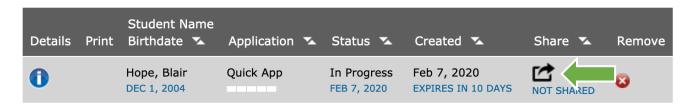


How to Securely Share Student Application with Parents and/or Students

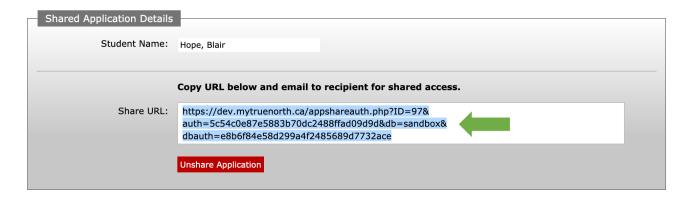
The TRUE North secure agent portal supports **simplified sharing** of student applications between agencies and parents and/or students.

How to Share an Application

- **Step 1**: Create the online application exactly as before, entering the students name and birthdate.
- Step 2: Click the Share Icon.



- **Step 3**: Click **OK** to enable sharing for student application.
- **Step 4**: Copy the **Share URL** and paste into email to parent and/or student.

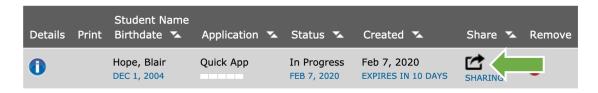


- **Step 5**: Parent uses the **Share URL** to access the application and complete sections as required.
- **Step 6**: Agent will be notified (via email) when parent has completed application. Note, parents cannot submit directly to your school board. They can only complete required sections. Once the parent completes application, they no longer have access to view or modify.
- **Step 7**: Agent reviews the completed application and submits to the school board.

How to Unshare an Application

You may unshare an application at any time.

Step 1: Click the Share Icon.



Step 2: Click Unshare Application button.

Unshare Application