

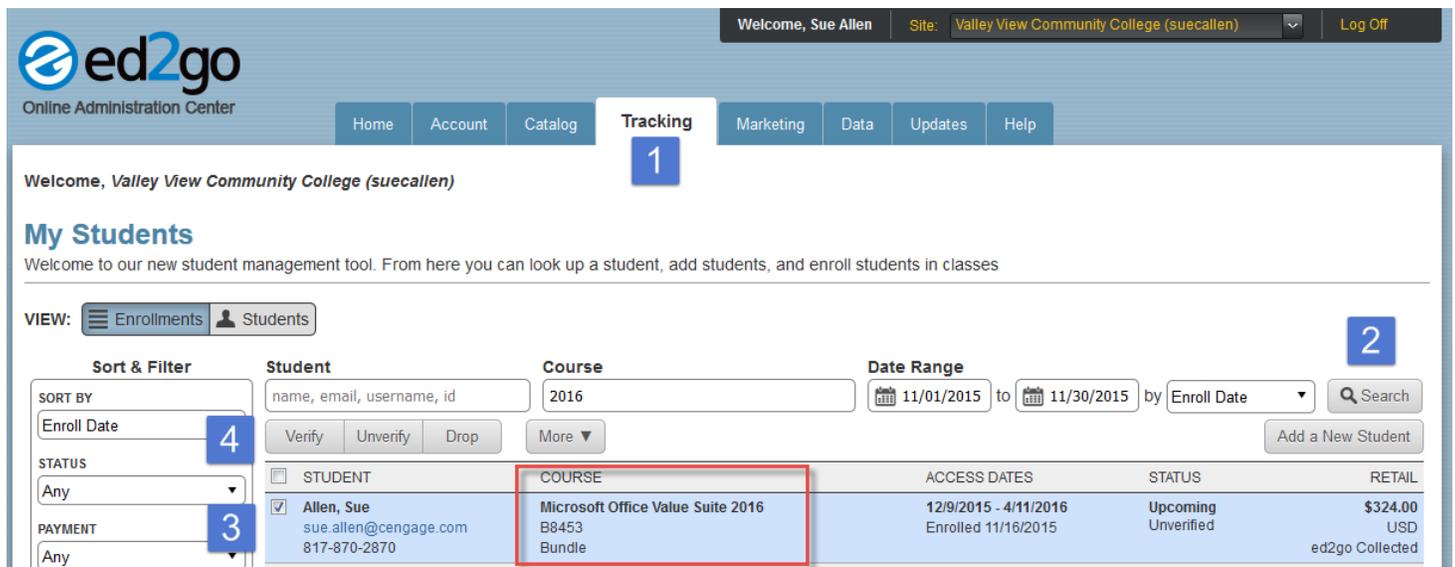
Verifying a Student in the Microsoft Office 2016 Bundled Products

You can now verify a student enrolled in bundled products just once. No need to verify each course enrollment individually.

Login: admin.ed2go.com

Verification

1. Go to Manage and Enroll Students under the Tracking Tab.
2. Search - In the search bar, you can search by the student's name and or course title.
3. Click the box next to the student or students you choose to verify.
4. Click Verify.



Welcome, Sue Allen | Site: Valley View Community College (suecallen) | Log Off

Home Account Catalog **Tracking** Marketing Data Updates Help

Welcome, Valley View Community College (suecallen)

My Students

Welcome to our new student management tool. From here you can look up a student, add students, and enroll students in classes

VIEW: Enrollments **Students**

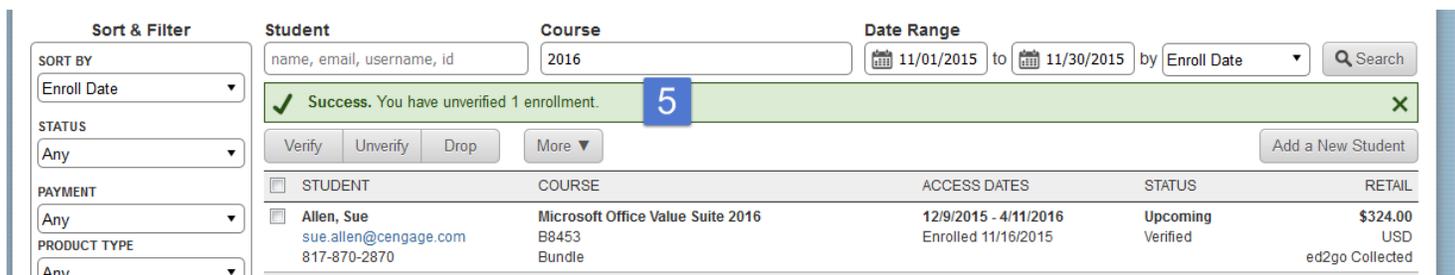
Sort & Filter: SORT BY: Enroll Date (4) | STATUS: Any (3) | PAYMENT: Any

Student: name, email, username, id | Verify Unverify Drop | More

Course: 2016 | Date Range: 11/01/2015 to 11/30/2015 by Enroll Date | Search | Add a New Student

STUDENT	COURSE	ACCESS DATES	STATUS	RETAIL
<input checked="" type="checkbox"/> Allen, Sue sue.allen@cengage.com 817-870-2870	Microsoft Office Value Suite 2016 B8453 Bundle	12/9/2015 - 4/11/2016 Enrolled 11/16/2015	Upcoming Unverified	\$324.00 USD ed2go Collected

5. Once you click verify, a "success" message will appear. All products with in the bundled products are now verified.



Sort & Filter: SORT BY: Enroll Date | STATUS: Any | PAYMENT: Any | PRODUCT TYPE: Any

Student: name, email, username, id | Verify Unverify Drop | More

Course: 2016 | Date Range: 11/01/2015 to 11/30/2015 by Enroll Date | Search | Add a New Student

Success. You have unverified 1 enrollment. (5)

STUDENT	COURSE	ACCESS DATES	STATUS	RETAIL
<input checked="" type="checkbox"/> Allen, Sue sue.allen@cengage.com 817-870-2870	Microsoft Office Value Suite 2016 B8453 Bundle	12/9/2015 - 4/11/2016 Enrolled 11/16/2015	Upcoming Verified	\$324.00 USD ed2go Collected