

## A Guide to Finding the Pages You Need in PeopleSoft 8.9 SPD Admissions

### What's New?

**Bio/Demo Data** is now the new **Add/Update a Person** page and Bio/Demo Data is not included with Application Maintenance page.

WHAT?	DESCRIPTION	HOW DO I GET THERE?
<b>User Defaults</b>	Set your PeopleSoft user defaults.	Set Up SACR > Foundation Table > <b>User Defaults</b>
<b>Change PeopleSoft Password</b>	Change your PeopleSoft password.	<b>Change My Password</b>
<b>My Personalizations</b>	Change your personalization settings.	<b>My Personalizations</b>
<b>Process Monitor</b>	View the status of processes that you have running on the server.	PeopleTools > Process Scheduler > <b>Process Monitor</b>
<b>Report Manager</b>	Access reports that you have generated.	Reporting Tools > <b>Report Manager</b>
<b>Search/Match</b>	Search to see if a person exists in the PS database already.	Campus Community > Personal Information (Student) > <b>Search/Match</b>  Workforce Administration > Personal Information > <b>Search for People</b>
<b>Personal/Demographic Information</b>	Add/Update personal and address information (Primary Name, Marital Status, SS#, Birth Date, Gender, Ethnic Group, Phone, Email, all Addresses).	Student Admissions > Application Maintenance > <b>Add/Update a Person</b>
<b>Names</b>	Add/Update names.	Student Admissions > Application Maintenance > <b>Add/Update a Person</b>  Student Admissions > Application Entry > Personal Information > <b>Names</b>

WHAT?	DESCRIPTION	HOW DO I GET THERE?
<b>Addresses</b>	View all addresses.  Add/update addresses.	Campus Community > Personal Information > Biographical > Addresses/Phones > <b>Addresses</b>  Student Admissions > Application Maintenance > <b>Add/Update a Person</b>
<b>Email Addresses</b>	Add/update email addresses.    View all email addresses	Student Admissions > Application Maintenance > <b>Add/Update a Person</b>  Student Admissions > Application Entry > Personal Information > <b>Electronic Addresses</b>  Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > <b>Electronic Addresses</b>
<b>Photo</b>	View a photo of the student.	Campus Community > Personal Information (Student) > Identification (Student) > <b>Photo</b>
<b>Residency</b>	View residency data.	Campus Community > Personal Information (Student) > Identification (Student) > <b>Residency Data</b>  Student Admissions > Application Entry > Personal Information > <b>Residency</b>
<b>Comments</b>	Create comments.  View comment summaries.	Campus Community > Comments > Comments-Person > <b>Person Comment Entry</b>  Campus Community > Comments > Comments-Person > <b>Person Comment Summary</b> > <b>Person Comment Detail</b>  Student Admissions > 3 C's and Event Summaries > <b>Comment Summary</b>

WHAT?	DESCRIPTION	HOW DO I GET THERE?
<b>Service Indicators (Blocks)</b>	Place/remove service indicators (Blocks).  View all Service Indicators (Blocks).  View a history of service indicators placed/removed.	Campus Community > Service Indicators (Student) > <b>Service Indicator Data</b>  Campus Community > Service Indicators (Student) > <b>Active Service Indicators</b>  Campus Community > Service Indicators (Student) > <b>Service Indicator Audits</b>
<b>Add an Application</b>	Enter a new application.	Student Admissions > Application Entry > <b>Add Application</b>
<b>Education</b>	Enter education information from transcripts.  View a summary of external education information.	Student Admissions > Application Entry > Academic Information > <b>Education</b>  Student Admissions > Applicant Summaries > <b>Education Summary</b>
<b>Test Results</b>	Enter external test results (SAT, GRE, Placement tests, etc.).  View a summary of all external test results.  External test score processing.	Student Admissions > Application Entry > Academic Information > <b>Test Results</b>  Student Admissions > Applicant Summaries > <b>Academic Test Summary</b>  Student Admissions > External Test Score Processing > <b>External Test Score Suspense</b> > <b>Academic Test Summary</b> > <b>Test Score Messages</b>
<b>Student Groups</b>	Enter the applicant's student groups.	Student Admissions > Application Entry > Academic Information > <b>Student Groups</b>

WHAT?	DESCRIPTION	HOW DO I GET THERE?
<b>Application Materials</b>	<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 &gt; Application Entry &gt; Application Materials &gt; <b>General Materials</b></p> <p>Student Admissions &gt; Application Entry &gt; Application Materials &gt; <b>Application Materials</b></p> <p>Student Admissions &gt; Applicant Summaries &gt; <b>General Materials Summary</b></p> <p>Student Admissions &gt; Applicant Summaries &gt; <b>Application Materials Summary</b></p>
<b>Citizenship and Visa Permit Data</b>	Update citizenship status, passport information and visa/permit data.	Student Admissions > Application Maintenance > <b>Add/Update a Person</b> (click the Visa/Permit or Citizenship/Passport link)
<b>Maintain Applications</b>	<p>Update existing application information.</p> <p>Update applicant's personal information.</p>	<p>Student Admissions &gt; Application Maintenance &gt; <b>Maintain Applications</b></p> <p>Student Admissions &gt; Application Maintenance &gt; <b>Add/Update a Person</b></p>
<b>Application Summary</b>	<p>View summary of the applicant's applications.</p> <p>View Application Summary including links to Application Materials, Education Summary, Test Scores, etc.</p>	<p>Student Admissions &gt; Applicant Summaries &gt; <b>Application Summary</b></p> <p>SBU &gt; SBU Admissions &gt; Detail &gt; <b>SU Application Summary</b></p>
<b>Student Advisement</b>	<p>Authorize student exceptions.</p> <p>Advising Reports.</p>	<p>Academic Advising &gt; Student Advisement &gt; <b>Authorize Student Exceptions</b></p> <p>Academic Advising &gt; Advising Reports &gt; <b>Database Tables</b></p>

WHAT?	DESCRIPTION	HOW DO I GET THERE?
		<ul style="list-style-type: none"> <li>&gt; Academic Requirement</li> <li>&gt; Academic Requirement Group</li> <li>&gt; Reverse Engineering</li> <li>&gt; Miscellaneous Reports</li> </ul>
<b>Term/Session Table</b>	Use to view Term/Session dates.	Set Up SACR > Foundation Tables > Term Setup > <b>Term/Session Table</b>
<b>Delete Application</b>	Delete an application.	Student Admissions > Application Delete <ul style="list-style-type: none"> <li>&gt; <b>Delete an Application</b></li> <li>&gt; <b>Application Delete Process</b></li> <li>&gt; <b>Application Delete Holding</b></li> </ul>
<b>Admissions Processes</b>	Run various Admissions processes.	SBU > SBU Admissions > Process <ul style="list-style-type: none"> <li>&gt; <b>SBU Admissions Reporting</b></li> <li>&gt; <b>SBU GWIS</b></li> <li>&gt; <b>SBU APC Search Match Process</b></li> </ul>
<b>Admissions Reports</b>	Run various Admissions reports.	SBU > SBU Admissions > Reports <ul style="list-style-type: none"> <li>&gt; <b>SU Application Count</b></li> <li>&gt; <b>SU External Data for SPD</b></li> <li>&gt; <b>SU Nonmatric Credits Taken</b></li> <li>&gt; <b>SU Matrics Not Registered</b></li> <li>&gt; <b>SU Decision Report</b></li> </ul>