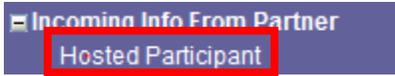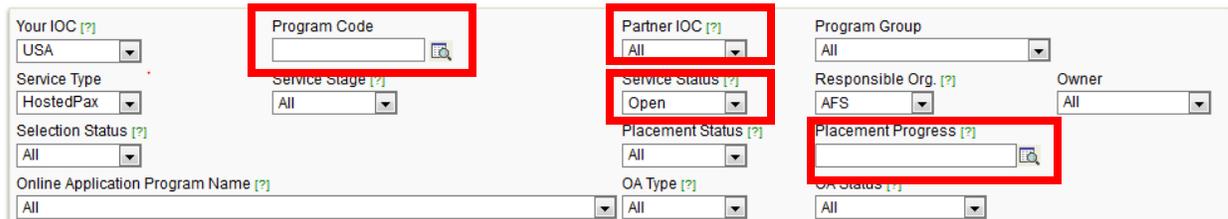# Guide to Finding Hosted Students in Global Link

- Log into Global Link

- From the search menu on the left, under 'Incoming Info from Partner', click on 'Hosted Participant'

- This takes you to the search screen. There are several search fields, but the arrows below highlight the most important fields needed to search for your hosted students:
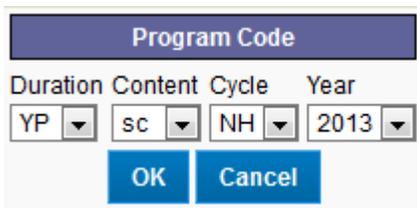

- **Program Code:** here you can search for students according to program year and cycle by clicking on the magnifying glass next to the search field

  - Choose the year and cycle for the students you are searching for (you can leave duration and content blank)

  - If you would like to retrieve a list of Sponsored Program students, choose the following content codes:

    - YES: ys
    - CB: cb

Program Code			
Duration	Content	Cycle	Year
YP ▾	ys ▾	NH ▾	2013 ▾
OK	Cancel		

- **Partner IOC:** use this field when searching for a group of students from a particular country.

Partner IOC [?]
JPN ▾

- **Service Status:** make sure this is set to 'open' in order to retrieve students who are currently applying or on program (student who withdraw, are rejected, or have completed a program will have closed service statuses)

Service Status [?]
Open ▾

- **Placement Progress:** this status indicates in which stage the student is regarding availability and placement. Click on the down arrow next to the search field to chose student statuses.

Placement Progress [?]
[   ] ▾

Placement Progress [?]
Nationally Available, Regionall ▾
☐ All
☐ Area Team Assign
☐ Area Team Hold
☐ Community Placed
☐ Deceased
☐ Family Placement Confirm
☑ Nationally Available
☐ Personal Early Return
☐ Placed Without Papers
☐ Program Release
☐ Program Terminated
☑ Regionally Available
☐ Release at EOS
☐ Return -Family Event
☐ School Placed

- **Filters:** to search by even more specific criteria, you can use the filter feature at the bottom of the search screen. Click on 'Add Filter':

More Filters

| Add Filter | Load Pre-defined Filters | Save As Pre-defined Filters |
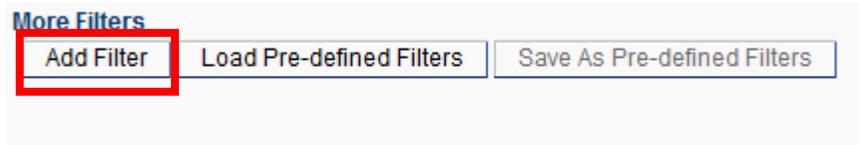
- To search for students of a **specific gender**, find 'Gender (M/F)' in the Field menu and highlight it; Search Type 'is equal to'; and in the Value field enter either 'M' for male or 'F' for female:

New Search Condition

Field	Search Type	Value
Gender (M / F)	is equal to	F
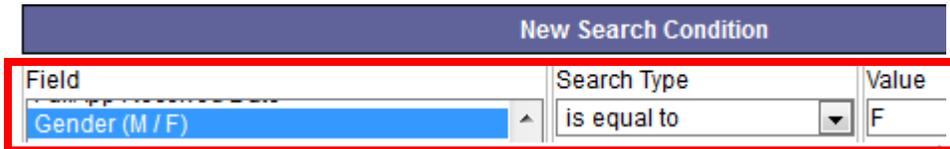
- To search for students **with certain hobbies and interests** (as listed in the 'About Me' section of the student bio), select 'About Me' from the Field menu; Search Type 'contains'; and in the Value field enter the key word(s) (ie: soccer). A full list of About Me Search Terms can be found here.

New Search Condition

Field	Search Type	Value
About Me	contains	soccer
Additional Info		
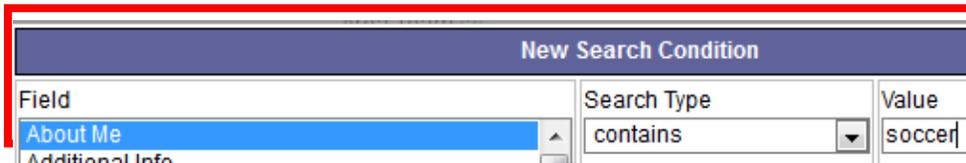
- Each search item selection is saved by clicking on the 'Add' button.

| Add | Cancel |

- Your search can be further refined by adding additional fields. Return to the 'Add Filter' box each time you want to add additional search criteria. If you want to keep your search selections for a future use, go to 'Save As Pre-defined Filters, name your search and save.

More Filters

Add Filter	Load Pre-defined Filters	Save As Pre-defined Filters
1 About Me contains 'soccer'		Remove Edit
2 Placement progress is one of ('Regionally Available','Area Team Hold')		Remove Edit
3 ELTIS is greater than or equal to '232'		Remove Edit

- Once you've entered the desired criteria, click on 'Search' from the bottom right hand corner of the screen

| Search | Export to Excel |