

Admissions View Training
Created on Monday, December 01, 2008

COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

Table of Contents

Admissions View Training	1
Signing In to PeopleSoft	1
Viewing Addresses, Phones, and E-mail Addresses	2
Viewing Application Summary	7
Viewing Checklist Summary	12

Admissions View Training


Signing In to PeopleSoft

Procedure

Signing in to PeopleSoft is just like opening a secured page on a website on the Internet. You enter the URL in your browser window's address box to open the site. When the site opens, you type in your Username and Password to access the secured areas.



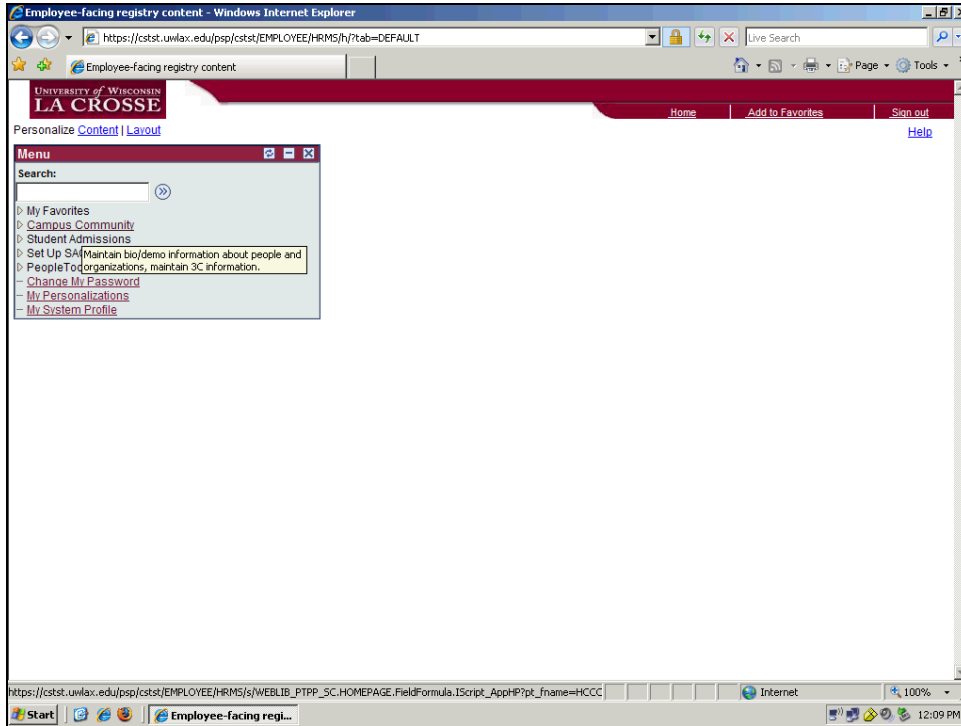
Step	Action
1.	Every user will be assigned a Username. Both Username and Password fields are case sensitive. Enter the desired information into the Username: field. Enter " ADA ".
2.	Click in the Password: field. <input type="text"/>


Step	Action
3.	<p>Once you have typed the Username, you can type in the Password. Notice that for security purposes, when you type the password, it will be shown with asterisks. Also note that passwords are case sensitive.</p> <p>Enter the desired information into the Password: field. Enter "ADAs".</p>
4.	<p>Click the Sign In button.</p> 
5.	<p>If the information you entered is valid, the system will display the Home page for your PeopleSoft system.</p> <p>For security purposes, your PeopleSoft system logs you out of your application after a period of inactivity determined by your security administrator. Two minutes prior to your session timeout, the system provides a warning that your browser session is about to expire.</p>
6.	<p>You have successfully signed in to a PeopleSoft application.</p> <p>End of Procedure.</p>

