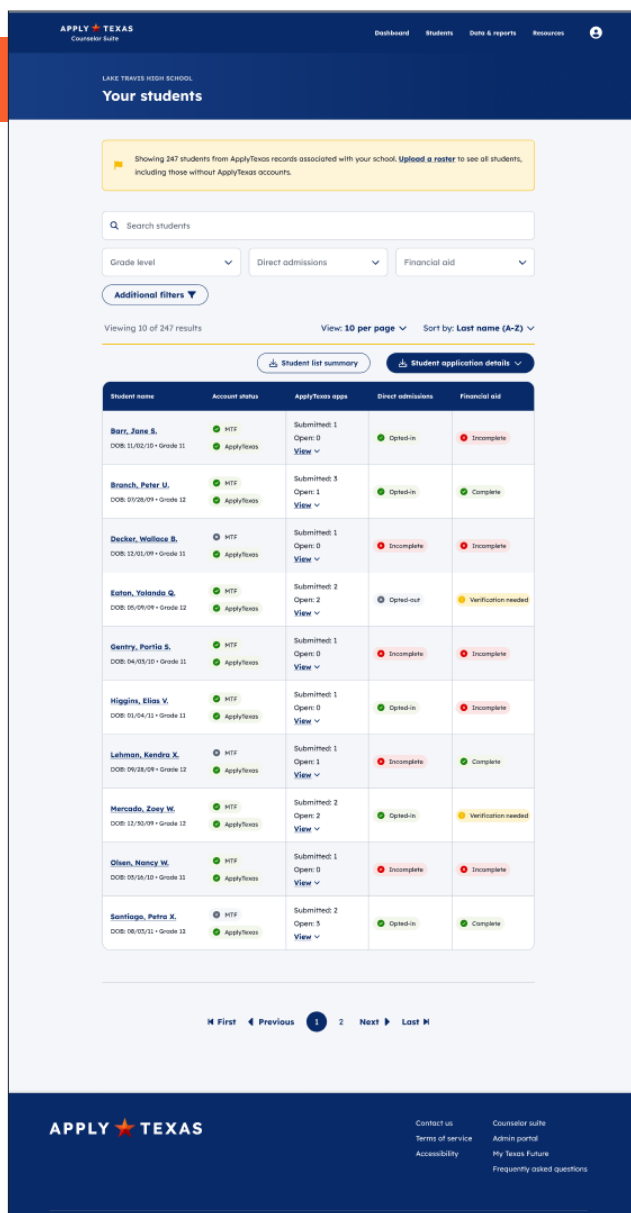
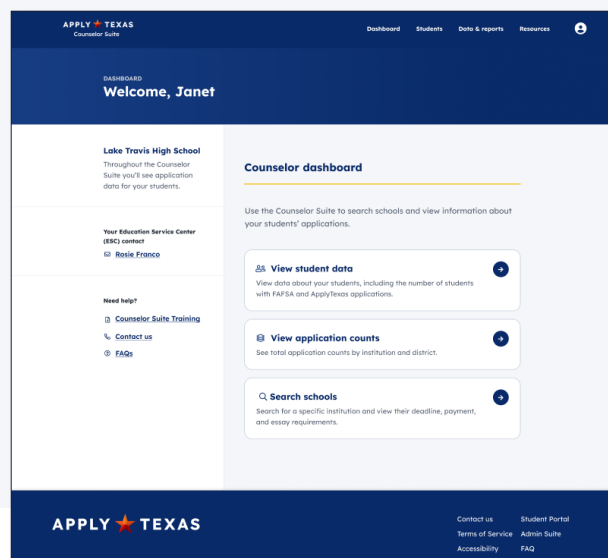


Dashboard

The dashboard is the first page you will see when you log into your account. It displays which district or school you're affiliated with. Counselors with access to multiple campuses can update which school they're viewing directly from their dashboard.

The dashboard also provides access to:

- Your student list, which includes student application details
- School-level data like application counts
- A search feature, so you can check application deadlines and requirements for each institution.



Students & Student Management

Student List

The student list provides an overview of all students that you included in your roster, as well as students that have added your school in the Education & Testing section of ApplyTexas.

