

Making it easy to collect needed documents from students with MappingXpress

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Audio

- Attendee lines are muted.
- Call in using a telephone if you experience sound quality issues and you are using VOIP.

Technical issues

- Contact us at webinars@mappingyourfuture.org if you experience technical issues.

Handout


- In the Handouts pane of the GoToWebinar toolbar
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Questions


- Submit your questions using the question function on the GoToWebinar toolbar.

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January 27, 2021

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Succeed in College

Help Students Succeed

Mapping Your Future

A 501(c)(3) nonprofit providing college, career, financial aid and financial literacy information and services.

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Answering questions about MappingXpress®

- What is MappingXpress?
- What are the benefits of MappingXpress?
- What does the process look like for my students?
- What customization options are available?
- How do retrieve my documents?
- How do I sign up?
- Questions?

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What is MappingXpress?

MappingXpress is a secure and convenient document transfer process.

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MappingXpress benefits

- Ease of use for both student and school
- Quick set-up
- Secure collection
- Customization options
- Document conversion
- Electronic process
- File audit report
- Customer service

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Security features

- Encryption
- Unique URL and student passcode
- Scan each document
- Username and password protection for schools

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Student process flow


- Student enters a passcode
- Completes the data collection form
- Selects the document types to upload
- Receives a confirmation page

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Electronic signature

- Understands the need to be accurate and truthful
- Not associated with a particular document
- Not authenticated as with a digital signature



I understand that I am providing my electronic signature on this page. By providing my electronic signature, I certify I am providing accurate information and understand it will be used for the purpose outlined by the organization requesting the information.

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Demo of student process

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Managing MappingXpress

- Retrieve documents through secure Access Area
- Search for archived records
- Review and revise customization options
- Super user manages other users
- Multiple office options
 - Share account
 - Have separate accounts for each office

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Customization options

- Standard options**
 - Custom URL
 - Passcode
 - Custom header
 - Data fields
 - Document types
 - End URL
 - Student instruction sheet
- Additional options**
 - SFTP retrieval
 - Convert files to specific format
 - Customize file name

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Examples of types of documents collected

- ACT or SAT score
- Driver's license
- Household worksheet
- IRS tax transcripts
- Monthly expense and resource statement
- Scholarship applications
- Social security card
- Unofficial transcripts
- Verification worksheet

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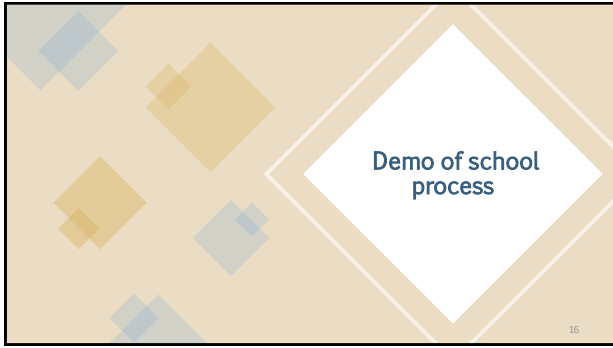
Retrieving documents

- Documents available for 60 days
- Pull documents by date range
- Search for documents by name, confirmation number, etc.
- Archive report
- File audit report

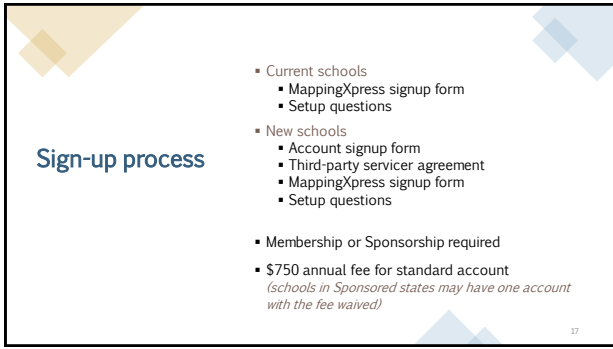
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