

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?
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 Workforce Administration > Personal Information > Search for People
Personal/Demographic Information	Add/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
Names	Add/Update names.	Student Admissions > Application Maintenance > Add/Update a Person Student Admissions > Application Entry > Personal Information > Names

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

WHAT?	DESCRIPTION	HOW DO I GET THERE?
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
Add an Application	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
Test Results	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 > Test Results Student Admissions > Applicant Summaries > Academic Test Summary Student Admissions > External Test Score Processing > External Test Score Suspense > Academic Test Summary > Test Score Messages
Student Groups	Enter the applicant's student groups.	Student Admissions > Application Entry > Academic Information > Student Groups

WHAT?	DESCRIPTION	HOW DO I GET THERE?
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>
Citizenship and Visa Permit Data	<p>Update citizenship status, passport information and visa/permit data.</p>	<p>Student Admissions > Application Maintenance > Add/Update a Person (click the Visa/Permit or Citizenship/Passport link)</p>
Maintain Applications	<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>
Application Summary	<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 > Applicant Summaries > Application Summary</p> <p>SBU > SBU Admissions > Detail > SU Application Summary</p>
Student Advisement	<p>Authorize student exceptions.</p> <p>Advising Reports.</p>	<p>Academic Advising > Student Advisement > Authorize Student Exceptions</p> <p>Academic Advising > Advising Reports > Database Tables</p>

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