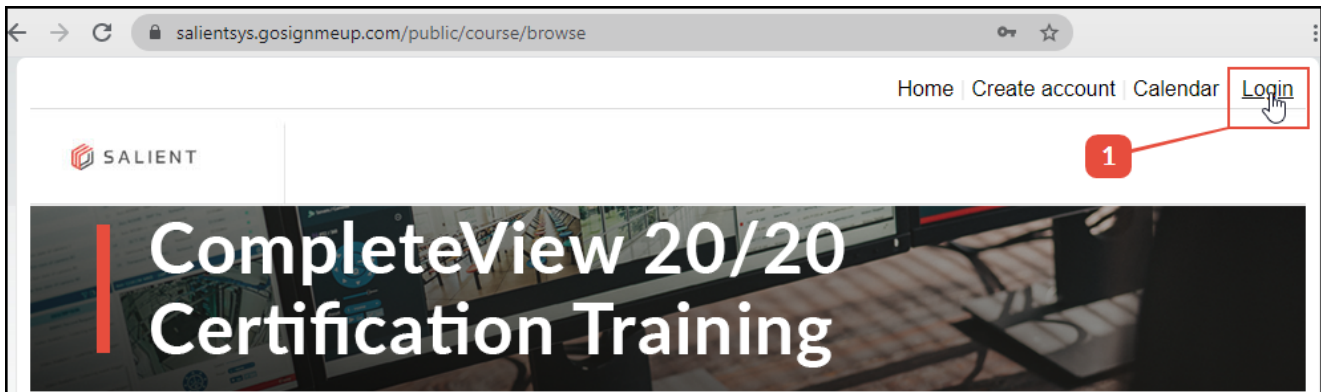# STUDENT DASHBOARD GUIDE

**Salient Training**

SALIENT

# How To Use the Salient Student Dashboard

## Access the Student Dashboard

1. Login with your Username and Password



2. Select My Account to access the Dashboard; Initial sign in may direct you there automatically

   This is your Student Dashboard page. The Student Dashboard contains a condensed view of your user information and course history. If you select 'Home' you will go to the Public Courses page.
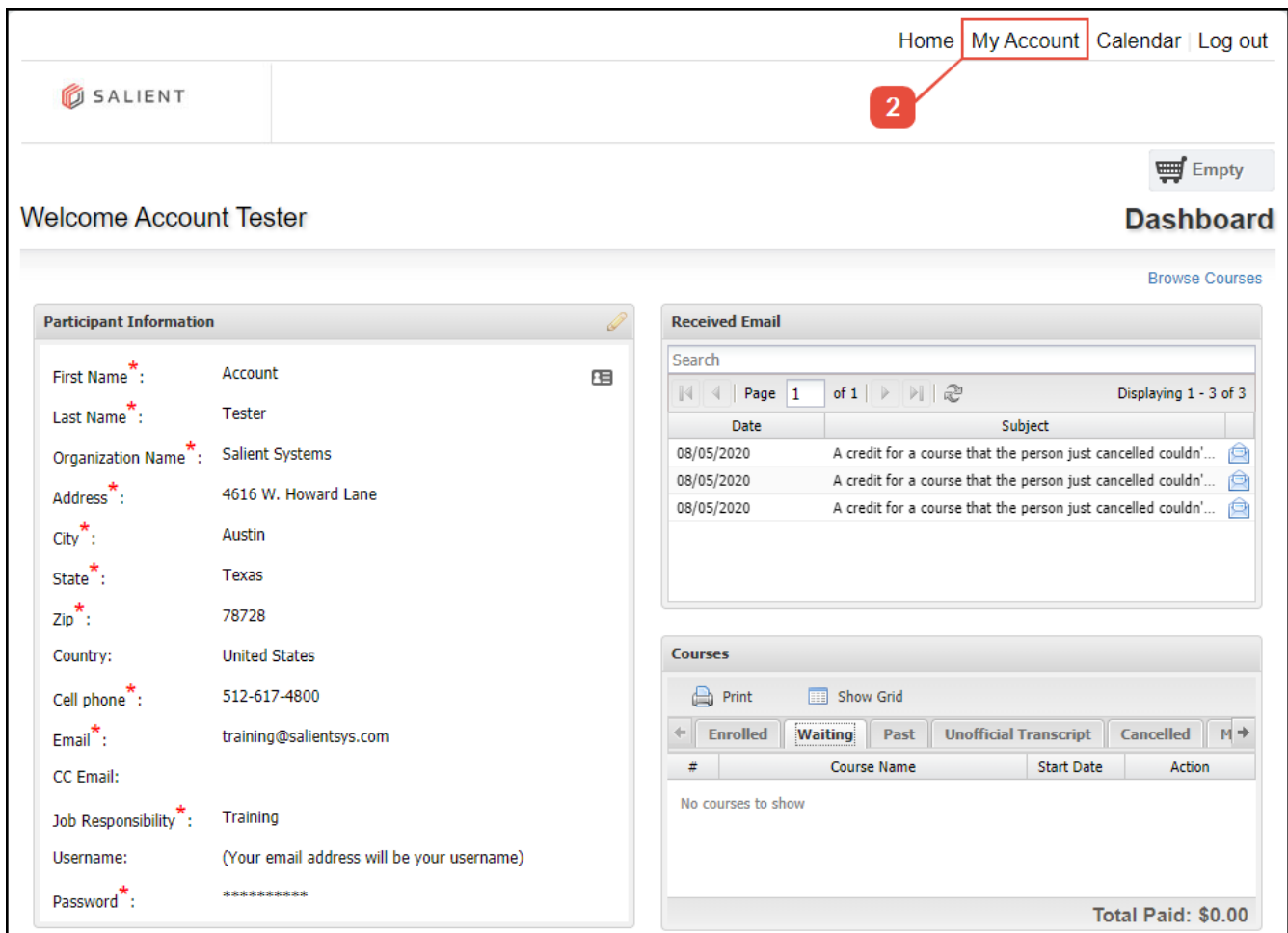
# Participant Information

