Introducing Prospect Notifications

Search alpha users at your college will now receive monthly email notifications with updated student counts for your most recent Search orders. Each notification is linked to a new, easy-to-use order dashboard within Search where you can review previous orders, view the updated counts of students, make edits to your Search criteria, and place orders.

We're investing in new ways for students to join Search and innovative tools to help you reach them.

- Thousands of new students are joining the Search pool each week**. Don't miss the chance to connect with students who joined Search after you've placed an order!**

- With these new notifications, you can be confident you're finding all the students who meet your criteria in the markets you're searching.

- Alpha users will receive their first monthly email notification in July 2021 and can start connecting with new students in just a few clicks to make Search a year-round activity for your campus.

How do the notifications work?

A monthly email

A new Search interface

Monthly notification emails show new student counts for up to 20 of your most recent orders in the past 15 months

Selection is based on submit date, but prioritizes your largest orders if more than 20 are placed on the same date

Standing orders (queries set to run monthly or "as data loads") are *excluded* from email notifications

Emails are linked to a new dashboard within Search
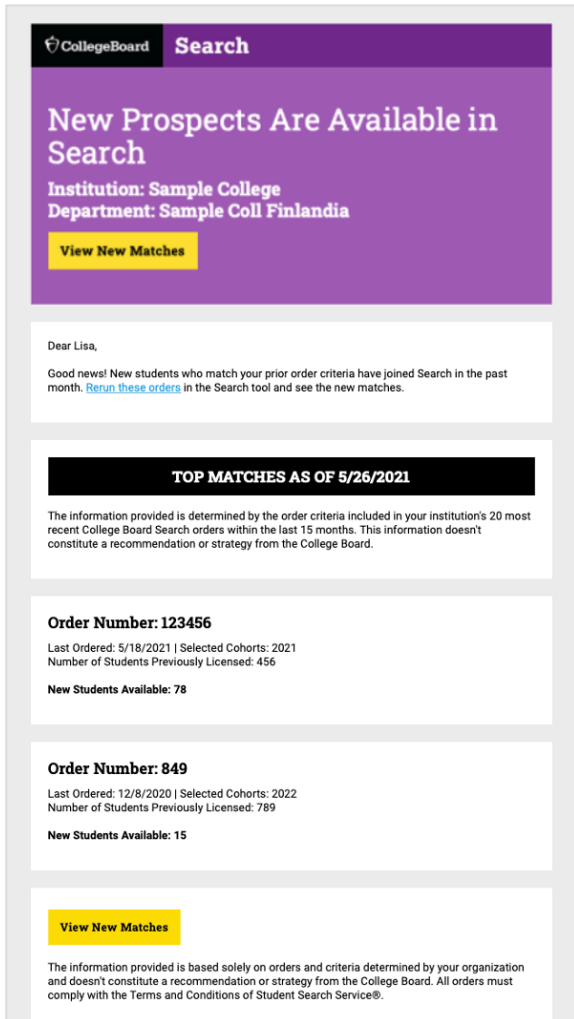
Who will receive them?

Search alpha users

Search alpha users are institutional points of contact for College Board Search. These power users can provide access to others on their campus and view Search order history.

Access resources for optimal Search at **cbsearch.collegeboard.org**
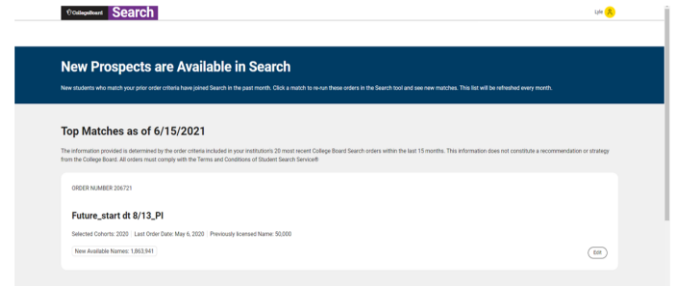
When will notifications be sent?

Prospect notifications will be sent via email to Search alpha users on the first Monday of each month.

Institutions can designate more than one alpha user so multiple individuals will receive notifications. If you don't know who your alpha user is or don't have one, contact collegeboardsearch@collegeboard.org.

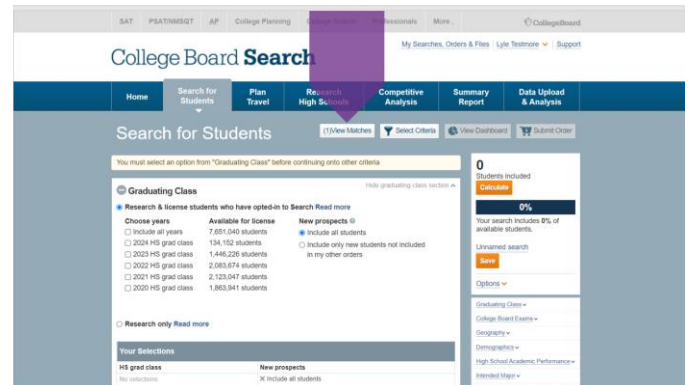## Where will new matches be viewed in College Board Search?

You'll be able to open your matches directly from the email into the new Search interface.

- When you access your matches, simply click "edit" on a match to review the criteria and submit an order

Volume in the email is a point-in-time snapshot, but since Search is dynamic, you'll always see the current count of available students when you log in to Search.

- **View Matches** will update every month to coincide with the email to alpha users

- When no notifications are available, **View Matches** will display **0**

We're here to help.

Search consultations with our Recruitment and Enrollment specialists are always free and designed to help you get the most out of prospect notifications and your entire Search strategy.

Schedule today at **cb.org/searchconsult**