

Advisor Approval of Self Registered Students

1. Sign in to your advisor portal at mesa.force.com
2. There are 2 ways to see self-registered students: at the bottom of the page or click on self-registered students at the right:


WELCOME TO THE MESA PORTAL!

REMINDERS

Welcome Teachers and Advisors!

To see a list of your students, click on the "My Students" button to the right. To see new students that have self-registered, click the "Self Registered" button to the right.

[Feel lost? Check out our user guide](#)



QUICK ACTIONS

MY STUDENTS

ALL STUDENTS

SELF REGISTERED

Add A Student

* First Name

* Last Name

Date of birth

Grade

Email

VIEW

MESSAGES

You don't have any messages.

New

NEW REGISTRATIONS

MY SELF REGISTERED STUDENTS

VIEW	FULL NAME	SCHOOL NAME LOOKUP	GRADE
View	Alondra Barriga	North Monterey County Middle	8

3. Click on "View all"
4. Double check that your pending students match those who registered.
5. Click on individual students' profile through the "view" link
6. Approve students by clicking on the "Add self registered student" icon on the right

Convert Self Registered Student

David Lopez is currently not in the database.

Would you like to add them now?

☐ Yes, add them now

☐ No, delete this record

Next

*Note: After this, students will be added into the database, but will show up in the Inactive Students. Advisors will now have to