1. Log in to StudioAbroad at www.studyabroad.miamioh.edu
2. Look to the left of your screen. Click on ‘Applicant Admin’, then ‘Search’. You can do this even if your home page is an application page (Click here to change your home page).
3. Enter a unique word from your program title, then highlight your program term. Click search.
4. This will pull up your list of students for that program and term.
5. Perform a ‘Progress Audit’. Click on the progress audit drop down box. Then, select ‘Post Decision’.
6. Select the items that you want to review. At a minimum, you should ensure that 1) Credit Program Registration, 2) Authorization for Medical Procedures, 3) Emergency Contact Information, 4) Medical Questionnaire, and 5) HTH insurance questionnaire (for international programs), are checked.
7. Click ‘Next’.

8. Review the progress audit to see what items are missing.
9. Send a reminder email to your students. Click on the check box near each name. Scroll to the bottom of the page and click ‘Send Email to Marked’.