

Visit: www.nefec.org/virtual/app/admin and log in to your MyNEFEC account.

MyNEFEC Sign In

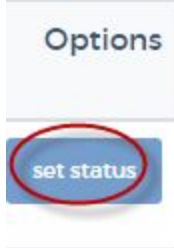
Remember me

Once logged in, you will be in the “Student Application Admin” area and you should see your current applications (there are two pending at the moment).

[Home](#) > [Virtual Education](#) > [Student Application](#) > [Admin](#)

Student Application Admin

Beside each application you will see a blue “Set Status” button.



If you click on this, it will take you to the options of approving, denying, or cancelling the application.

- Select Action:
- Approve for K12
 - Deny
 - Reset to Pending
 - Cancel

There is also a section for notes. This is typically used if an application is approved and we need to know which courses they should be taking.

Enter student courses and other notes for NEFEC here

Take Action

(All actions taken except "Cancel" will cause an email to go to the parent.)

If approved, the parent will receive an email with further instruction.

If denied, the parent will receive an email stating to contact the district with questions.

If canceled, the application is cancelled and no emails are sent out.