Scoir Guide

Recruitment

SCOIR

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Scoir Users and Roles

Within Scoir there are different user roles that connect to our college enrollment solutions. In order to access and utilize enrollment solutions, users must have the correct roles enabled. Each institution has an Account Administrator on their team. Your Account Administrator manages roles within your account and can add/remove users and modify roles and permissions.

- **Role Required:** Admissions Representative
- **Role Permissions:** Explore high schools, schedule visits, view College Profile

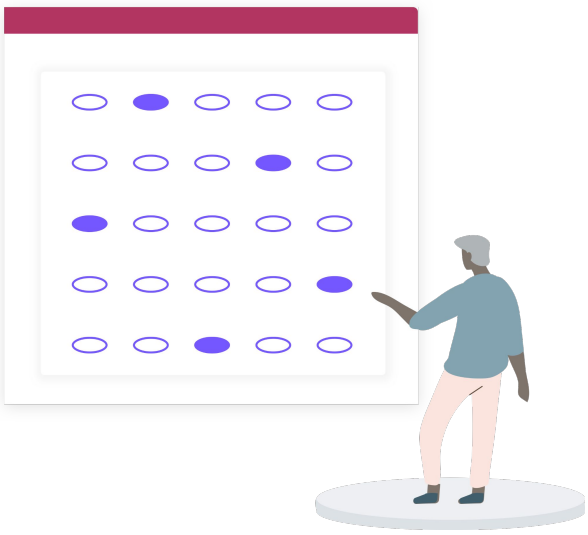
If you believe you should have access to a particular role, reach out to the Account Administrator on your team or contact your Scoir Customer Success Manager!

High School Visits

Scoir High School Visits offers colleges–partner and non partner–to connect with high school counselors and students through high school visits. Scoir is unique in that it allows users to view all high schools, not just Scoir high schools, allowing users to easily plan and schedule recruitment visits.

Users can navigate Scoir High School visits in a variety of ways, ensuring ease in the scheduling process.

- Filter your search by:
  - high school name, town, or zip code
  - public or private, only Scoir schools, senior class size, visit availability, and in person or virtual
- Use Map view to search for high schools in a specific region, state, city, etc.
- Use our Calendar to view visit availability for a specific school



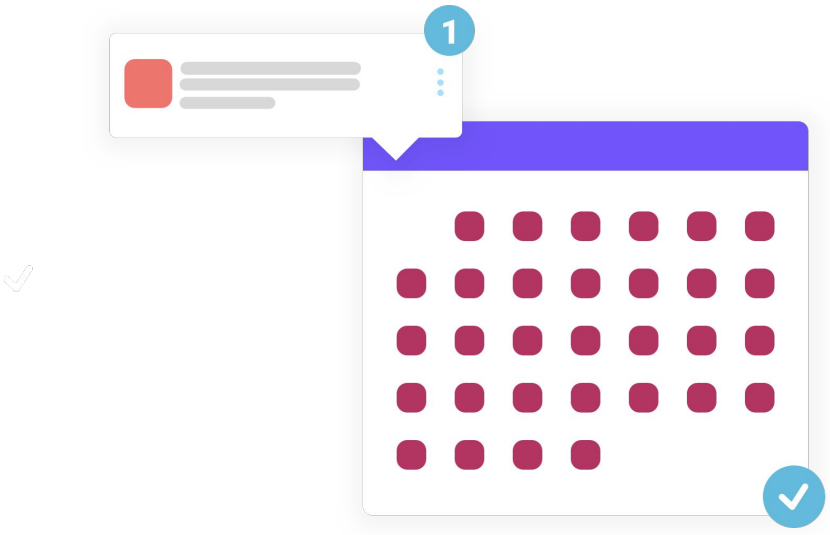
Tips and Tricks

- Navigate to your Dashboard and scroll to the student heat map. Here you can view interested students by state, search for visit availability, and contact counselors and students.

  Note: Only users with the Student Outreach role can message students from the Dashboard.

- Link your external calendar to Scoir to easily compare your availability with high school visits. Simply navigate to High School Visits, select Calendar view, and click Link External Calendar below My Calendars.

- **Heads up:** When viewing and searching for visits, events on the calendar are displayed in your current time zone.



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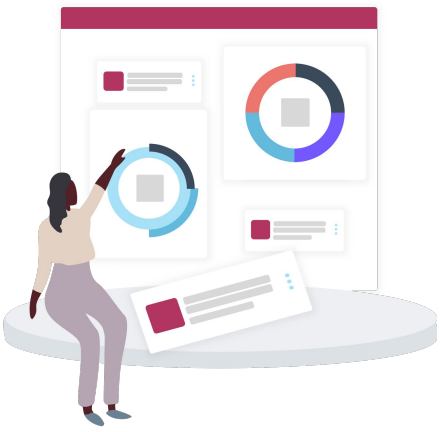
Additional Resources

Here are some additional resources to use to get the most out of Scoir. If at any point you have questions, reach out to your Customer Success team!

- The number of high schools using Scoir grows almost every day. **View the high schools connected to Scoir here**!
- Visit the **Scoir Blog** to discover the Scoir podcast, insights into admission, the application process, higher ed industry and more.
- Sign up for the **What's New in Scoir** mailing list to receive notifications whenever Scoir releases new features.
- Don't forget, you have access to our **Help Center** if you need assistance with any Scoir features.
- Check out our other **educational resources**:
  - **Content Management Guide** and **video**
  - **Messaging Guide** and **video**
  - **User Management Guide** and **video**
  - **Yield and Junior Recruitment Guide**



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