Change Application Status
1. Change the status of each application individually
   - From the search results page, click on the name of the program next to the applicant you want to accept.
     a. Click on the Status tab
     b. Click on Accepted in the status drop-down box
     c. Click on Update button near the bottom of the page.
     d. Click the Search Results tab near the top 1/3 of the page to return to the search results and choose another applicant.
2. Perform a batch status change from a search results page to change the status of multiple applications
   - batch status change is on the Select Options drop-down menu on the search results page

![Image of the interface showing a batch status change form]

- **Options:**
  - Select Option -
  - Select Option -
- **Progress Audit:**
  - Select Phase -
- **Save Search:**
  - Send email
  - Send SMS (text message)
  - Text export
  - Excel export
  - Create report

- **You searched for:**
  - Enter the exact text "paris exchange" in the program name.

- **Group your results by:**
  - Applicant

<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comisky, Haley Marie</td>
<td>Exchange (ID 20661)</td>
<td>Fall, 2012</td>
</tr>
<tr>
<td>Dobbin, Sara J</td>
<td>Pending Paris Exchange (ID 20644)</td>
<td>Academic Year, 2012-2013</td>
</tr>
<tr>
<td>Nielsen, Kyla Ann</td>
<td>Pending Paris Exchange (ID 17054)</td>
<td>Spring, 2012</td>
</tr>
<tr>
<td>Rainford, Christopher John</td>
<td>Accepted Paris Exchange (ID 20646)</td>
<td>Fall, 2012</td>
</tr>
</tbody>
</table>

**Found:** 4 applicant / 4 applications

- **a.** Choose from one of the following two options below:
  - uncheck the check mark above all the names to uncheck all of the applications and check the applicants’ names you would like to accept.
  - uncheck the boxes next to the applicant names for whom you do not wish to change the status.
- **b.** In the Change Checked to drop-down box, choose Accepted.
- **c.** Click Update.

![Image of the interface showing a batch status update form]

**Note:** the system will automatically notify applicants of their change in status after the program decision date has passed.