

Reflection Website Directions

Approving Accounts

1. Go to <https://pfe.sffcfoundation.org/>
2. Using your email and password, log in
3. Go to “Pending Accounts”
4. Across from each student’s name, select “View”
5. At the bottom of the page, select “Approve”
6. To reject the account, reflect reasoning in “comments” and click “save”
7. The student’s status will change from “pending” to “approved” or “denied”
8. The student will receive an email confirmation

Reviewing Reflections

1. Go to <https://pfe.sffcfoundation.org/>
2. Using your email and password, log in
3. Go to “Reflections”
4. Across from each reflection, select “View”
5. Review the reflection
 - a. If it is acceptable, choose “approve”
 - i. The student will receive a confirmation email
 - b. If it is not acceptable, choose “reject” and list improvement needs in the comments
 - i. The student will receive an email with instructions for editing the reflection and resubmitting

Troubleshooting

1. Forgot password
 - a. Go to the log in page and choose “forgot password”
 - b. You will receive an email prompting you to set up a new password
2. Change a student’s email address
 - a. Go to ‘accounts’ and click the three action dots next to the student’s name
 - b. Select ‘change email’ and adjust accordingly
3. Edit a student/mentor profile
 - a. Go to ‘accounts’ and click the three action dots next to the student’s name
 - b. Select