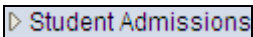

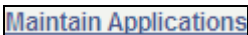
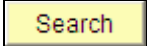



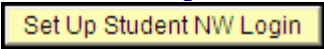
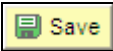


Task 13-Creating Network Log-in for Applicant

Step	Action
1.	Being by navigating to the Application Program Data page. Click the Student Admissions link. 
2.	Click the Application Maintenance link. 
3.	Click the Maintain Applications link. 
4.	Enter the Student ID number into the ID field. Enter a valid value e.g. " 1409938 ".
5.	Click the Search button. 
6.	Applications for the selected applicant are displayed in the Search Results . The network log-in can only be created for a programme with an active offer of place.
7.	For this example you will create the log-in for the application for the New Zealand Diploma in Engineering programme for Semester 2 2012. Select the required programme code or semester. Click the 1124 link. 
8.	Use the Maintain Applications pages to check the status of the application and create the network log-in.
9.	Check the status of the application. Click the Application Program Data link. 
10.	The network log-in can only be created for applicants with an active offer of place. Check the Status for the selected application. Program Action Key: APPL - Application received, no offer of place made ADMT - Offer of place made MATR - Applicant has accepted the offer of place
11.	Navigate to the Student Network Login page to create the log-in. Click the Student Network Login link. 
12.	Use the Student Network Login page to create the network log-in.

Step	Action
13.	<p>Check the status of the network log-in. Use the Student Network Login page to create a new network log-in, or activate an archived network log-in.</p> <p>Status Key: NONE - No network log-in has been created against this ID number</p> <p>ARCHIVED - The network log-in has been archived after more than 2 years of inactivity</p> <p>ACTIVE - An active network log-in has been created against this ID number.</p>
14.	<p>For this example, the applicant does not yet have a network log-in created. You will now create the network log-in.</p> <p>Click the Set Up Student NW Login button.</p> 
15.	<p>Click the Save button.</p> 
16.	<p>The newly created network log-in is displayed with a status of Login Active.</p> <p>The applicant can now be advised of their new network log-in.</p> <p>The password for the new student network log-in is the student's date of birth in the format of ddmmyyyy.</p> <p>For example, a student with a date of birth of 1st January 1990 will have a password of 01011990.</p>
17.	<p>Note: The new network log-in is valid for 14 days.</p> <p>If the applicant is not enrolled within this time the network account will be deactivated.</p> <p>Academic staff are not able to override a deactivated account.</p> <p>Deactivated network accounts will be reactivated following the successful processing of enrolment and payment of outstanding fees.</p>
18.	<p>Note: The process for creating a network login will not provide access to Moodle.</p> <p>Moodle access can only be activated following enrolment.</p> <p>This process does not allow the applicant to have an ID card issued.</p>
19.	<p>You have now successfully created a network login for an applicant.</p> <p>End of Procedure.</p>