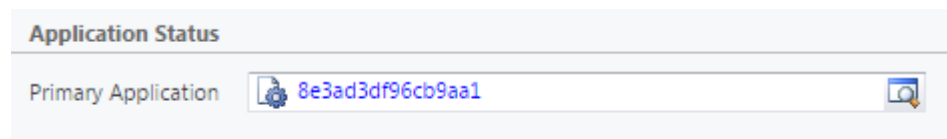


Multiple Applications

-If any of the applications they've done are submitted, you will want to make the **"Submitted"** application their primary application.


-If there are multiple, but all in "Started" status, compare the applications to see which has the most information completed. Whichever has the most questions completed, you're going to want that one to be their primary application.

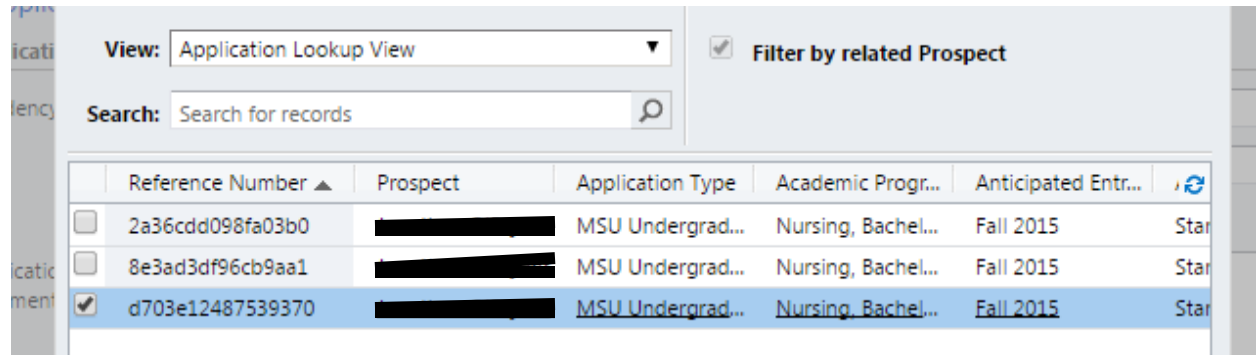
-Go to the student's Contact record, under the holds section in "Application Information", you will see a field called "Primary Application".



-If the reference number in this box matches the application you're wanting to keep, you can close the contact record, and delete the applications you do not want to keep.

-If the number is listed is NOT the application you're wanting to keep, click on the magnifying glass

 , and select the reference number of the application you're wanting to keep, click ok, then save and close.



Finding a reference number:

The number is listed at the top of the application.