The list displays:

- If the student has been matched to an ApplyTexas or My TexasFuture account
- How many applications they have open or submitted
- If they opted-in to Direct Admissions using My Texas Future
- Their financial aid application status

Clicking on a student's name directs you to that student's details, which includes information about:

- ApplyTexas core question completion
- which schools, application type, and semester they're applying to
- schools where the student qualifies for Direct Admissions

You can filter your list by:

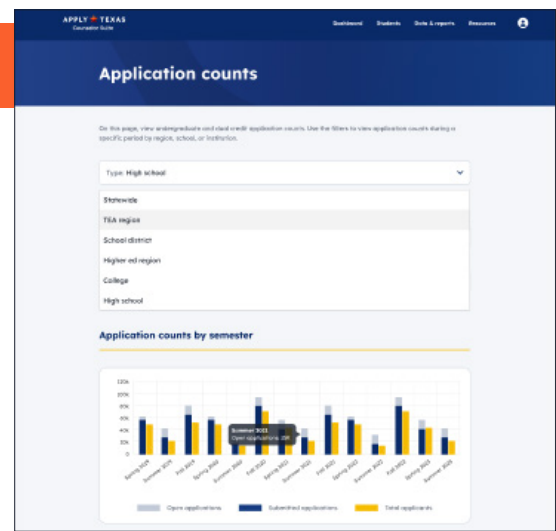
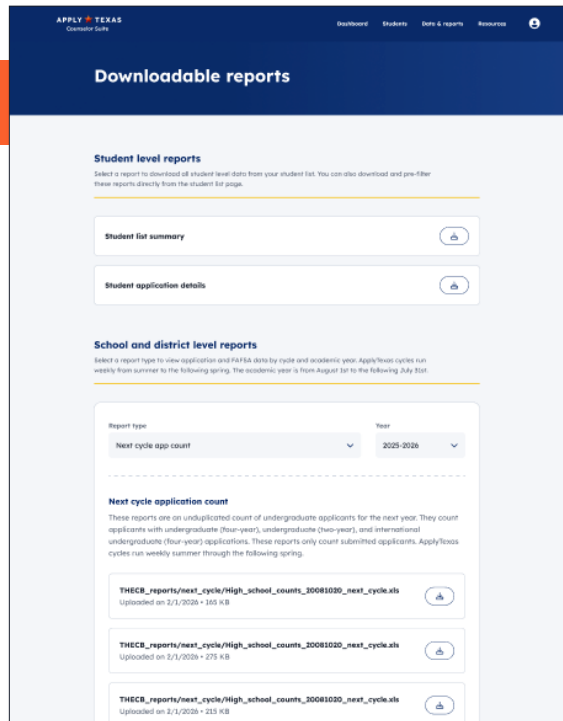
- Grade level
- Direct Admission status
- Financial aid status
- Application details, like the schools, semesters, app types, and statuses of student applications

Your filters will be applied to any reports you export from this section.

Roster Management

Maximize Your Caseload Support

Upload your student roster to seamlessly track your entire caseload, monitor progress toward graduation requirements, and view real-time student application updates. This feature is built to support your daily workflow with efficient enrollment updates and direct progress tracking. Simply download our CSV template and include the following first name, last name, date of birth, grade level, and student id number.



Student Data Downloads

Leverage Student Data Downloads

Filter and sort your student list to narrow search results and identify student trends and needs. You have the option to download:

- Student list summary: includes the information provided in your list view, like Direct Admissions Opt-in and Financial Aid status, as well as application totals.
- Application details: provides each institution where students have an open or submitted application. You can decide if you also want to include institutions where students qualify for Direct Admissions, regardless of if they have applied.

You can also export these files unfiltered from the 'Data and reports' section under 'Downloadable reports.' There you can find school and district level reports as well as application counts.

Resources

How to Get Help

The Counselor Suite provides resources to get you the help you need quickly:

Platform Questions

Check the FAQs for solutions on account management and student tracking.

Need System Guidance

Access Guides and Training Materials for step-by-step navigation.

Checking Timelines

Visit College Deadlines to instantly confirm institution - specific fees and requirements.

Need Direct Support

Submit a ticket to our HelpDesk to receive personalized assistance from our support team.

