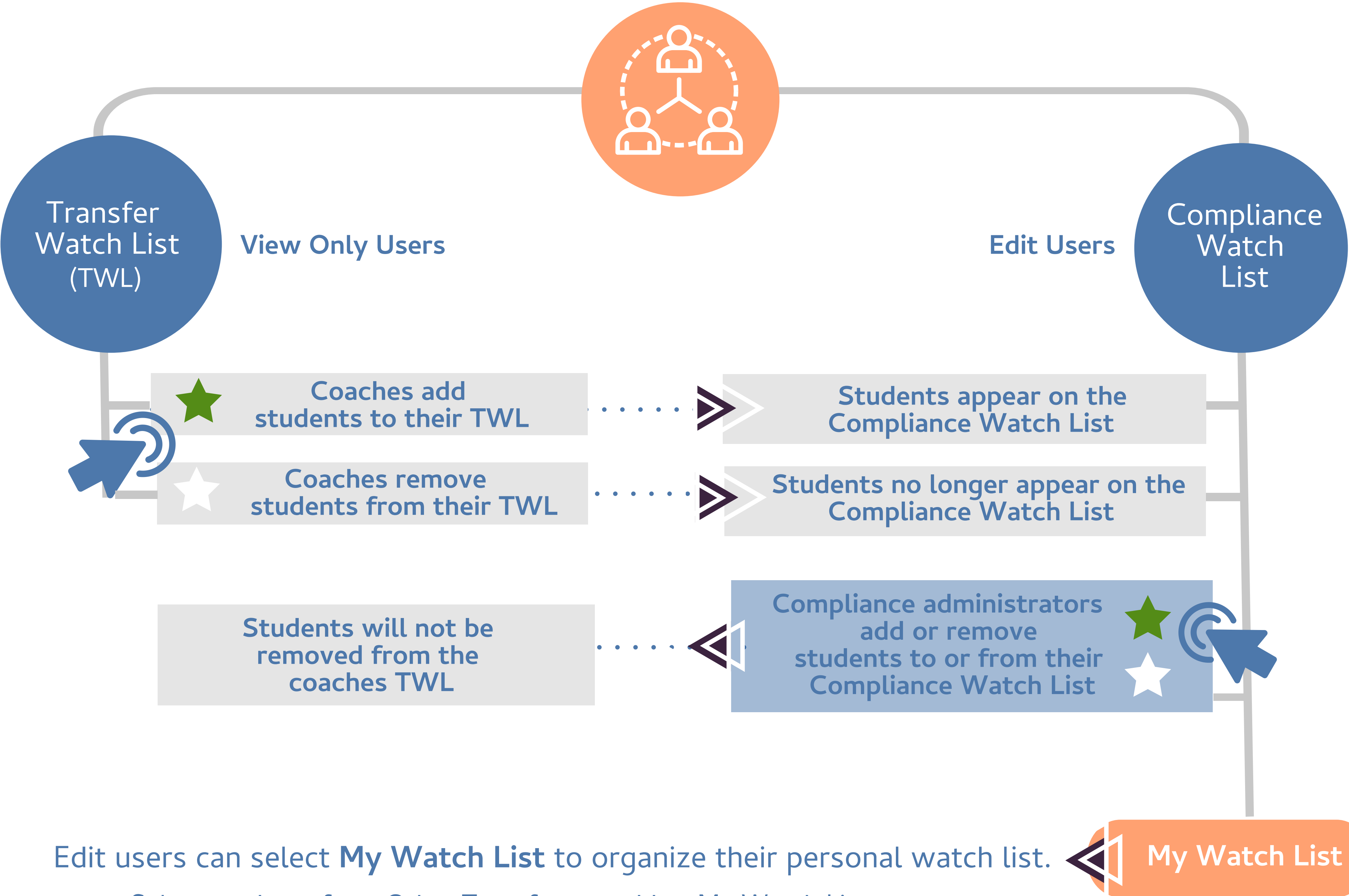
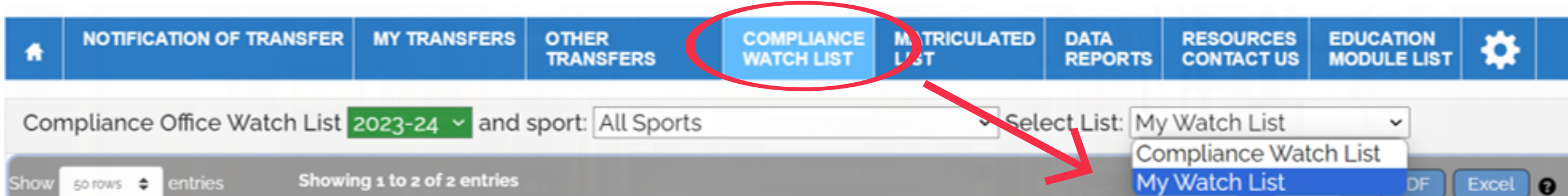


MANAGING THE COMPLIANCE WATCH LIST

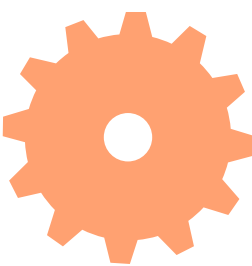
The compliance watch list is one single list for each institution showing all students from the institution's transfer watch lists users (e.g., coaches).



- Select students from Other Transfers to add to My Watch List.
- Adding or removing students to or from My Watch List will not add or remove students from the Coaches TWL. Students on the Coaches TWL do not show on My Watch List.
- Adding students to My Watch List will add to both the Compliance Watch List and My Watch List.
- Deleting students from My Watch List will not delete from the Compliance Watch List and deleting students from the Compliance Watch list will not delete from My Watch List.



Select the watch list you want to view in the compliance watch list tab



USER SETTINGS - MANAGING COMPLIANCE WATCH LIST EMAILS

All edit users will receive emails generated when updates occur (matriculated/withdrawn/transfer tracer) for students on their compliance watch list. Edit users can opt out of receiving these emails.

- Go to the User Settings and select YES in the opt out email settings.
- Edit users should not change the email setting if wanting to receive the emails.

☐ Opt Out of Compliance Watch List email:



IMPORTANT REMINDER: Coaches should not have edit access to the transfer portal. If coaches are receiving the compliance watch list emails they may have been granted edit access by an application administrator at your institution. Please ensure coaches do not have edit access.

