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# **Template –** **Save College Previous Education**

The template named “Template - Save College Previous Education” is applicable to CampusNexus Student.

## Purpose and Outcome

This template provides a form sequence and supporting workflow for a form that enables students to enter information about their previous college education, e.g., state, college name, GPA, and graduation date,. The form uses the Repeater component which enables users to add/delete records as needed. The Repeater component is available in Forms Builder 3.6 and later.

The sequence requires the following:

* A complete **Student record** must exist in the CampusNexus Student database.
* The student must have a **Portal login** to log into this authenticated sequence.

Upon completion of the sequence:

* The updated previous college education information is saved in the CampusNexus Student database.

## Prerequisites

The template was built in Forms Builder using the applications listed below. The template is forward compatible with later versions of the listed applications.

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| --- | --- |
| **Application** | **Minimum Version** |
| Forms Builder Designer and Renderer | 3.6.x |
| Web Client for CampusNexus Student | 20.0 |
| Workflow Composer | 2.7 |
| Packages installed from Package Manager in Workflow Composer | Activities and Contracts (V1) 20.0.0  Activities and Contracts (V2) 20.0.0  Forms Builder Contracts 3.6.x |
| Workflow Tracking Database | N/A |
| Staff STS 2.0 | 2.0 |

## Step 1: Download and Import the Template

1. Download the template xml file to your environment (local drive or network location).
2. Log into **Forms Builder Designer**.
3. Click the **Export/Import** tile.
4. Select the **Import** tab.
5. Click **Select exported file** and navigate to the downloaded template file.
6. Click **Import**.

* [Export/Import](https://help.campusmanagement.com/FB/3.x/Content/ExportImport.htm)

## Step 2: In Form Designer…

1. From the **Forms** slide out, select the **Save College Previous Education** form.
2. Customize the form for your environment. Modify properties on current fields to make them required, etc., or add/remove fields on form.

Make sure you edit the text in the Labels and HTML controls as applicable for your institution.

* [Fields](https://help.campusmanagement.com/FB/3.x/Content/Fields.htm) and [Components](https://help.campusmanagement.com/FB/3.x/Content/Components.htm)

1. **Save** the form.
2. Repeat steps 1-3 for the Custom - Confirmation form.

## Step 3: In Sequence Designer…

1. Select the **Save College Previous Education** sequence.
2. Click **Save As** to create a copy of the sequence/workflow and customize the copy for your use. This way you can always refer to the original sequence/workflow you downloaded.
3. Optional - Add a custom style (theme) associated with your campus.

* [Themes](https://help.campusmanagement.com/FB/3.x/Content/Themes.htm)

1. Select your sequence in the Sequences pane.
2. In the Properties Pane:
   * Ensure that the **Authentication Product** is **Student**.

* Select the **End State Form** named **Custom - Confirmation**.

1. **Save** the sequence**.**

## Step 4: In Workflow Composer…

1. Open the workflow for your saved sequence.

* [Opening Workflows for Sequences](https://help.campusmanagement.com/FB/3.x/Content/HostedEnv.htm)

1. You do not need to change anything in the workflow; however, we recommend that you explore the arguments, states, and transitions to get an understanding of the workflow logic.

## Step 5: In Forms Renderer and CampusNexus Student…

Select your sequence and try it out!

* [Sequence List](https://help.campusmanagement.com/FB/3.x/Content/SequenceList.htm)

1. Find your **sequence** and copy the **URL** to the clipboard.
2. Log in to Portal as a **student** and add previous college education information on the form.
3. In CampusNexus Student, select the Students tile > select the name in the Students list > expand Admissions > select the Previous Education tile, and verify that the information entered on the form is displayed.

## Step 6: Lastly…

Once your updated sequence has been tested successfully, it is recommended that you disable the workflow for the original Template version.

1. In Workflow Composer, in the Server section of the ribbon, click **Open**.
2. Find the workflow named **Save College Previous Education**.
3. Clear the **Enabled** check box and click **Save**.