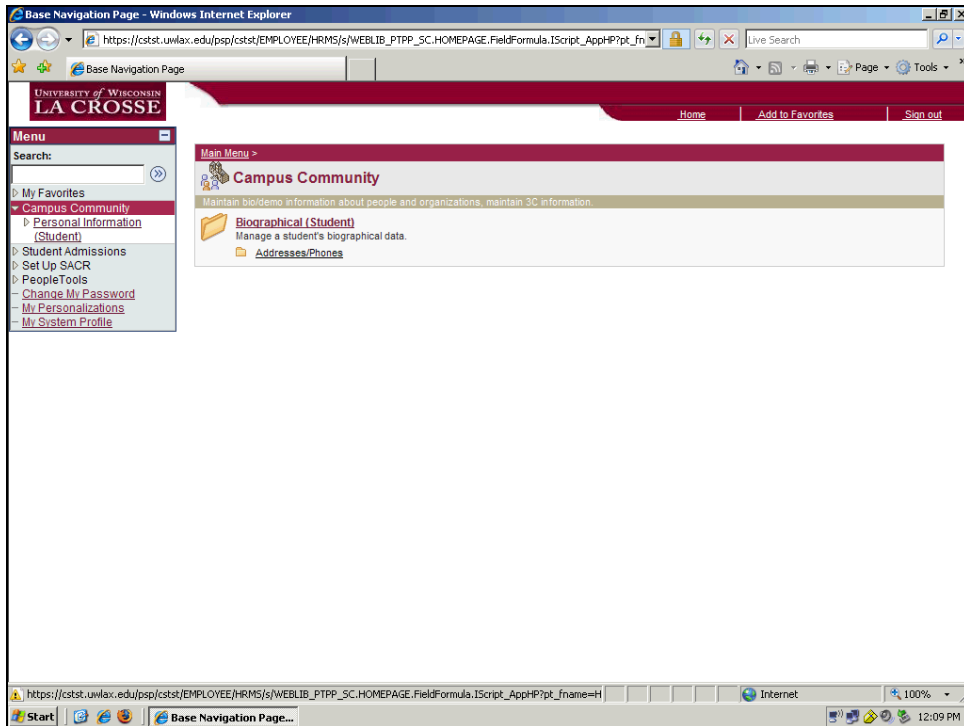
Viewing Addresses, Phones, and E-mail Addresses

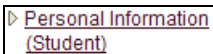
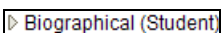
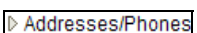
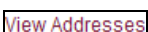
Procedure

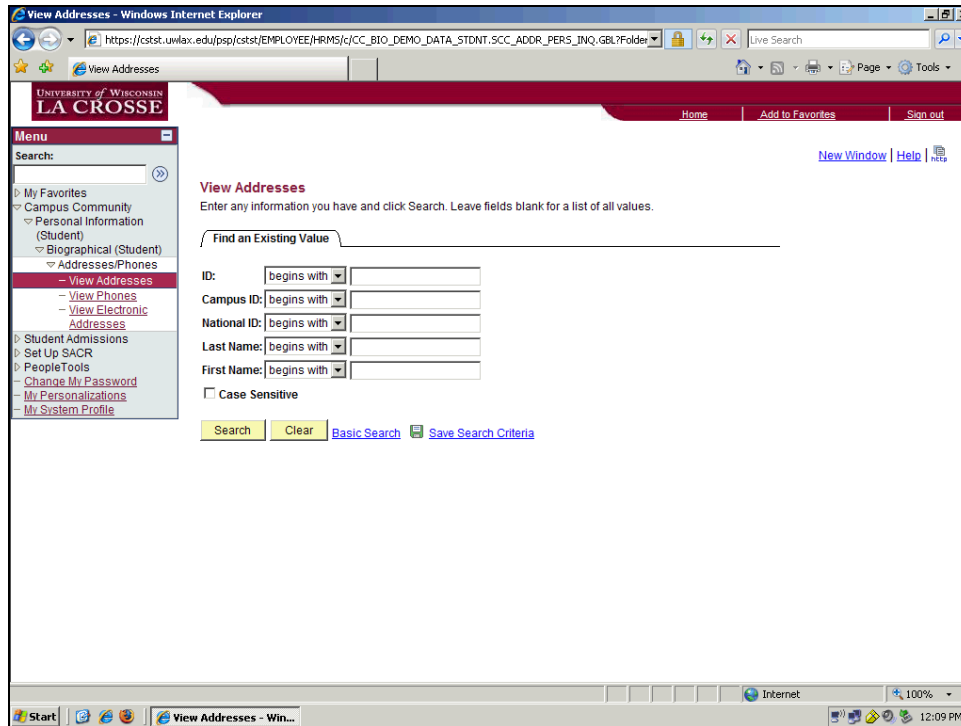
This lesson explains how to view an individual's address, phone, and e-mail information in PeopleSoft.



