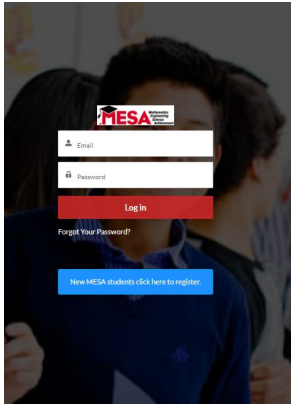
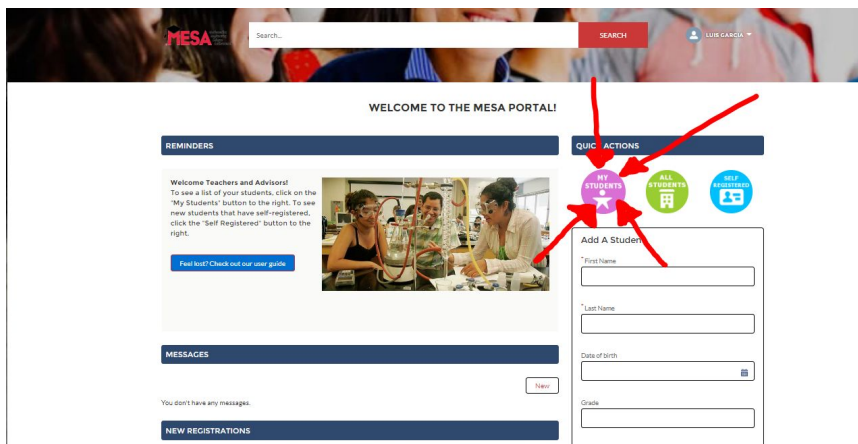


# Using Database Lists

1. Sign in to your advisor portal at [mesa.force.com](https://mesa.force.com)



2. Click on “My Students” once you enter the advisor portal



3. Change the type of list you are using depending on what you need to do:
  - a. Use “enrollment status” to check on whether all your students are activated.  
There will be a column that says enrollment status and you can see who all is in the system and change students from active to inactive or vice versa. This will also show you who needs to complete their profile or add a PAF.

| ID | NAME                    | LAST NAME     | ACCOUNT NAME | STUDENT S. | BAF STATUS | COMPLETE | ENROLL |
|----|-------------------------|---------------|--------------|------------|------------|----------|--------|
| 1  | Abelardo                | Ortiz         | Papaya Milla | Active     |            |          |        |
| 2  | Andres Ornelas          | Ornelas       | Papaya Milla | Active     | Submitted  |          |        |
| 3  | Enar Diaz-Castillo      | Diaz-Castillo | Papaya Milla | Active     |            |          |        |
| 4  | Guillermo Ramirez Lopez | Ramirez Lopez | Papaya Milla | Active     |            |          |        |
| 5  | Guillermo Rodriguez     | Rodriguez     | Papaya Milla | Active     | Submitted  |          |        |
| 6  | Isabel Fernandez        | Fernandez     | Papaya Milla | Active     | Submitted  |          |        |
| 7  | Jeremiah Hernandez      | Hernandez     | Papaya Milla | Active     | Submitted  |          |        |
| 8  | JOSUEVA ROBLEDLO        | ROBLEDLO      | Papaya Milla | Active     |            |          |        |
| 9  | Jorge Castillo          | Castillo      | Papaya Milla | Active     | Submitted  |          |        |
| 10 | Jose Alonzo             | Alonzo        | Papaya Milla | Active     | Submitted  |          |        |

- b. Use “students at my school (inactive)” to see all the students available in the system and then batch activate the ones on your current roster.

The screenshot shows the MESA system interface. At the top, there is a search bar and a user profile for Luis Garcia. Below this is a blue header bar with the text 'Download Listview'. The main content area shows a dropdown menu for 'Students At My School (Inactive)' with a red arrow pointing to it. Below the dropdown, there is a table with columns: NAME, LAST NAME, ACCOUNT NAME, GRADE LEVEL, and STUDENT STATUS. The table contains one row for a student named Mateo Torres, who is currently inactive. A red arrow also points to the 'Students At My School (Inactive)' dropdown menu.

- c. Use “students at my school (active)” when your roster is set to see your current students.

The screenshot shows the MESA system interface. At the top, there is a search bar and a user profile for Luis Garcia. Below this is a blue header bar with the text 'Download Listview'. The main content area shows a dropdown menu for 'Students At My School (Active)' with a red arrow pointing to it. Below the dropdown, there is a table with columns: NAME, LAST NAME, ACCOUNT NAME, GRADE LEVEL, and ENROLLED. The table contains 17 rows of active students, including Mateo Torres, Ulysses Velasco, Janeth Marcos, Ever Diaz-Carizal, Sarahi Michi Ortiz, Sarah Velasco, Melissa Alvarez, Andres Oviedo, Alex Cruz, and Jose Adolfo. A red arrow also points to the 'Students At My School (Active)' dropdown menu.

- d. Ideally you will have added your name in the student’s record as the teacher. If that is the case, then use “students I teach” to see your specific students at your school.

The screenshot shows the MESA system interface. At the top, there is a search bar and a user profile for Luis Garcia. Below this is a blue header bar with the text 'Download Listview'. The main content area shows a dropdown menu for 'Students I Teach' with a red arrow pointing to it. The dropdown menu is open, showing a list of recent list views: Enrollment Status, Non-Enrolled Students, Portal Login Information, Practice (highlighted), Recently Viewed, Students At My School (Active), Students At My School (Inactive), and Students I Teach (checked). Below the dropdown menu, there is a table with columns: NAME, LAST NAME, ACCOUNT NAME, GRADE LEVEL, and ENROLLED. The table contains 17 rows of active students, including Mateo Torres, Ulysses Velasco, Janeth Marcos, Ever Diaz-Carizal, Sarahi Michi Ortiz, Sarah Velasco, Melissa Alvarez, Andres Oviedo, Alex Cruz, and Jose Adolfo. A red arrow also points to the 'Students I Teach' dropdown menu.