Checking the status of a Registration form:

1. Log into JList
2. Click JLab Guests
3. Click ‘Travel Coordinator Guests’
4. This will show you the status of all guests assigned to you that have completed the Access Portal information.
**Registration Status Definitions:**

**Sponsor Processing:** Waiting on sponsor to approve Registration form

**Guest Processing:** The person has not completed the registration form. They will need to go back to their dashboard to complete the registration form

**Requires Sponsor:** Registration form needs to be sent to sponsor (see Send Registration tab in this binder)

**Awaiting Upload:** Registration is ready to be uploaded to JList (see Upload Registration tab in this binder)

**Outstanding Forms:** Registration is completed, however, additional required forms are not complete. They will need to go back to their dashboard to complete the required forms