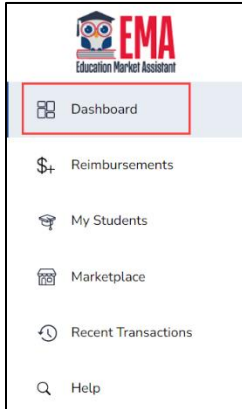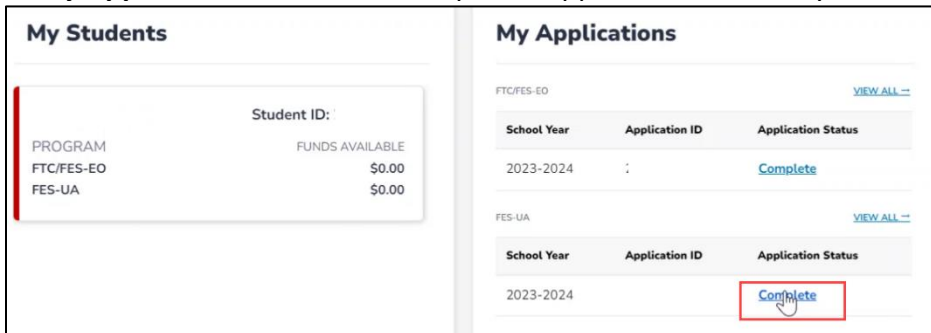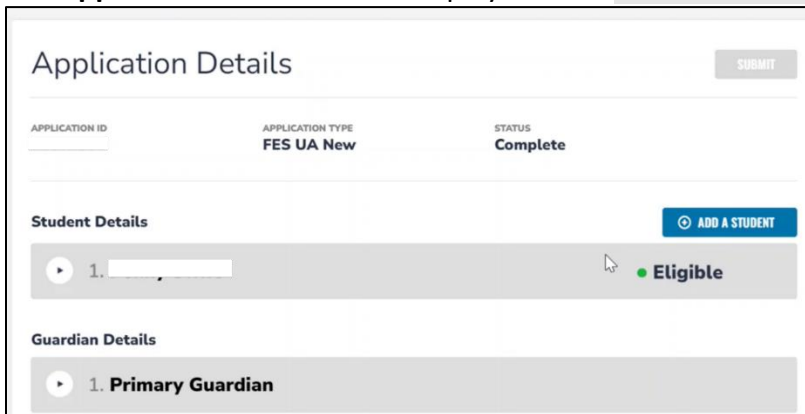# Adding Students to a Completed Application

1. Log into your EMA account. Select **Dashboard**.

2. In **My Applications**, select the completed application in which you want to add a student.

3. The **Application Details** screen displays. Select ⊕ ADD A STUDENT.

4. The **Add a Student** screen displays Under **Who are you applying for**, toggle on **Apply?** for the student you want to add, if they are listed as **New**.

Note: If no students are listed under **Who are you applying for?**, go to **My Students** in the left-hand menu (under Dashboard) to find the student you want to add.

5. After you toggle **Apply**, the **Who are you applying for?** screen displays.


6. Review the information and answer the two questions:
   a. If **Yes** is answered to either question, your student is ineligible and will not be added to the application.

   b. If **No** is the answer to both questions, select **CONTINUE**.

7. The **Student Information** screen displays. Select ADD A STUDENT.

8. Use the drop-down arrow menu to review the student's information and complete any fields that are not pre-filled (grayed out).
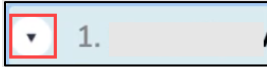
Note: Only **New** students will have fields not prefilled. **Renewal** students will be for review only.

a. Be sure to complete these required fields*****:
   i. **Diagnosis***
   ii. **Diagnosis Related Documentation**
       • **Documentation Type***
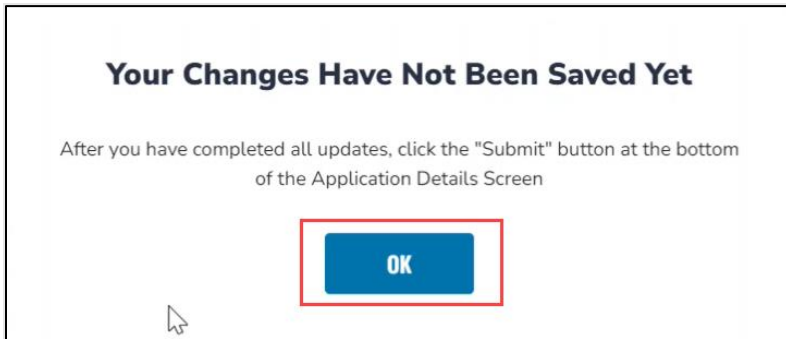   iii. **Additional Information***
       • If **Yes** is answered to any **Additional Information** questions, upload the required supporting documentation to avoid processing delays.

Note: Ensure that any files uploaded are not password protected. Uploading password protected files may cause delays in application processing. File size is also limited to 5mb. Please ensure that the file size is not larger than 5mb.

9. Once all the student information is correct, select **CONTINUE**.

Note: Select **CANCEL** to cancel the student adding process, and then select **YES** on the **Are You Sure that You Want to Cancel?** screen to return to the **Application Details** screen.

