



**National Student Clearinghouse®**  
2300 Dulles Station Boulevard, Suite 300  
Herndon, Virginia 20171

703-742-4200  
[www.studentclearinghouse.org](http://www.studentclearinghouse.org)

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## How to Get Started Using StudentTracker for Outreach Programs

Thank you for subscribing to StudentTracker for Outreach Programs, a service from the Clearinghouse that will provide you and your colleagues with critical college enrollment data on your former program participants.

Please follow the instructions below to implement your StudentTracker for Outreach Programs service.

1. **Sign the StudentTracker for Outreach Programs Agreement and submit it with payment** (a copy of the agreement can be downloaded from our Web site at <http://www.studentclearinghouse.org/outreach/default.htm>).
2. **Apply for a user name and password for each staff member** who will be accessing StudentTracker for Outreach Programs. The Clearinghouse will provide you with the appropriate form upon receipt of your signed agreement.
3. **Begin using StudentTracker for Outreach Programs.** After you have obtained the necessary user names and passwords, you can connect with the secure portion of our Web site using these steps:
  - Go to [www.studentclearinghouse.org](http://www.studentclearinghouse.org)
  - In the "User Login" area, enter your user name and password and click the arrow inside the green box
  - Indicate whether or not your program has received written consent to obtain post-secondary enrollment information on the subject of your search. Please note that it is *not* required that you obtain the written permission of your program participants in order to continue use of our service.
  - Enter the identifying data for the student and submit
  - Review the response information

We hope that you will find StudentTracker for Outreach Programs to be an easy and productive service to use. If you have any questions or problems implementing or using the service, or suggestions for improving StudentTracker, please contact us at **703-742-4200** or **[service@studentclearinghouse.org](mailto:service@studentclearinghouse.org)**.