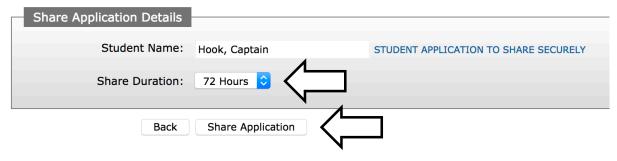# 2. Online Application – Secure Agent/Parent Sharing

The TRUE North online application now supports secure sharing of applications between agencies and parents and/or students. The basic workflow:
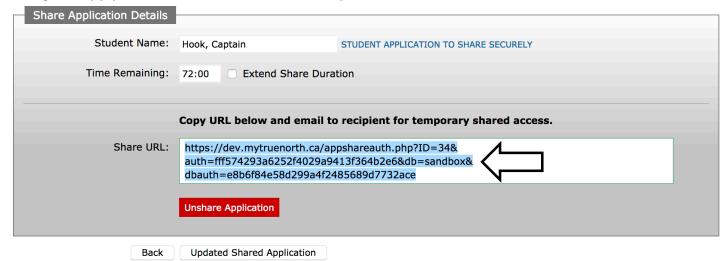
1. Agent creates (or initiates) online application exactly as before (not parent/student).

2. Agent clicks share icon

Details	Student Name ⌄	Application ⌄	Status ⌄	Created ⌄	Share ⌄	Share Details ⌄	Remove
ℹ️	Zappa, Frank	Short Term	Submitted OCT 7, 2016	Oct 7, 2016			🔒
ℹ️	Hook, Captain	No Fees Test	In Progress OCT 1, 2016	Oct 1, 2016	↗️		❌

3. Agent sets share duration:

Share Application Details

Student Name: Hook, Captain   STUDENT APPLICATION TO SHARE SECURELY

Share Duration: 72 Hours ↕

        Back   Share Application

4. Agent copy/pastes secure URL into an email to parent/student.

Share Application Details

Student Name: Hook, Captain   STUDENT APPLICATION TO SHARE SECURELY

Time Remaining: 72:00   ☐ Extend Share Duration

Copy URL below and email to recipient for temporary shared access.

Share URL: https://dev.mytruenorth.ca/appshareauth.php?ID=34&auth=fff574293a6252f4029a9413f364b2e6&db=sandbox&dbauth=e8b6f84e58d299a4f2485689d7732ace

Unshare Application

        Back   Updated Shared Application

5. Agent will be notified when parent has completed application. Note parents CANNOT submit directly to your school district. They can only complete required sections.

6. Agent reviews completed application and submits to school district.

At no time during this process are any passwords exchanged between agents and parents/students.