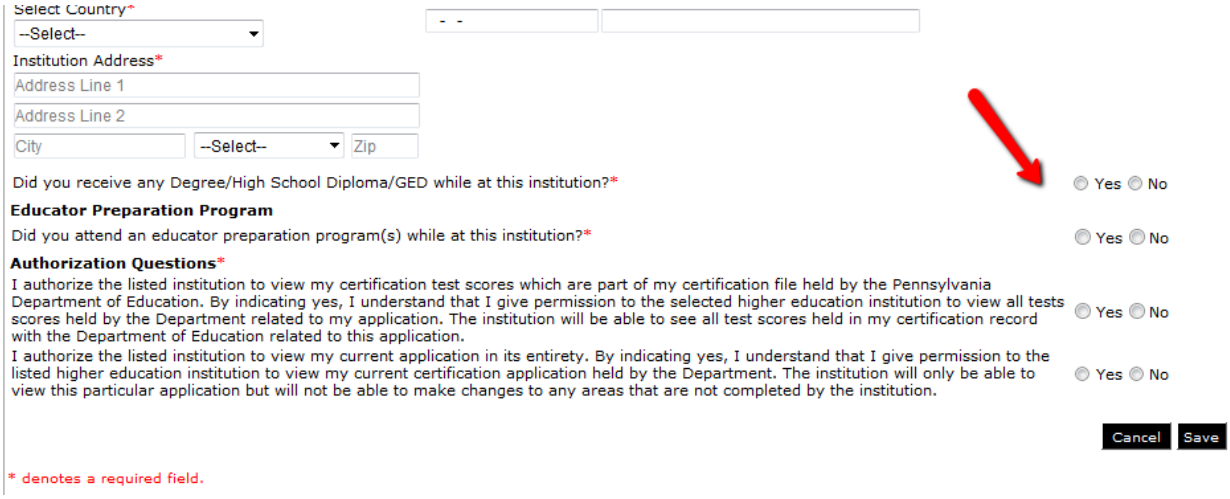
You will be directed back to the "View Educational Institution Details" screen where you will see that your selection has been added under "Institution Name".



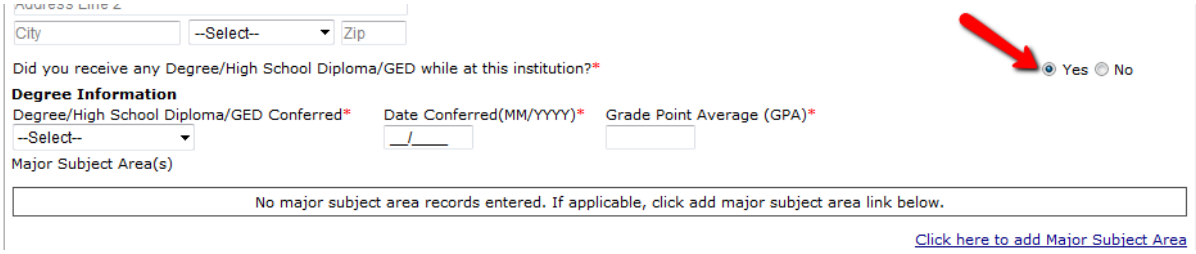
You will be required to fill in all remaining information in this section before continuing.



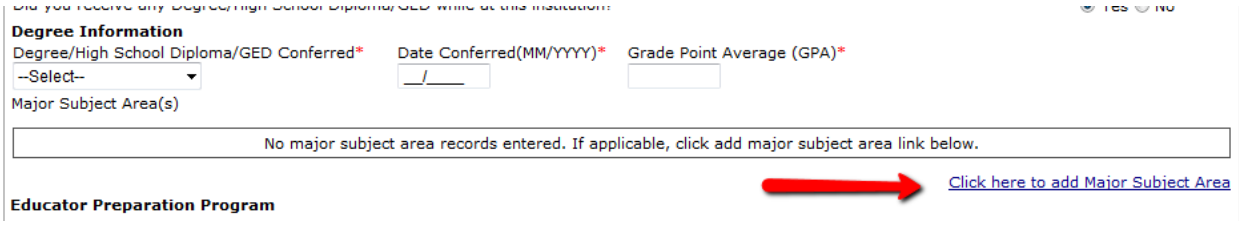
You must then respond to the series of questions by clicking either "Yes" or "No".