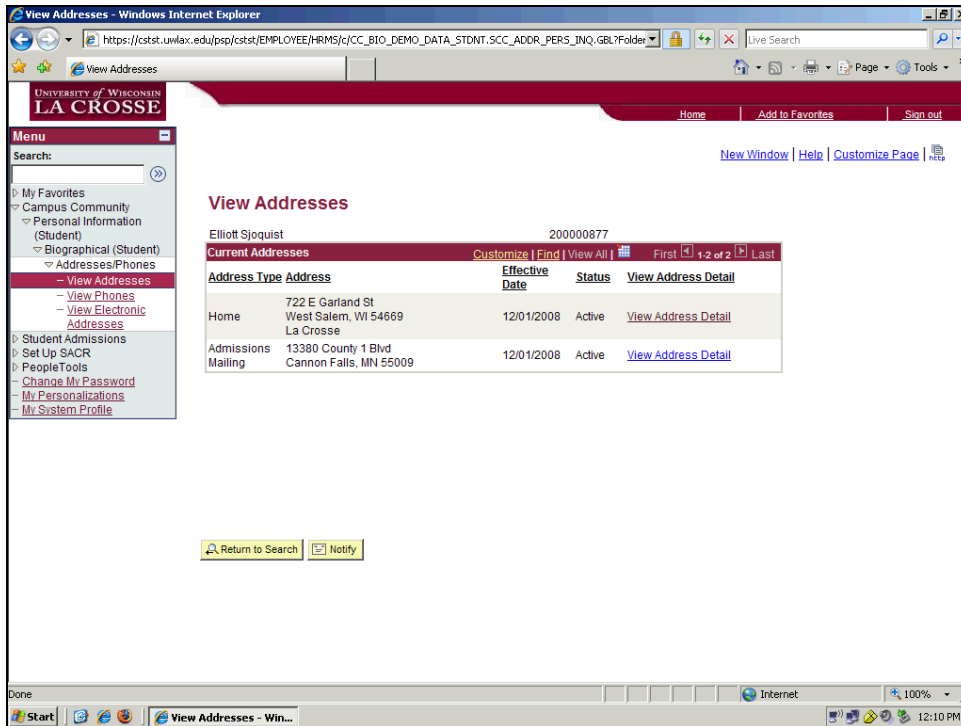
Step	Action
1.	Click the Campus Community link. 



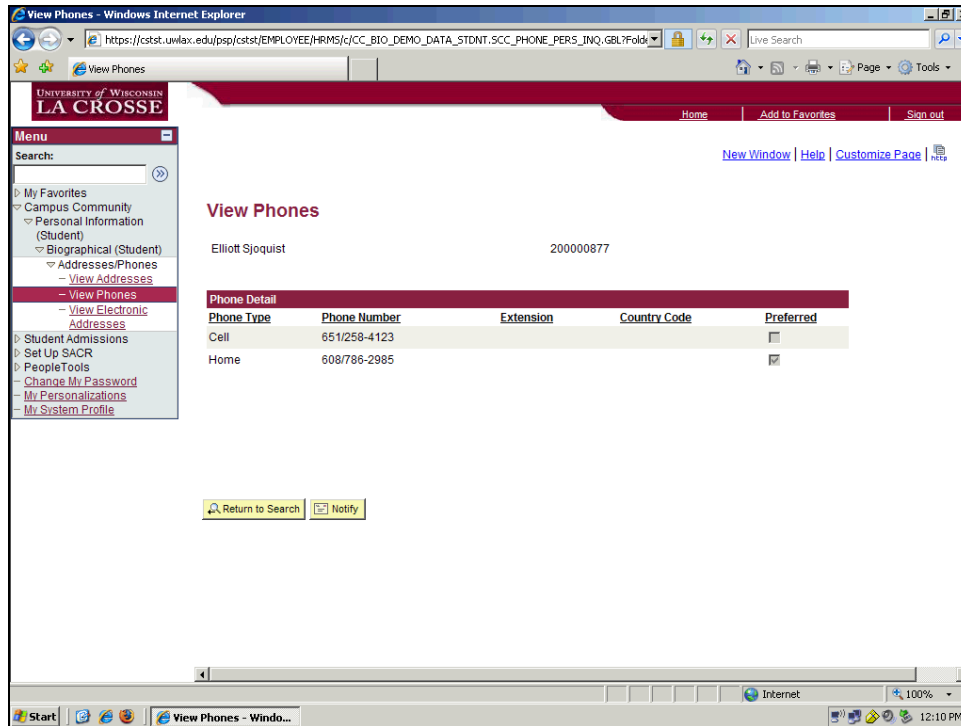
Step	Action
2.	Click the Personal Information (Student) link. 
3.	Click the Biographical (Student) link. 
4.	Click the Addresses/Phones link. 
5.	Click the View Addresses link. 



Step	Action
6.	Click in the Last Name field. <input type="text"/>
7.	Enter the desired information into the Last Name field. Enter " Sjoquist ".
8.	Click in the First Name field. <input type="text"/>
9.	Enter the desired information into the First Name field. Enter " Elliott ".
10.	Click the Search button. <input type="button" value="Search"/>
11.	An individual can have multiple address types. If a blue window shade icon appears on this screen, this individual has indicated that this information can not be released. Releasing this information is a violation of FERPA (Family Education Rights & Privacy Act).



Step	Action
12.	Click the View Phones link. View Phones
13.	An individual can have multiple phone types. If a blue window shade icon appears on this screen, this individual has indicated that this information can not be released. Releasing this information is a violation of FERPA (Family Education Rights & Privacy Act).

