TOWSON UNIVERSITY STUDY ABROAD & AWAY OFFICE

Horizons Study Abroad/Away Faculty Director User Guide

Updated: March 2022

Contents

TU Horizons

Logging On and Set Up

- Go to https://towson-horizons.symplicity.com/. This is the Horizons welcome screen.

- Click the 'Manager Login' tab and enter your Towson email address. Please see the email from our office for your password.
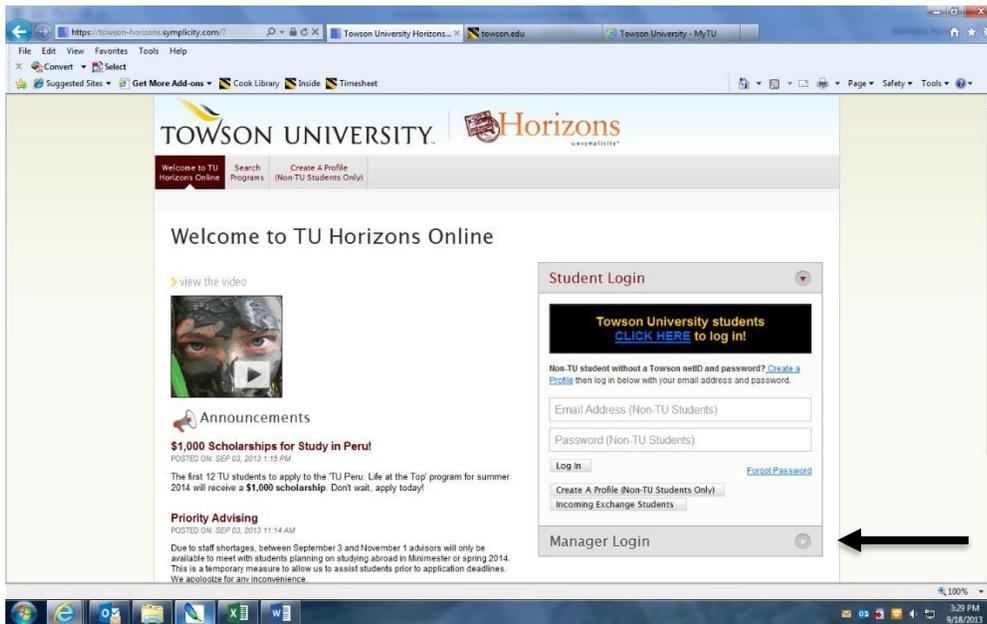
- Once you arrive at the manager home screen, you can change your password by going to the 'My Account' link from the navigation bar on the left.
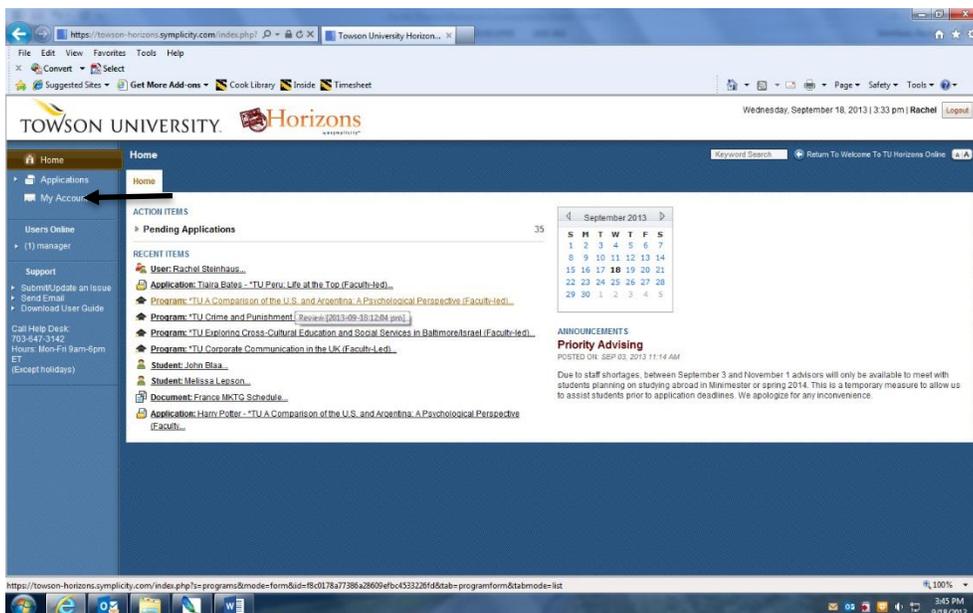
- Select the 'My Account' tab and enter your new password.