This is your information stored in the student account when the account was created.

1. The fields can be edited by selecting the pencil icon in the upper right corner
2. When you are done select the save icon in the upper right hand corner or the '**X**' to exit without saving



# Courses

The Courses component shows all the current courses you are enrolled or waitlisted in, all of your past courses, courses that have been added to your unofficial transcript, and courses you have cancelled. Selecting the course name will open up the course description, where you can see additional information about the course.

The action dropdown list allows you to cancel a course (if the course allows it), print a receipt, or view any course work. This page also shows the order number of each purchase.
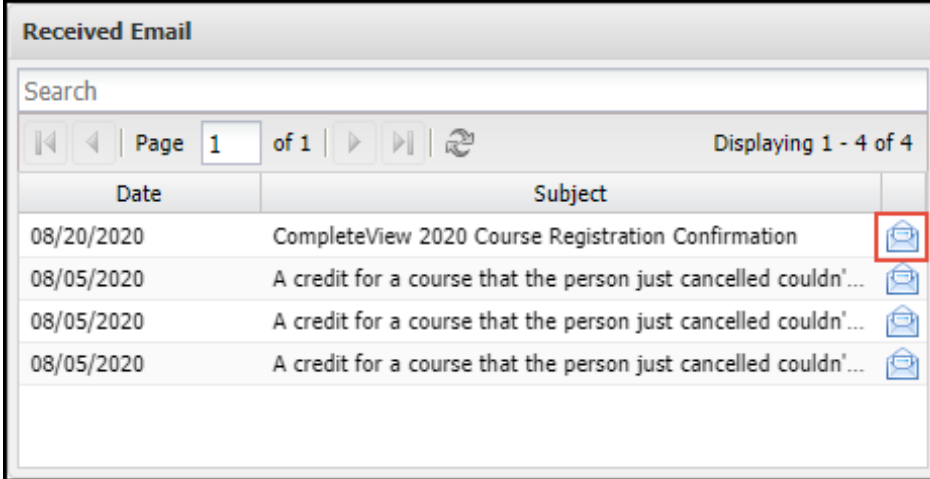
# Received Email

The Email component shows you all the emails that have been sent to you.

Even if you lose a message to a spam filter or an old email address, the messag will be available here.

Selecting the email icon on the right side of the window will open the message.

Any attachments to messages will also be available for a limited duration after the message was sent before they are removed.

| Received Email | | |
|---|---|---|
| Search | | |
| Page 1 of 1 | | Displaying 1 - 4 of 4 |
| **Date** | **Subject** | |
| 08/20/2020 | CompleteView 2020 Course Registration Confirmation | ✉ |
| 08/05/2020 | A credit for a course that the person just cancelled couldn'... | ✉ |
| 08/05/2020 | A credit for a course that the person just cancelled couldn'... | ✉ |
| 08/05/2020 | A credit for a course that the person just cancelled couldn'... | ✉ |