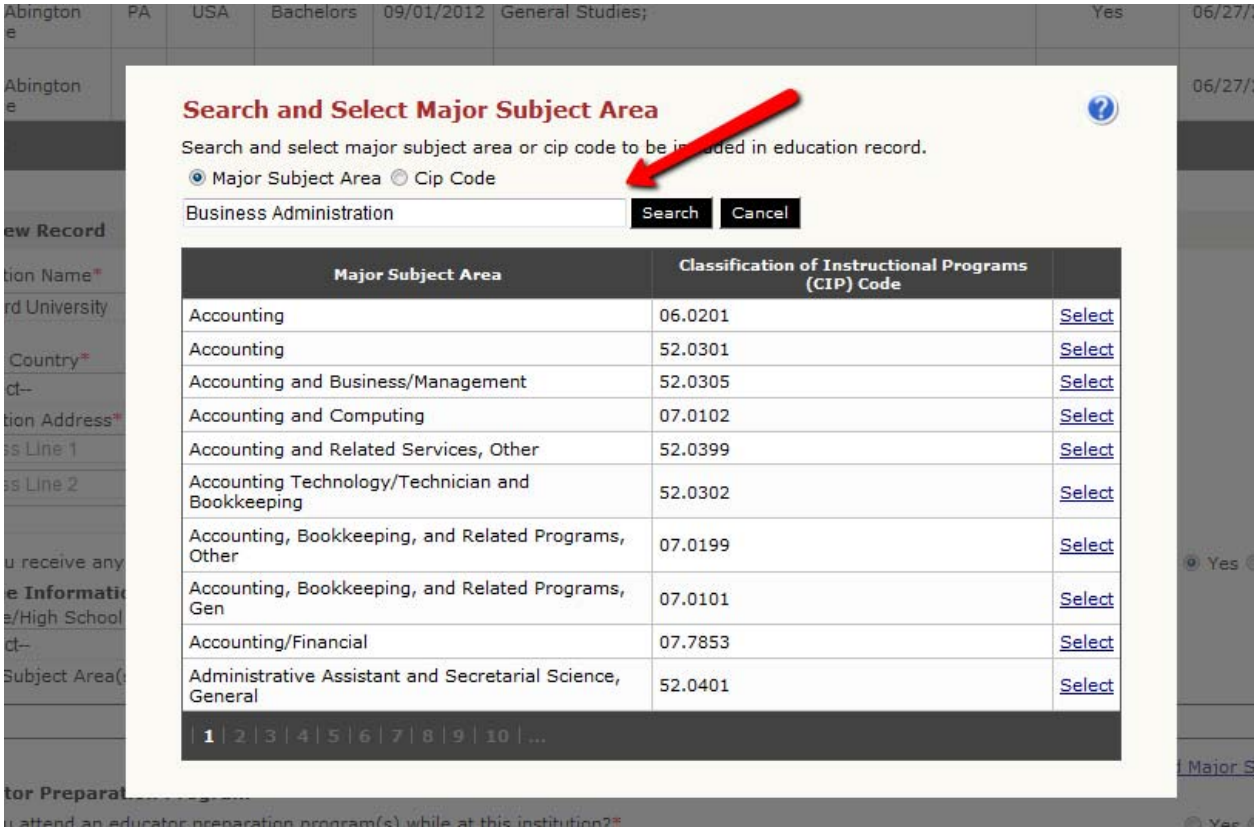
If you click "Yes", additional drop down boxes will appear. You must complete all information before continuing.



