

Finding the Pages You Need in PeopleSoft 8.9 HSC Admissions For the OSS Staff

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
Personal/Demographic Information	Update personal and address information (Primary Name, Marital Status, SS#, Birth Date, Gender, Ethnic Group, Phone, Email, all Addresses).	Student Admissions > Application Maintenance > Add/Update a Person
Citizenship and Visa/Permit Data	Update citizenship status, passport information and visa/permit data.	Student Admissions > Application Maintenance > Add/Update a Person (click the Visa/Permit Data or Citizenship link at the bottom of the page)
Emergency Contacts	View emergency contacts.	Campus Community > Personal Information (Student) > Biographical (Student) > Emergency Contacts

WHAT?	DESCRIPTION	HOW DO I GET THERE?
Residency	View residency information.	Campus Community > Personal Information (Student) > Identification (Student) > Residency Data Student Admissions > Application Entry > Personal Information > Residency
Photo	View a photo of the student.	Campus Community > Personal Information (Student) > Identification (Student) > Photo
Checklists	Add/update checklists. View checklists. View the checklist table.	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 Campus Community > Checklists > Set Up Checklists
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 > Communication Summary > Communications Detail > Communication Letter Data

WHAT?	DESCRIPTION	HOW DO I GET THERE?
	Generate a letter.	Campus Community > Communications > Letter Generation
Add an Application	Enter a new application.	Student Admissions > Application Entry > Add Application
Education	Enter education information from transcripts.	Student Admissions > Application Entry > Academic Information > Education
	View a summary of external education information.	Student Admissions > Applicant Summaries > Education Summary
Test Results	Enter test results (SAT, GRE, Placement tests, etc.).	Student Admissions > Application Entry > Academic Information > Test Results
	View a summary of all academic test results.	Student Admissions > Applicant Summaries > Academic Test Summary
	External test score processing.	Student Admissions > External Test Score Processing > External Test Score Suspense > Academic Test Summary > Test Score Messages
Application Materials	Enter the list of materials required/received for an application (references, essays, etc.).	Student Admissions > Application Entry > Application Materials > General Materials
	Associate materials with a specific application.	Student Admissions > Application Entry > Application Materials > Application Materials
	View a summary of general materials.	Student Admissions > Applicant Summaries > General Materials Summary
	View a summary of application materials.	Student Admissions > Applicant Summaries > Application Materials Summary

WHAT?	DESCRIPTION	HOW DO I GET THERE?
Maintain Applications	Update existing application information. Update applicant's personal information.	Student Admissions > Application Maintenance > Maintain Applications Student Admissions > Application Maintenance > Add/Update a Person
Basis of Admission	Use to view/update the basis of admission (conditions).	Student Admissions > Application Evaluation > Application Decisions > Basis of Admission
Supplementary Application Information	Enter EOP status, restricted program information, felony and disciplinary indicators, and nursing orientation dates.	SBU > SBU Admissions > Use > SU Supplemental Appl Info
Application Summary	View summary of the applicant's applications. View application and supporting document status.	Student Admissions > Applicant Summaries > Application Summary SBU > SBU Admissions > Inquire > SU Application Detail > SU Application List > SU Ugrd Application Detail > SU View Applicant Information
Application Location	Track the location of an application.	SBU > SBU Admissions > Use > SU Application Location