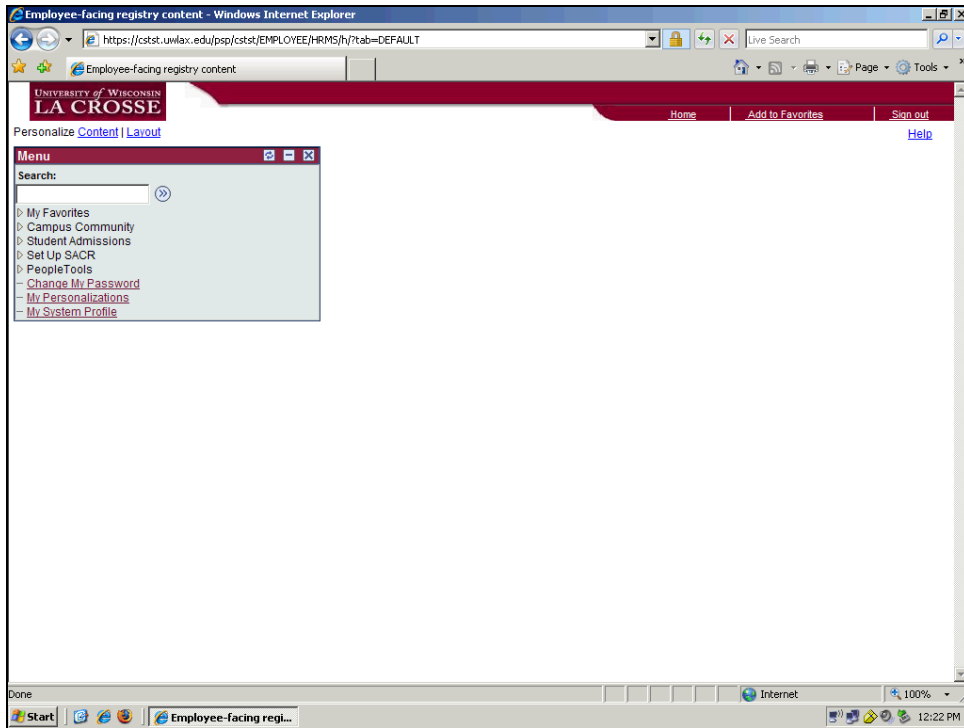


Step	Action
14.	Click the View Electronic Addresses link. View Electronic Addresses
15.	An individual can have multiple e-mail addresses. If a blue window shade icon appears on this screen, this individual has indicated that this information can not be released. Releasing this information is a violation of FERPA (Family Education Rights & Privacy Act).
16.	End of Procedure.

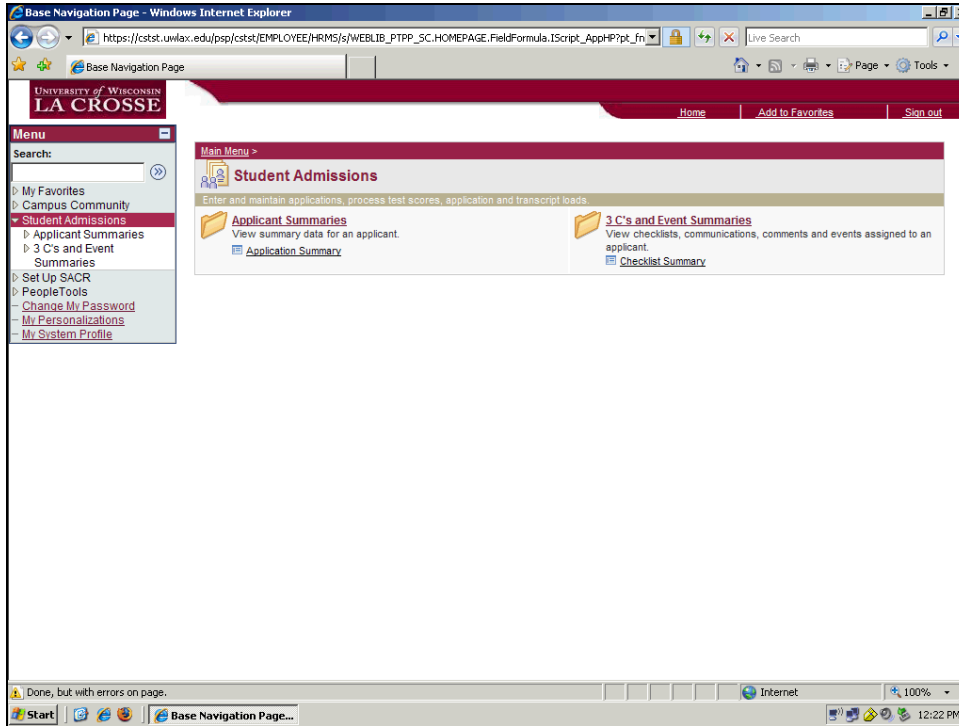
Viewing Application Summary

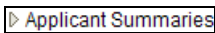
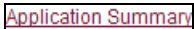
Procedure