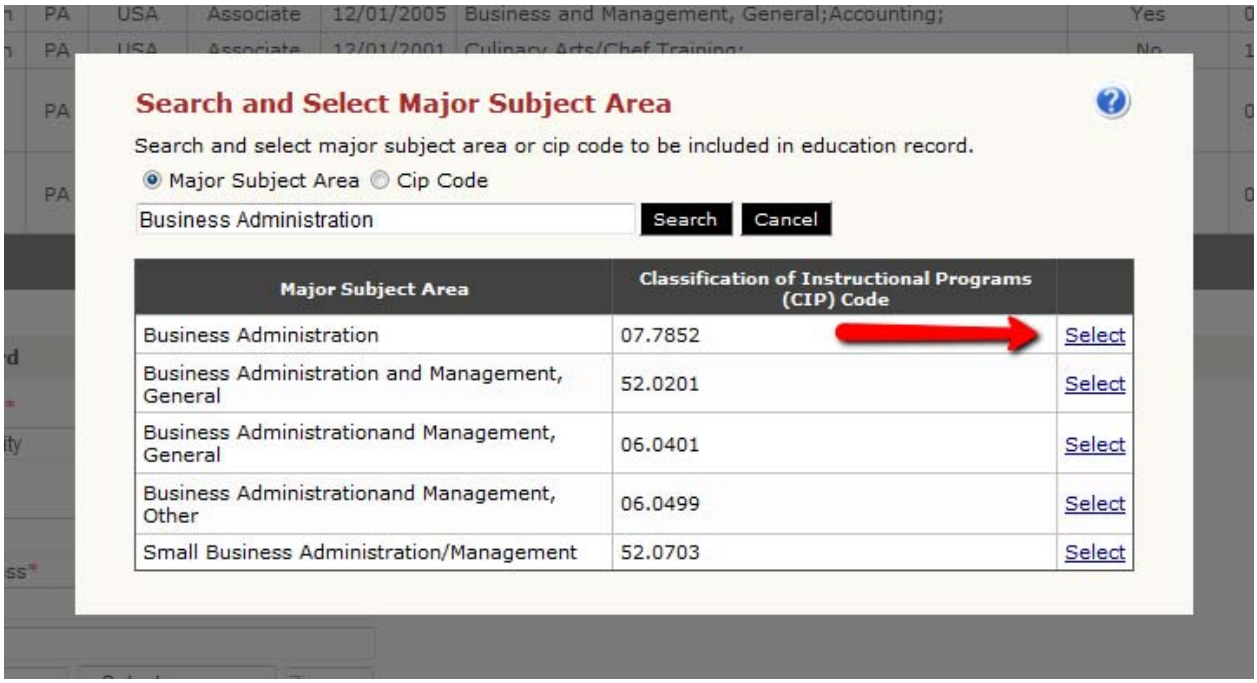
You will also be required to enter information for the Major Subject Area. Click on the hyperlink, "Click here to add Major Subject Area".



A pop up box will appear. Make your selection by first clicking the radio button by either “Major Subject Area” or “Cip Code”. Then enter the Major Subject Area for this Application and click “Search”.



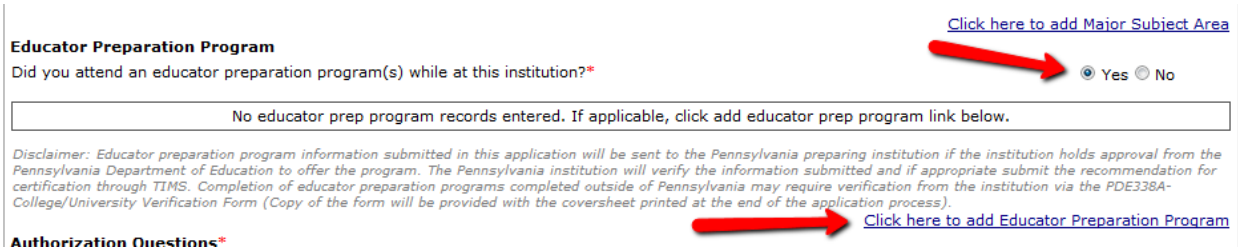
When you have found your selection, click “Select”.



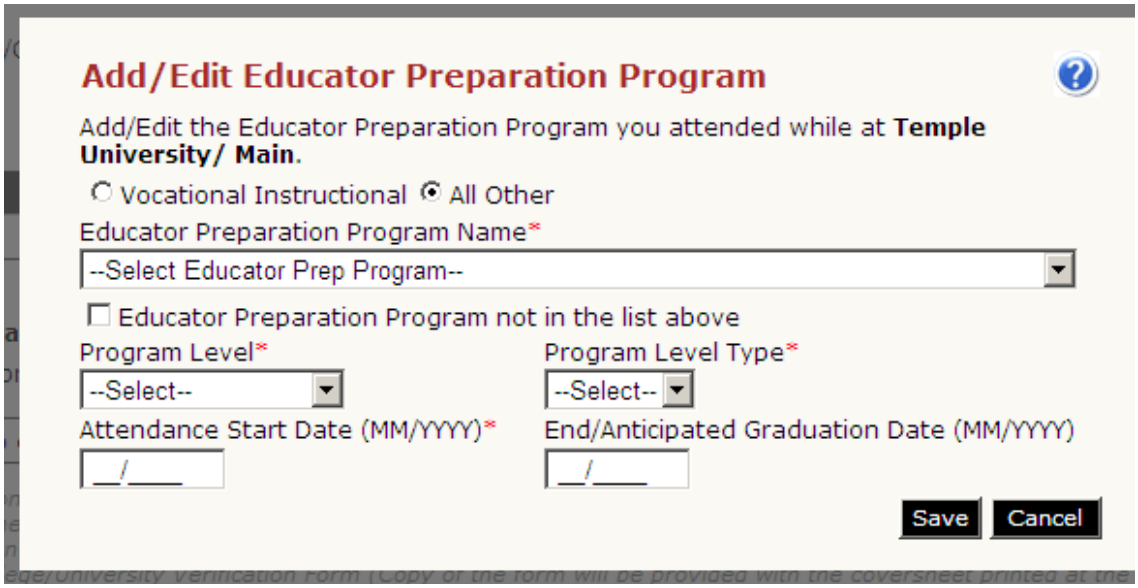
Your selection will be populated under the “Major Subject Area”.

