



# **Transient Student Admissions Application (TSAA)**

## **Institutional Administrator Overview**

### **Purpose**

This document provides a high-level overview of the TSAA modernization project and the role of Institutional Administrators. It is intended to help institutions identify appropriate administrators and prepare for implementation.

### **About TSAA**

TSAA supports Florida public college and university students who wish to take courses at another participating public institution. FLVC is modernizing the statewide system in coordination with the Florida College System and State University System offices.

The modernized TSAA will provide a more reliable, secure, and user-friendly experience, with standardized processing, improved tracking, enhanced reporting, and validation through the Florida Statewide Course Numbering System.

### **System Components**

- Student Application – Student submission and status tracking.
- Administrative Portal – Institutional processing, user management, and settings.
- Reporting Dashboard – Institution-level and statewide reporting and analytics.

Institutional testing is planned for Fall 2026.

### **Institutional Administrator Role**

Each institution must designate at least one Institutional Administrator. Institutions may assign multiple administrators to support continuity. Administrators will:

- Invite institutional users and manage roles, permissions, and access.
- Maintain institution-specific settings and customizations.
- Monitor application activity and access institutional reports.
- Serve as a primary institutional contact for TSAA implementation and administration.

### **Institutional User Roles**

Administrators may assign users to the following roles:

- Transient Registrar's Office
- Transient Financial Aid Office
- Transient Institutional Reporting Office

## **System Access**

Access is provided by invitation and uses each institution's existing Single Sign-On credentials. Institutional Administrators manage TSAA permissions, while authentication and account-access issues remain with the institution's IT support process.

## **Institution Settings**

Administrators will maintain institution-specific content, including:

- Home Institution Student Information
- Agent Special Information
- Host Institution Admissions Information
- Host Institution Questions, once finalized by the system offices