

Finding the Pages You Need in PeopleSoft 8.9 Undergraduate Admissions

What's New?

Bio/Demo Data and Application Data are split when you are in Application Maintenance. Now you'll find the Application Data in the **Maintain Applications** component and the Bio/Demo Data in the **Add/Update a Person** component.

WHAT?	DESCRIPTION	HOW DO I GET THERE?
User Defaults	Set your PeopleSoft user defaults.	Set Up SACR > Foundation Table > User Defaults
Change PeopleSoft Password	Change your PeopleSoft password.	Change My Password
My Personalizations	Change your personalization settings.	My Personalizations
Process Monitor	View the status of processes that you have running on the server.	PeopleTools > Process Scheduler > Process Monitor
Report Manager	Access reports that you have generated.	Reporting Tools > Report Manager
Search/Match	Search to see if a person exists in the PS database already.	Campus Community > Personal Information (Student) > Search/Match Campus Community > Personal Information > Search/Match
Application Entry	Enter a new application.	Student Admissions > Application Entry > Add Application
Education	Enter education information from transcripts. View a summary of external education information.	Student Admissions > Application Entry > Academic Information > Education Student Admissions > Applicant Summaries > Education Summary

WHAT?	DESCRIPTION	HOW DO I GET THERE?
Test Results	<p>Enter test results (SAT, GRE, Placement tests, etc.).</p> <p>View a summary of academic test results.</p>	<p>Student Admissions > Application Entry > Academic Information > Test Results</p> <p>Student Admissions > Applicant Summaries > Academic Test Summary</p>
Academic Interests	Enter the applicant's area of interest.	Student Admissions > Application Entry > Academic Information > Academic Interests
Student Groups	Enter the applicant's student groups.	Student Admissions > Application Entry > Academic Information > Student Groups
Relationships	Enter family member information.	Student Admissions > Application Entry > Relationships > Relationships
Application Materials	<p>Enter the list of materials required/received for an application (references, essays, etc.).</p> <p>Associate materials with a specific application.</p> <p>View a summary of general materials.</p> <p>View a summary of application materials.</p>	<p>Student Admissions > Application Entry > Application Materials > General Materials</p> <p>Student Admissions > Application Entry > Application Materials > Application Materials</p> <p>Student Admissions > Applicant Summaries > General Materials Summary</p> <p>Student Admissions > Applicant Summaries > Application Materials Summary</p>
Residency	View the applicant's residency information.	Student Admissions > Application Entry > Personal Information > Residency

WHAT?	DESCRIPTION	HOW DO I GET THERE?
Supplementary Application Information	Enter EOP status, restricted program information, felony and disciplinary indicators, and second degree program.	SBU > SBU Admissions > SU Supplemental Appl Info
Supplemental Application Status	View Honors College, Wise Program, Scholars for Medicine status.	SBU > SBU Admissions > SU Supplemental Appl Status
Supplemental Application	Print a Supplemental Application Report.	SBU > SBU Admissions > Reports > SU Supplemental Application
Maintain Applications	Update or view existing application information.	Student Admissions > Application Maintenance > Maintain Applications
Personal/Demographic Information	Update personal/demographic information (Primary Name, Marital Status, SS#, Birth Date, Gender, Ethnic Group, Phone, Email, all Addresses).	Student Admissions > Application Maintenance > Add/Update a Person
Citizenship/Passport Visa Permit Data	View citizenship status, passport information and visa/permit data.	Student Admissions > Application Maintenance > Add/Update a Person (click the <u>Visa/Permit Data</u> or <u>Citizenship</u> link at the bottom of the page)
Disability	Use to add a disability indicator to a student's record.	Student Admissions > Application Maintenance > Disability
Application Summary	View summary of the applicant's applications. View UG Application Summary including links to Application Materials, Education Summary, Test Scores, etc.	Student Admissions > Applicant Summaries > Application Summary SBU > SBU Admissions > SU Ugrd Application Detail

WHAT?	DESCRIPTION	HOW DO I GET THERE?
Undergrad Preferences Information	View a summary of applicant preferences.	SBU > SBU Admissions > Inquire > SU UGRD Preferences Info
Checklists	View, add or update checklists.	Student Admissions > 3 C's and Event Summaries > Checklist Summary
Communications	View, add or update communications.	Student Admissions > 3 C's and Event Summaries > Communication Summary
Comments	Create comments.	Student Admissions > 3 C's and Event Summaries > Comment Summary
External Test Score Suspense	View external test score suspense file.	Student Admissions > External Test Score Processing > External Test Score Suspense
Transcripts	Print transcripts.	Records and Enrollment > Transcripts > Transcript Request
Early Financial Aid Offer	Track early financial aid offers.	Student Admissions > Application Evaluation > Early Financial Aid Offer