If you wish to add another Major Subject Area, click the hyperlink “Click here to add Major Subject Area” and follow the steps above. If not, continue to the remaining questions.

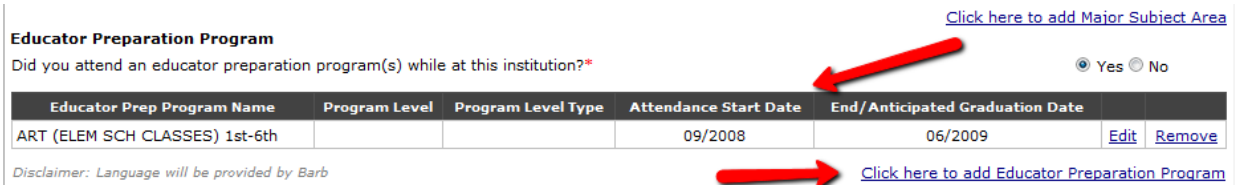
You will then be asked to respond “Yes” or “No” to indicate whether or not you have attended an Educator Preparation Program while at the Institution you have added. If you click “Yes” to the question, “Did you attend an Educator Preparation Program(s) while at this institution?”, the page will expand. Click on the hyperlink “Click here to add Educator Preparation Program”.



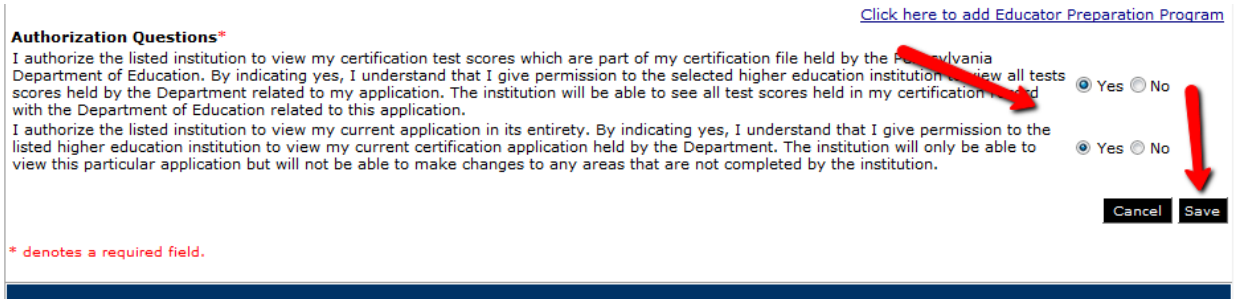
A popup will appear enabling you to add information for the Educator Preparation Program indicated in the first sentence.
After filling in all information, click “Save”.