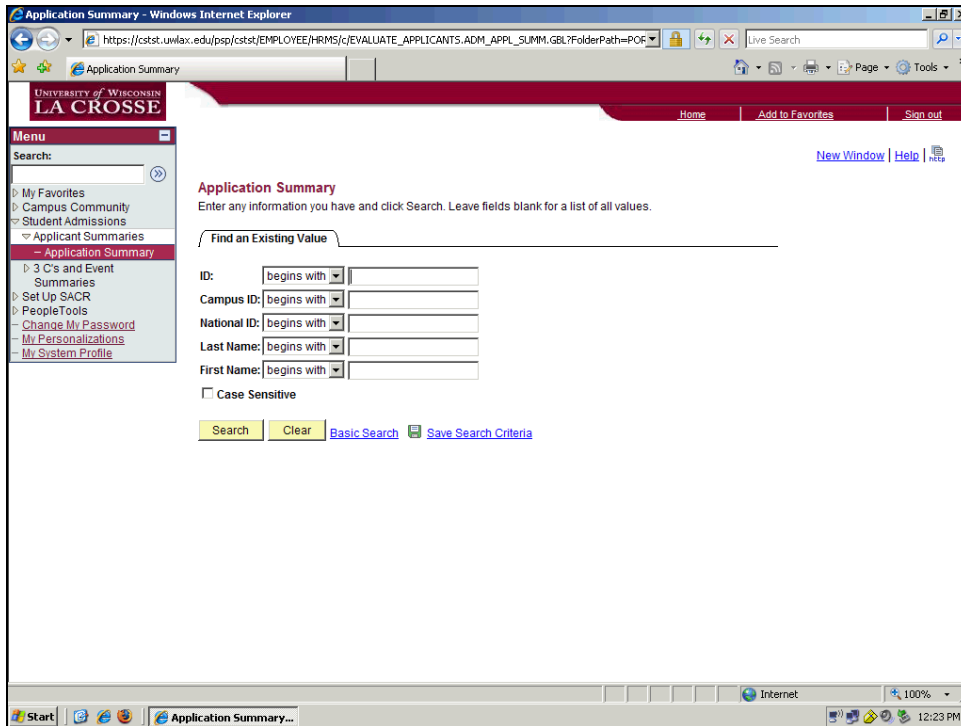
This lesson explains how to view a summary of an individual's application.



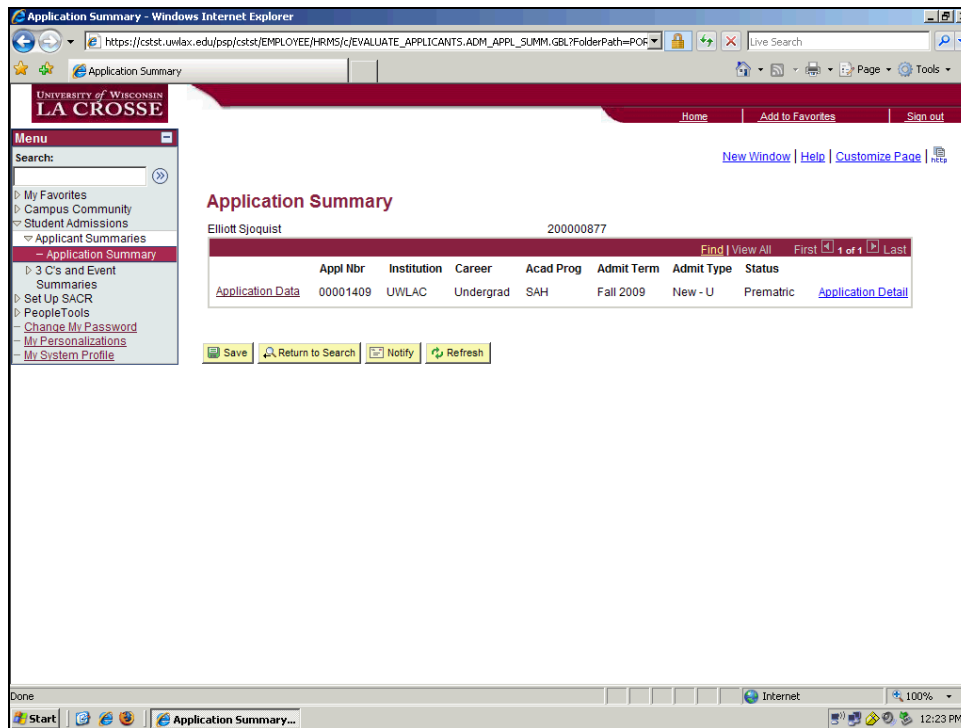
Step	Action
1.	Click the Student Admissions link. 



