

A Guide to Finding the Pages You Need in PeopleSoft 8.9 HSC/SPD/Graduate Admissions

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 System Profile
My Personalizations	Change your personalization settings.	My Personalizations
Process Monitor	View the status of reports and other 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
Add/Update a Person	View personal and address information (Primary Name, Marital Status, SS#, Birth Date, Gender, Ethnic Group, Phone, Email, all Addresses). Update personal and address information.	Campus Community > Personal Information (Student) > Add/Update a Person Campus Community > Personal Information > Add/Update a Person Student Admissions > Application Maintenance > Add/Update a Person
Names	View all name types and effective-dated name changes.	Campus Community > Personal Information (Student) > Biographical (Student) > Names

	Add/Update names.	Student Admissions > Application Maintenance > Add/Update a Person Student Admissions > Application Entry > Personal Information > Names
Addresses	View all addresses. Add/Update addresses.	Campus Community > Personal Information > Biographical > Addresses/Phones > Addresses Student Admissions > Application Maintenance > Add/Update a Person
Email Addresses	Add/update email addresses.	Student Admissions > Application Maintenance > Add/Update a Person Student Admissions > Application Entry > Personal Information > Electronic Addresses
Emergency Contacts	Update emergency contact information.	I can't find this.
Photo	View a photo of the student.	Campus Community > Personal Information (Student) > Identification (Student) > Photo
Athletic Participation	Update a student's participation in a sport.	Campus Community > Personal Information (Student) > Participation (Student) > Athletic Participation
Checklists	Add/update checklists. View checklists.	Campus Community > Checklists > Person Checklists > Checklist Management-Person > Item Update – by Person Campus Community > Checklists > Person Checklists > Person Checklist Summary > Person Checklist Detail > Person Tracking Summary > Person Tracking Inquiry

		Student Admissions > 3 C's and Event Summaries > Checklist Summary
Communications	Add/update communications. View communication summaries.	Campus Community > Communications > Person Communications > Communication Management Student Admissions > 3 C's and Event Summaries > Communication Summary Campus Community > Communications > Person Communications <ul style="list-style-type: none"> > Communication Summary > Communications Detail > Communication Letter Data
Comments	Create comments. View comment summaries.	Campus Community > Comments > Comments-Person > Person Comment Entry Campus Community > Comments > Comments-Person <ul style="list-style-type: none"> > Person Comment Summary > Person Comment Detail Student Admissions > 3 C's and Event Summaries > Comment Summary
Service Indicators (Blocks)	Place/remove service indicators (Blocks). View all Service Indicators (Blocks). View a history of service indicators placed/removed.	Campus Community > Service Indicators (Student) > Service Indicator Data Campus Community > Service Indicators (Student) > Active Service Indicators Campus Community > Service Indicators (Student) > Service Indicator Audits

Prospect Data	<p>Add prospect information.</p> <p>Update a prospect's name.</p> <p>View prospects by Recruiter.</p> <p>Delete prospect information.</p>	<p>Student Recruiting > Maintain Prospects > Create/Update Prospects</p> <p>Student Recruiting > Maintain Prospects > Personal Information > Names</p> <p>Student Recruiting > Student Recruiters > Summaries > Recruiter Summary</p> <p>Student Recruiting > Delete Prospects > Delete Prospect Record > Prospect Delete Process > Prospect Delete Holding</p>
Application Entry	<p>Enter a new application.</p>	<p>Student Admissions > Application Entry > Add Application</p>
Applicant Education	<p>Enter education information from transcripts.</p> <p>View a summary of external education information.</p>	<p>Student Admissions > Application Entry > Academic Information > Education</p> <p>Student Admissions > Applicant Summaries > Education Summary</p>
Applicant Test Results	<p>Enter test results (SAT, GRE, Placement tests, etc.).</p> <p>View a summary of all academic test results.</p> <p>External test score processing.</p>	<p>Student Admissions > Application Entry > Academic Information > Test Results</p> <p>Student Admissions > Applicant Summaries > Academic Test Summary</p> <p>Student Admissions > External Test Score Processing > External Test Score Suspense > Academic Test Summary > Test Score Messages</p>
Applicant Academic	<p>Enter the applicant's area of interest.</p>	<p>Student Admissions > Application Entry > Academic</p>

Interests		Information > Academic Interests
Applicant Student Groups	Enter the applicant's student groups.	Student Admissions > Application Entry > Academic Information > Student Groups
Applicant Work Experience	Enter the applicant's work experience.	Student Admissions > Application Entry > Relationships > Work Experience
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>
Applicant Residency Data	View the applicant's residency information.	Student Admissions > Application Entry > Personal Information > Residency
Citizenship/Passport Visa Permit Data	View citizenship status, passport information and visa/permit data.	Student Admissions > Application Maintenance > Add/Update a Person (click the Visa/Permit or Citizenship/Passport link)
Application Maintenance	<p>Update existing application information.</p> <p>Update applicant's personal information.</p>	<p>Student Admissions > Application Maintenance > Maintain Applications</p> <p>Student Admissions > Application Maintenance > Add/Update a Person</p>
Early Financial Aid Offer	Track early financial aid offers.	Student Admissions > Application Evaluation > Early Financial Aid Offer

		Financial Aid > Awards > Early Financial Aid Awards > Offer Early Financial Aid
Basis of Admission	Use to view/update the basis of admission (conditions).	Is not there
Supplementary Application Information	Enter EOP status, restricted program information, felony and disciplinary indicators, and nursing orientation dates. View Honors College, Wise Program, Scholars for Medicine status. Print a Supplemental Application Report.	SBU > SBU Admissions > SU Supplemental Appl Info SBU > SBU Admissions > SU Supplemental Appl Status SBU > SBU Admissions > Reports > SU Supplemental Application
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 Application List SBU > SBU Admissions > SU Ugrd Application Detail
Applicant Progression	View the progression from applicant to student.	Student Admissions > Applicant Summaries > Applicant Progression
Application Location	Use to track the location of an application.	SBU > SBU Admissions > Use > SU Application Location
Admissions Processes	Use to run processes for the Admissions offices.	
Admissions Reports	Use to run various reports for the Admissions offices.	
Term/Session Table	Use to view Term/Session dates.	

Licenses and Certificates	Use to view/update license/certificate information for the student.	
FERPA	Add a FERPA indicator to a student's record. View FERPA information.	Campus Community > Personal Information (Student) > Student FERPA > FERPA Campus Community > Personal Information (Student) > Student FERPA > Review FERPA Display
Languages	Use to view/update the student's native and other language proficiencies.	
Delete Application		Student Admissions > Application Delete > Delete an Application > Application Delete Process > Application Delete Holding
Admissions Funnel Report		Student Admissions > Reports > Admissions Funnel Report