

## Viewing a Student's Application and Transcripts from Within PeopleSoft using Experience

Matriculated students (students that have been coded for enrollment) and occasionally applicants have documentation stored in their student file by the Office of the University Registrar. These documents can be viewed by certain faculty/staff using links from within My Student Center. Documents can include the student's application, transcripts from other institutions, test scores, acceptance letters, etc.

## 1. Log into My Student Center.

## 2. Navigate to the Student's Record

Navigating to Maintain Applications (Applicants)

2.1. Navigate to Main Menu > Student Admissions > Application Maintenance > Maintain Applications

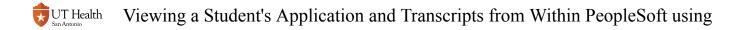
Student Administration								
Favorites Main Menu >	Student Admiss	ions > Application Mainte	enance > Maintain Applications					
Maintain Applications								
Enter any information you have and click Search. Leave fields blank for a list of all values.								
Find an Existing Value								
- Search Criteria								
Application Nbr:	begins with $\sim$		Q					
ID:	begins with $\sim$		Q					
Academic Institution:	= ~	HSCSA	Q					
Academic Career:	begins with $\sim$							
Application Program Nbr:	= ~	0	Q					
Academic Program:	begins with $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$		Q					
Admit Term:	begins with $\sim$							
Application Center:	begins with $\sim$							
Campus ID:	begins with $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$							
National ID:	begins with $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$							
Last Name:	begins with $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$							
First Name:	begins with $\sim$							
☑ Include History □ Case Sensitive								
Search Clear	Basic Search	Save Search Criteria						

2.2. Search for the student using their ID number or First & Last Name

Application Nbr: ID:	begins with ↓ begins with ↓		Q
Academic Institution:	= ~	HSCSA	Q
Academic Career:	begins with $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$		Q
Application Program Nbr:	= ~	0	Q
Academic Program:	begins with $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$		Q
Admit Term:	begins with $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$		Q
Application Center:	begins with $\sim$		Q
Campus ID:	begins with $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$		
National ID:	begins with $\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$		
Last Name:	begins with $\sim$		
First Name:	begins with $\sim$		
☑ Include History □ Ca	se Sensitive		

#### 2.3. Make sure you are on the Application Program Data tab

Favorites Main Menu > Student Admissions > Application Maintenance > Maintain Applications
Application Program Data Application Data Application School/Recruiting
Name: Gustav Mahler ID: 0581832



## Navigating to Student Program/Plan (Matriculated Students)

#### 2.1. Navigate to Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan

Favorites Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan
Student Program/Plan
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value
▼Search Criteria
Empl ID: begins with V
Academic Career: = V
Student Career Nbr: = 🗸
Campus ID: begins with V
National ID: begins with 🗸
Last Name: begins with 🗸
First Name: begins with 🗸
☑ Include History □ Case Sensitive
Search Clear Basic Search Criteria

# **2.2.** Search for the student using the Student ID Number or the student's First and Last Name

- Search Criteria			
Empl ID:	begins with 🗸		
Academic Career:	= 🗸		~
Student Career Nbr:	= 🗸		
Campus ID:	begins with $ \checkmark $		
National ID:	begins with 🗸		
Last Name:	begins with $\checkmark$		
First Name:	begins with $\checkmark$		
☑ Include History	Case Sensit	ive	
Search Clea	ar <u>Basic Sea</u>	rch 🖾 Save Search Criteri	<u>a</u>

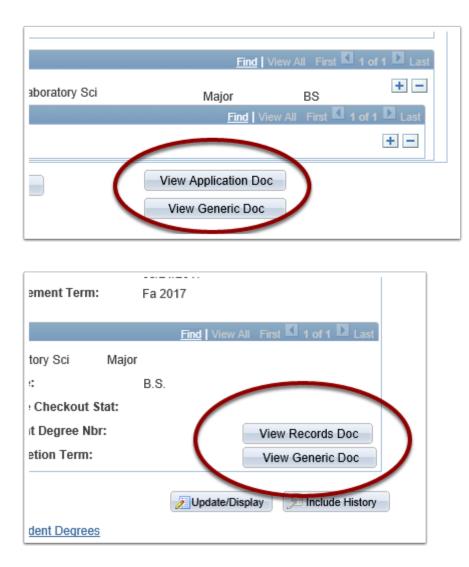
#### 2.3. Click on the Student Plan tab

	Plan Stude	nt <u>S</u> ub-Plan	Student <u>Attributes</u> Studen	it <u>D</u> egrees
Name: Antonio Vivaldi Academic Career:	Allied Health	Undergraduate	ID: 0058473 Career Requirement Term	Student
Status: Effective Date:	Active in Prog	ram		Effective

## 3. Click on one of the View Application/Generic Doc buttons

View Application/Records Doc - View the student's application, acceptance letters, etc

View Generic Doc - View a student's transcripts, test scores, etc



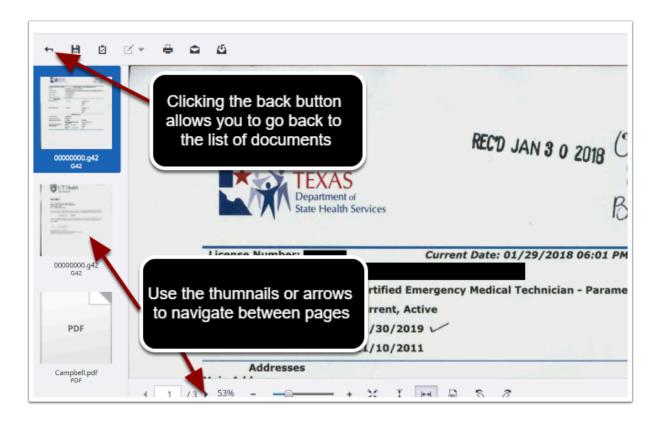
## 4. Selecting the Document to View

The new window that opens will allow you to view this student's documents. If there are multiple documents in the file, they will be listed in this window. Click on the document you want to view.

Drawer	Name	EmplID	Career	Plan	Field5	Туре	Pages	Created	Created By	Workflow Queue
REG - Students Reco	Ja	05	AHU	BS EHS		General/Misc	3	7/2/2018 3:41 PM		
REG - Students Reco	Ja	05	AHU	BS EHS		Correspondence	2	7/2/2018 3:40 PM		
REG - Students Reco	Ja	05	AHU	BS EHS		Application (REG)	1	7/2/2018 3:40 PM		

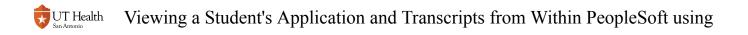
## 5. View the Document

The document thumbnails will show on the left hand side. Click on the image you wish to see, or use the arrows on the bottom to navigate to view different docs. To go back to the list of document types, use the back arrow on the upper left hand corner.



## 6. Printing and Downloading

Using the icons in the upper left hand corner, you can download or print the documents. Remember to be mindful of the need for confidentiality of these documents.



## When you are done, simply close the window.