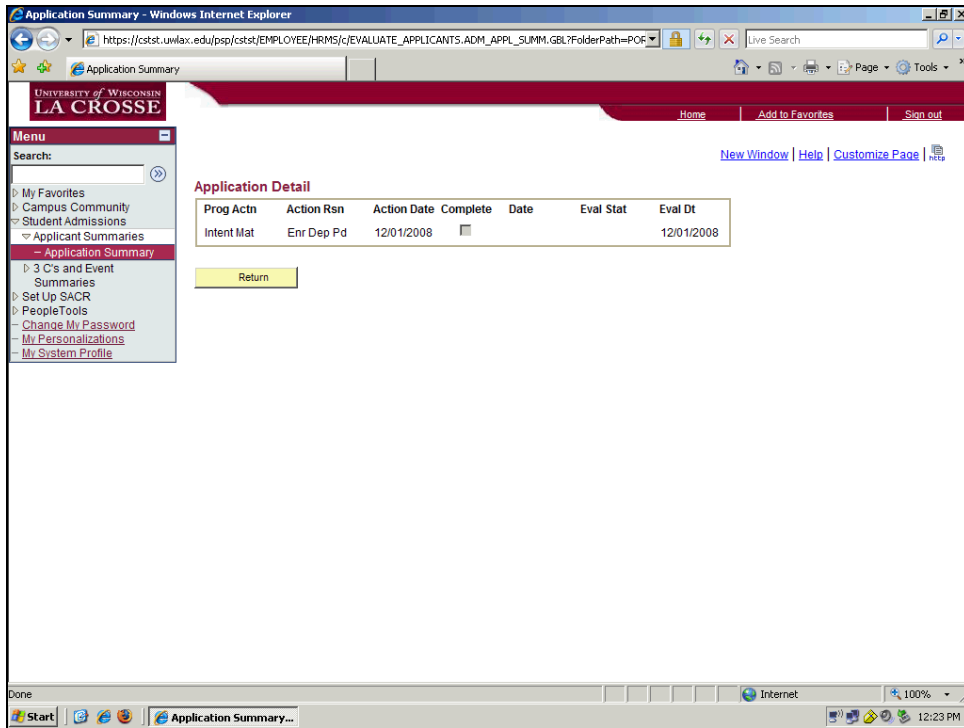
Step	Action
2.	Click the Applicant Summaries link. 
3.	Click the Application Summary link. 

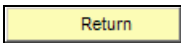


Step	Action
4.	Click in the Last Name field. <input type="text"/>
5.	Enter the desired information into the Last Name field. Enter " Sjoquist ".
6.	Click in the First Name field. <input type="text"/>
7.	Enter the desired information into the First Name field. Enter " Elliott ".
8.	Click the Search button. <input type="button" value="Search"/>
9.	This summary page displays information specific to this individual's application. Appl Nbr is the application number. Career is "Undergrad" or "Graduate". Acad Prog is the program (college) this student has applied to. Admit Term is the application term. Admit Type indicates new freshman (New - U), transfer, etc. Status identifies their admission status. Values are "Applicant", "Admitted", "Cancelled" (this is for both deny and cancel), "Prematriculant" (enrollment deposit paid), and "Active" (registered).



Step	Action
10.	<p>You can view more detail about this individual's application.</p> <p>Click the Application Detail link.</p> <p>Application Detail</p>
11.	<p>Prog Actn is Program Action (Application, Admit, Conditional Admit, Admission Revocation (cancel), Deny, Intention to Matriculate (enrollment deposit paid), Matriculation (registered)).</p> <p>Action Rsn is Action Reason</p> <p>Action Date is the date this program action occurred.</p> <p>Complete, Date, Eval Stat, and Eval Dt are not used.</p>