Navigating the Applications Tab

▪ Click the 'Applications' link from the navigation bar on the left.

▪ This screen will list all of the applications that have been initiated for your program. You can narrow the selection by what stage in the application process each application is in using the subfolders under 'Applications.'
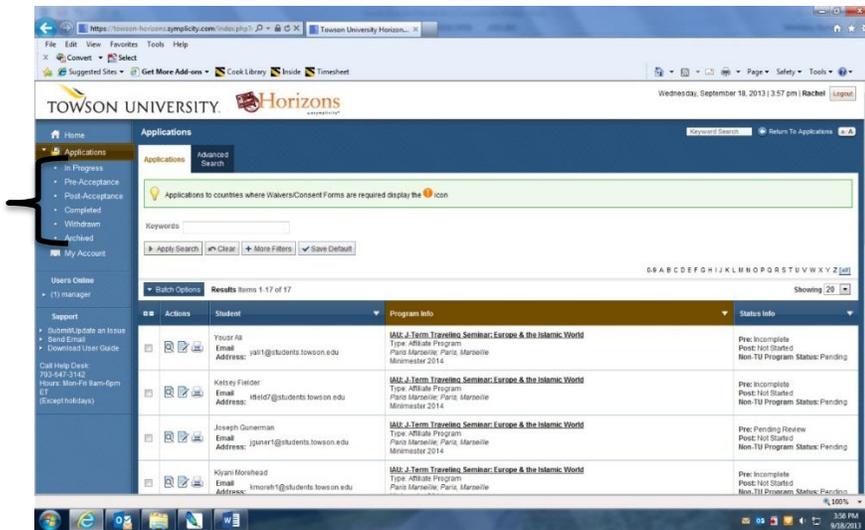
▪ **Application Subfolders:**

  o **In Progress** – The student has initiated the application, but has not yet submitted it for review i.e. the application is incomplete.

  o **Pre-Acceptance** – The student has submitted their application for review. Of the several tabs across the top, the only two that will be used for faculty-led programs will be 'Pending Review' and 'Approved.' When a student's application is 'Approved,' they have been officially accepted into the program. They will receive an email from the Programs Assistant outlining their next steps at this time.

      ▪ **Note:** Applicants will be approved and admitted in the system by the TU Study Abroad & Away Office

  o **Post-Acceptance** – The student has submitted all required Post Acceptance (medical self-assessment, flight itinerary, etc.) materials for review.

  o **Completed** – The student has finished all necessary paperwork for going abroad.

  o **Withdrawn** – In the event that a student withdraws their application, it will appear here. This will include any withdrawn application that was initiated, even if the student did not submit their application for review.

  o **Archived** – N/A

▪ You cannot to use the back button on your browser to navigate within Horizons. Instead, use the 'Return to Applications' or 'Return to List (Applications)' links in the top right corner, below the log out button. Both will return you to the full list of Applications.

Thursday, September 19, 2013 | 1:12 pm | **Rachel** | Logout

Keyword Search | Return To Applications | A A

Viewing a Single Application

▪ You can search for a specific student's application by entering their name or TU ID into the keyword box.

▪ You can view or print a student's application from here. Your permissions will not allow you to edit an application.

▪ When you view a record, it will automatically bring up the full application. You can limit it to specific sections using the checklist on the left. There will be a green circle with a check mark next to all completed sections of the application.

To Send an Email to a Student from Horizons

- Check the box next to each of the students you would like to email. If you are sending the message to multiple students, you can keep track of how many you have selected in red.

- Click 'Batch Options' and hover over 'Mail'

- Select the first option, '[new message],' so that you can draft your message and click OK.

  o This will **not** automatically send the email

- Add information to the required fields: Subject, From (your TU email should be automatically entered), and Message Body. Click 'Next' when you are finished.

  o We recommend clicking "Yes" to HTML and pasting your text in both the HTML and Plain Text fields. This will allow you to manipulate the text in greater detail (bold, italics, bullets, hyperlinks) in the HTML screen, though students who can only receive Plain Text emails will not see this formatting.

  o Leave the Message Options on the default of 'Do Not Save'

  o You may also attach any documents you wish to send the students at this point.

- Review the list of recipients and click 'Send Messages.'

- Any responses to emails sent from with Horizons will appear in the Outlook mailbox of the address you choose for the 'From' field. You will not need to log in to Horizons to continue correspondence with individual students.