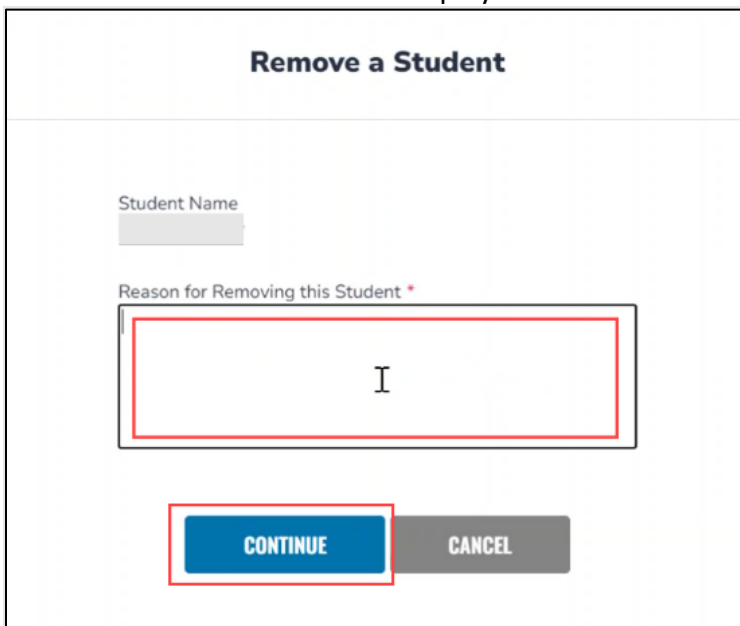10. The save changes screen displays. Select **OK**.

Your Changes Have Not Been Saved Yet

After you have completed all updates, click the "Submit" button at the bottom
of the Application Details Screen

OK

11. The **Application Details** screen displays. The added student will be in **Pending** status.

Student Details   ⊕ ADD A STUDENT
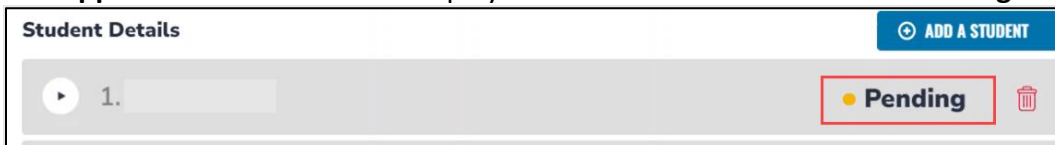
▶   1.   ● Pending   🗑

12. **Important!** You can still delete your added student from the application by selecting the red trash bin icon next to the Pending status.
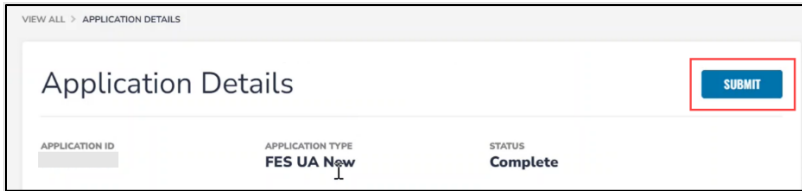
● Pending   🗑
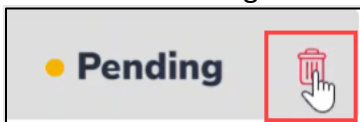
13. The **Remove a Student** screen displays.

Remove a Student

Student Name

Reason for Removing this Student *

I

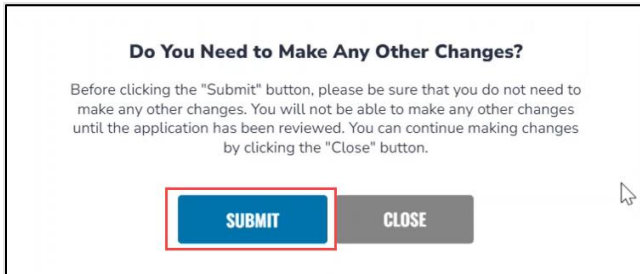**CONTINUE**   **CANCEL**

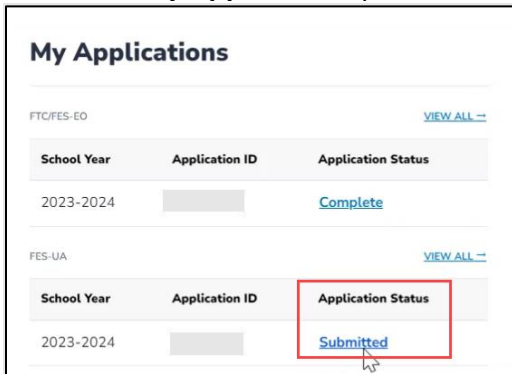   a. Type your reason for removing the student then select **CONTINUE**.

14. If you want to continue adding your student and all information is correct, select **SUBMIT**.
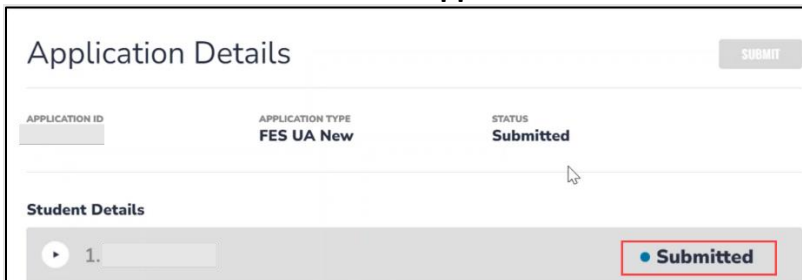

15. The **SUBMIT** screen displays. Select **SUBMIT**.

16. You are returned to your Dashboard. Your added student will have **Submitted** as their Application Status under the **My Applications** panel.

17. You can view their status under **Application Details**. It will have changed from Pending to Submitted.

18. Congratulations! Your new or renewal student has been added to a completed application.

Note: The newly added student will not show up immediately with a resulting status of awarded or declined or on hold, as this addition must first go through our processing team.