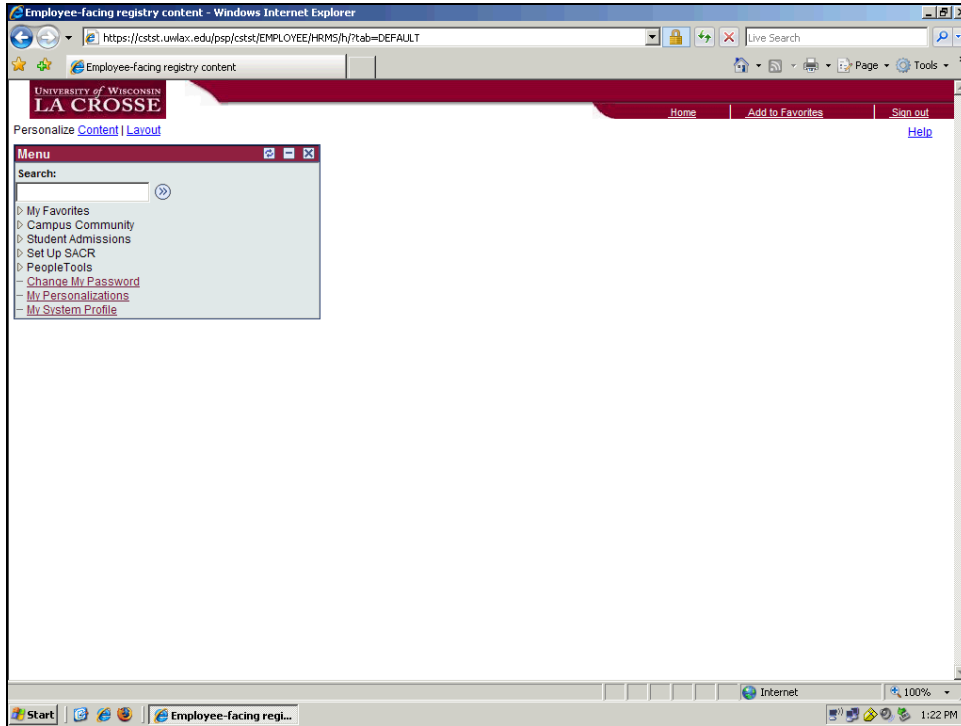


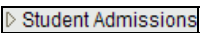
Step	Action
12.	Click the Return button. 
13.	End of Procedure.

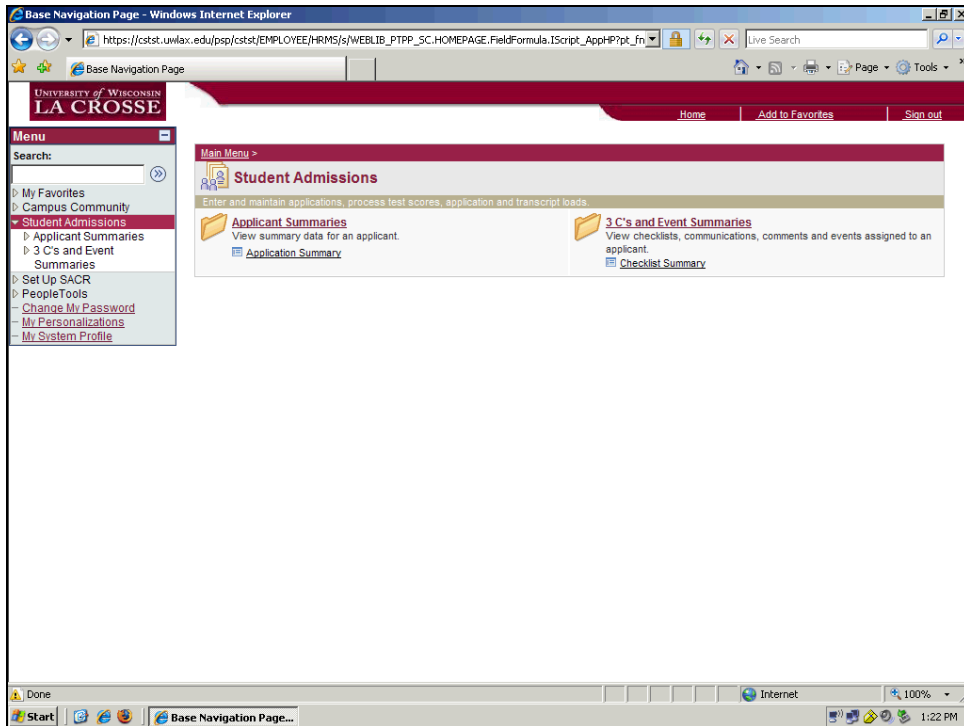
Viewing Checklist Summary

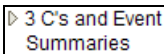
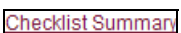
Procedure

