



# Using Via-TRM Traveler Management Portal

[Kirsten Introduction](#)

[Faculty Toolkit](#) – Via-TRM Help

## Tips

### Important Language

- **Travelers** = Students
- **Program Brochure** = your program website

**Accepting Students – see faculty toolkit above for short video directions to see what/how to do things**

- You have the ability to
  1. View all travelers in your program and all of their application materials.
  2. Approve/Deny travelers for your program
  3. Review Traveler Forms (these are post-application forms, like medical forms)
- Please use the “**Approved**” status (not “accepted”) when you are approving students for your program.
- Students are NOT notified immediately. There is a release date built into your program
  1. Oct 28 for May programs
  2. Sept 28 for Spring break programs