Admin Panel Training (Enrollment Steps)
Welcome Orientation and Registration Workshop

11-3-2014
Admin Panel Link: orientation.hccfl.edu/umbraco
Login: Your net id username
Password: First Initial of First Name+ First Initial Last + hawks
Create your own password here and click change to change from default password.
In the Search box, you can search by first name, last name, or student id number.
Name will display under search results. Double click on name to bring up student record.
Student Record Card will be displayed with several tabs.
Click on the completion status tab. Here you will see completion of welcome orientation or registration workshop online and completion dates.
To move a student to the online registration workshop, go to Properties tab and under member group click on Registration Workshop and you will notice it moves to the member groups with the campus.
Click Save and that students record is updated and will now have access to the online registration workshop.