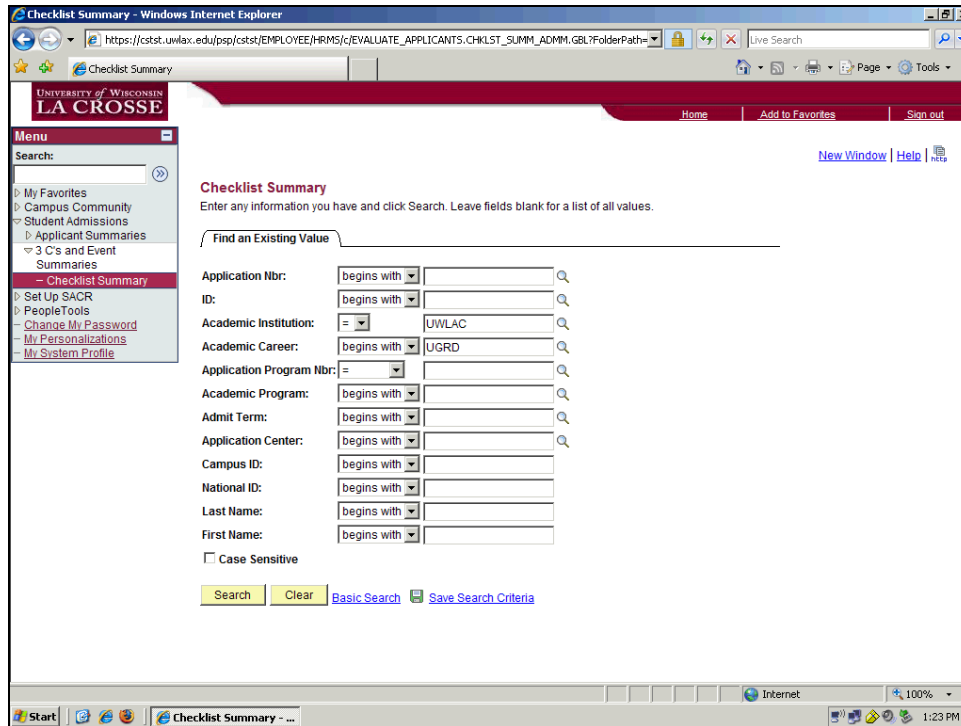
This lesson explains how to view a summary of an individual's admission checklist items.



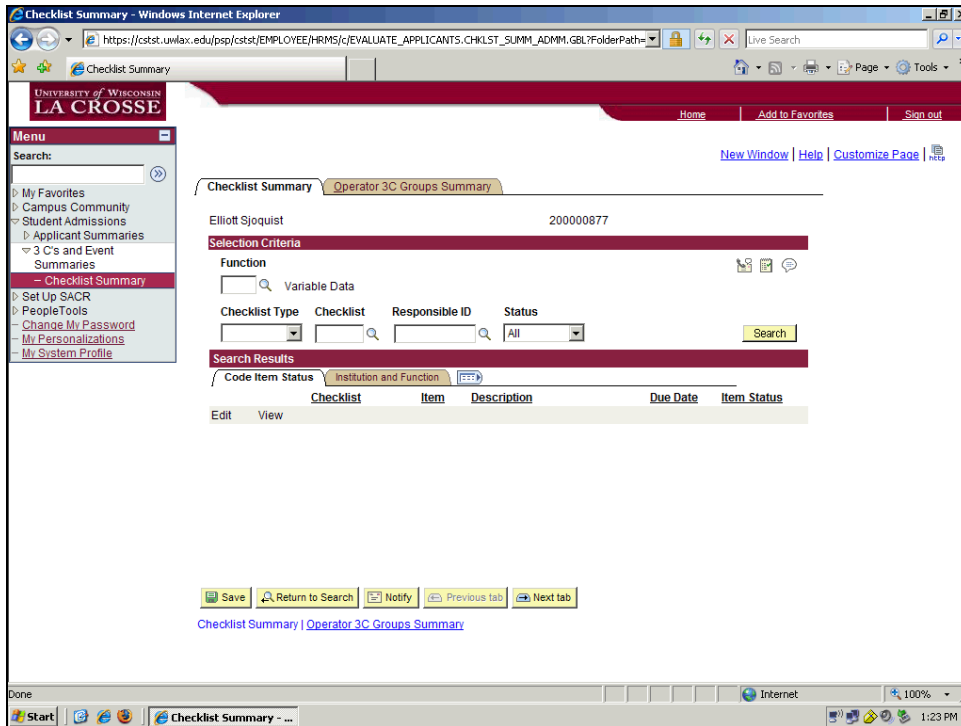
Step	Action
1.	Click the Student Admissions link. 




Step	Action
2.	Click the 3 C's and Event Summaries link. 
3.	Click the Checklist Summary link. 



Step	Action
4.	Click in the Last Name field. <input type="text"/>
5.	Enter the desired information into the Last Name field. Enter " Sjoquist ".
6.	Click in the First Name field. <input type="text"/>
7.	Enter the desired information into the First Name field. Enter " Elliott ".
8.	Click the Search button. <input type="button" value="Search"/>
9.	Your ID number will likely default into the Responsible ID field. Clear this field since it is unlikely you will be the responsible ID for the checklist items.



Step	Action
10.	Click the Search button. 
11.	The application checklist items for this individual are displayed in the Description column.
12.	The Item Status column indicates if the item is "Initiated" (item has been requested) or "Completed" (item has been received).
13.	End of Procedure.