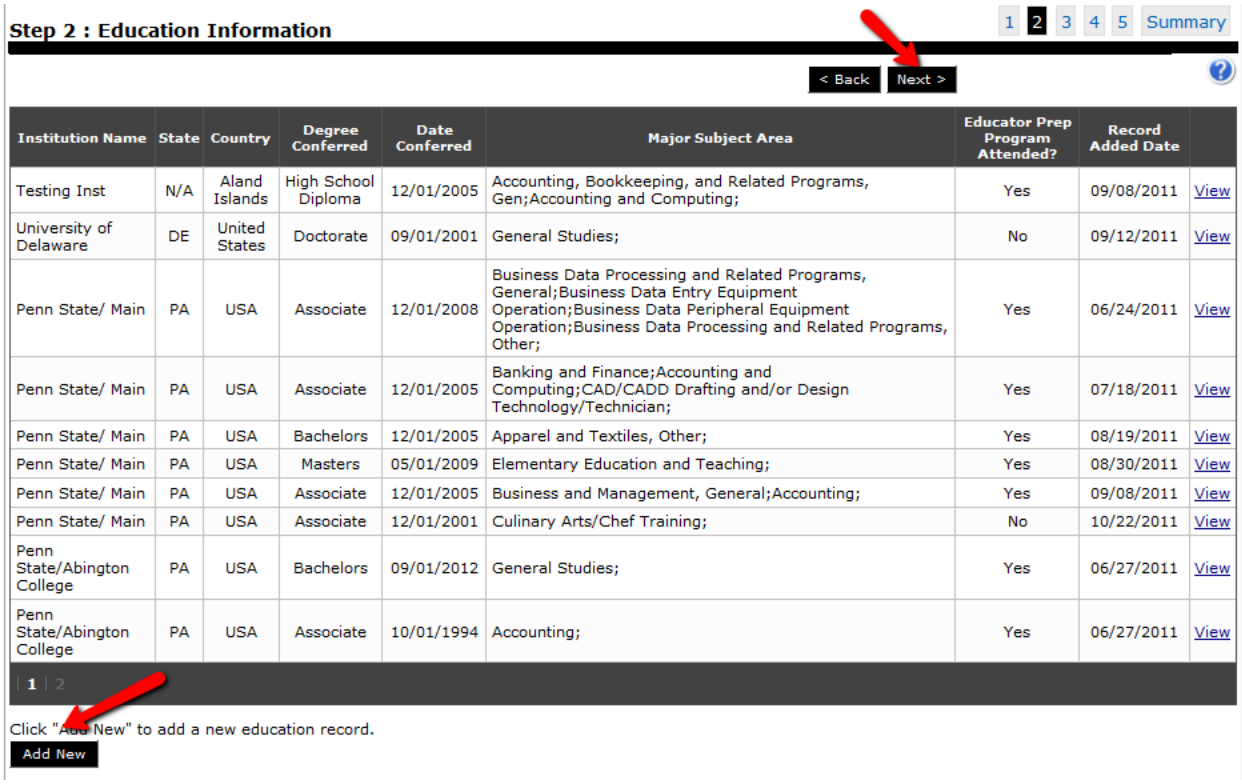
The Educator Prep Program information will appear on your Application. If you would like to add additional Educator Preparation Programs, repeat the process by clicking on "Click here to add Educator Preparation Program".



Finish the Education Information by clicking on "Yes" or "No" next to the two remaining questions and then click "Save".



Your Education Information will be saved to the Summary page. If you wish to add an additional Education Record, Click "Add New" and repeat the steps above. If not, click "Next".



Institution Name	State	Country	Degree Conferred	Date Conferred	Major Subject Area	Educator Prep Program Attended?	Record Added Date	
Testing Inst	N/A	Aland Islands	High School Diploma	12/01/2005	Accounting, Bookkeeping, and Related Programs, Gen;Accounting and Computing;	Yes	09/08/2011	View
University of Delaware	DE	United States	Doctorate	09/01/2001	General Studies;	No	09/12/2011	View
Penn State/ Main	PA	USA	Associate	12/01/2008	Business Data Processing and Related Programs, General;Business Data Entry Equipment Operation;Business Data Peripheral Equipment Operation;Business Data Processing and Related Programs, Other;	Yes	06/24/2011	View
Penn State/ Main	PA	USA	Associate	12/01/2005	Banking and Finance;Accounting and Computing;CAD/CADD Drafting and/or Design Technology/Technician;	Yes	07/18/2011	View
Penn State/ Main	PA	USA	Bachelors	12/01/2005	Apparel and Textiles, Other;	Yes	08/19/2011	View
Penn State/ Main	PA	USA	Masters	05/01/2009	Elementary Education and Teaching;	Yes	08/30/2011	View
Penn State/ Main	PA	USA	Associate	12/01/2005	Business and Management, General;Accounting;	Yes	09/08/2011	View
Penn State/ Main	PA	USA	Associate	12/01/2001	Culinary Arts/Chef Training;	No	10/22/2011	View
Penn State/Abington College	PA	USA	Bachelors	09/01/2012	General Studies;	Yes	06/27/2011	View
Penn State/Abington College	PA	USA	Associate	10/01/1994	Accounting;	Yes	06/27/2011	View