

## Train the Trainer Modules: Student Admissions

### 7.1.2 Recruitment and Admissions Training for UGRD Stream1

#### A. Manage Applications-UGRD Stream1

##### ➤ Post Applications

1. Login to system using your credentials
2. Go to page: Main Menu -> Student Admissions ->Processing Applications ->Post Applications
3. Click the link "Post Applications".
4. Click "Search" button and select a "Run Control ID" on the "Post Applications to SiS" page  
(Find an Existing Value):
5. If none searched then add a new "Run Control ID" using tab Add a New Value. Click "Add" button.  
Now fill In rest of the required fields.
  - 5.1 Select Academic Institution using prompt.
  - 5.2 Select "UGRD" in Academic career using prompt.
  - 5.3 Select Admit Term using prompt.
  - 5.4 Select "Bachelors Degree " in prior education drop down , in case of undergraduate stream 2 posting .
  - 5.5 Select "**High School** " in prior education drop down , in case of undergraduate stream1 posting .
6. Click "Save" button.
7. Click "Run" button.

##### ➤ Maintain Applications

1. Login to system using your credentials
2. Go to page: Main Menu ->Student Admissions ->Application Maintenance -> Maintain Applications
3. Click the link "Maintain Applications".
4. Fill in the Search Criteria and click "Search" button.
5. Now one canview and update the Searched Applicant's Information and remember require fields cannot be left empty .
6. Click "Save" button.

# Train the Trainer Modules: Student Admissions

## 7.1.2 Recruitment and Admissions Training for UGRD Stream1

**Menu**

Search: [ ] [ ]

- My Favorites
- Self Service
- Campus Community
- Student Admissions
  - Application Entry
  - Application Maintenance
    - Maintain Applications
    - Add/Update a Person
  - Processing Applications
  - Set Up SACR
  - Worklist
  - Tree Manager
  - Reporting Tools
  - PeopleTools
  - Usage Monitoring
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
  - My Feeds

**Biographical Details** | **Addresses** | **Regional** | **Application Program Data** | **Application Data** | **Additional Details**

Abbas Malik Abbas Malik Abbas Malik 1000008768 [Names](#)

**Person Information**

Date of Birth: 11/17/1983 [Birth Information](#) Campus ID: [ ]

**Biographical History** Find | View All First 1 of 1 Last

\*Effective Date: 11/16/2013 [Birth Information](#) [+](#) [-](#)

\*Marital Status: Married As of: 11/16/2013 [Birth Information](#)

\*Gender: Male

**National ID** Personalize | Find | [ ] First 1 of 1 Last

*Country	*National ID Type	National ID	Primary	
SAU	Saudi ID	1000000008	<input checked="" type="checkbox"/>	<a href="#">-</a>

[Add](#)

**Contact Information**

**Addresses** Find | View All First 1 of 1 Last

No current address

**Phone**

*Type	*Phone	Ext	Country	Preferred
Business	03454279802			<input checked="" type="checkbox"/>

[Add](#)

**Email**

*Type	*Email Address	Preferred
Home	malikabbasali@gmail.com	<input checked="" type="checkbox"/>

[Add](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Additional Details](#)

### ➤ Test IDs

1. Login to system using your credentials
2. Go to page: Main Menu -> Student Admissions -> Application Entry -> Academic Information -> Test Results
3. **Note :**  
"Post Applications" process will put values for following Test IDs for UndergraduateStream1 applicants .
  - 3.1 KS\_S1\_ACHV (Achievement Test Score) .
  - 3.2 KS\_S1\_APT (Aptitude Test Score) .
  - 3.3 KS\_S1\_HIGH (High School Test Score) .
  - 3.4 KS\_S1\_TOTL (Total Score) .

# Train the Trainer Modules: Student Admissions

## 7.1.2 Recruitment and Admissions Training for UGRD Stream1

**Menu**

Search: [ ]

- My Favorites
- Self Service
- Campus Community
- Student Admissions
  - Application Entry
    - Academic Information
      - Education
      - Test Results**
  - Relationships
  - Personal Information
    - Add Application
  - Application Maintenance
  - Processing Applications
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
  - Usage Monitoring
  - Change My Password
  - My Personalizations
  - My System Profile
  - My Dictionary
  - My Feeds

**Test Results**

ARSLAN MOHSIN ABC KS\_UG\_STD\_5

Tests Find | View 1 First 1-5 of 5 Last

\*Test ID: KS\_S1\_ACHV Achievement Test Score  Checklist Item Update

Defaults for Components

Test Date: [ ] Data Source: [ ] Acad Level: [ ]

Test Components Personalize | Find | View All | First 1 of 1 Last

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 NONE	52.00		10/19/2013	Online App	8th Grade		10/11/2013		<input checked="" type="checkbox"/>

\*Test ID: KS\_S1\_APT Aptitude Test Score  Checklist Item Update

Defaults for Components

Test Date: [ ] Data Source: [ ] Acad Level: [ ]

Test Components Personalize | Find | View All | First 1 of 1 Last

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 NONE	30.00		10/19/2013	Online App	Ind/Thresh		10/11/2013		<input checked="" type="checkbox"/>

\*Test ID: KS\_S1\_HIGH High School Test Score  Checklist Item Update

Defaults for Components

Test Date: [ ] Data Source: [ ] Acad Level: [ ]

Test Components Personalize | Find | View All | First 1 of 1 Last

*Component	Score	%tile	*Test Date	*Data Source	*Acad Level	Letter Score	Date Loaded	Index	Std Admin
1 NONE	60.00		10/23/2013	Online App	11th Grade		10/11/2013		<input checked="" type="checkbox"/>

Transfer To: Prospect Data

### B. Manage Selection and Acceptance – UGRD Stream1

#### ➤ Setup Online Admission Configurations

1. Login to system using your credentials
2. Go to page: Main Menu-> Setup SACR ->Product Related -> Recruiting and Admissions ->Applications -> Setup Application Period
3. Click the link "Setup Application Period".

## Train the Trainer Modules: Student Admissions

### 7.1.2 Recruitment and Admissions Training for UGRD Stream I

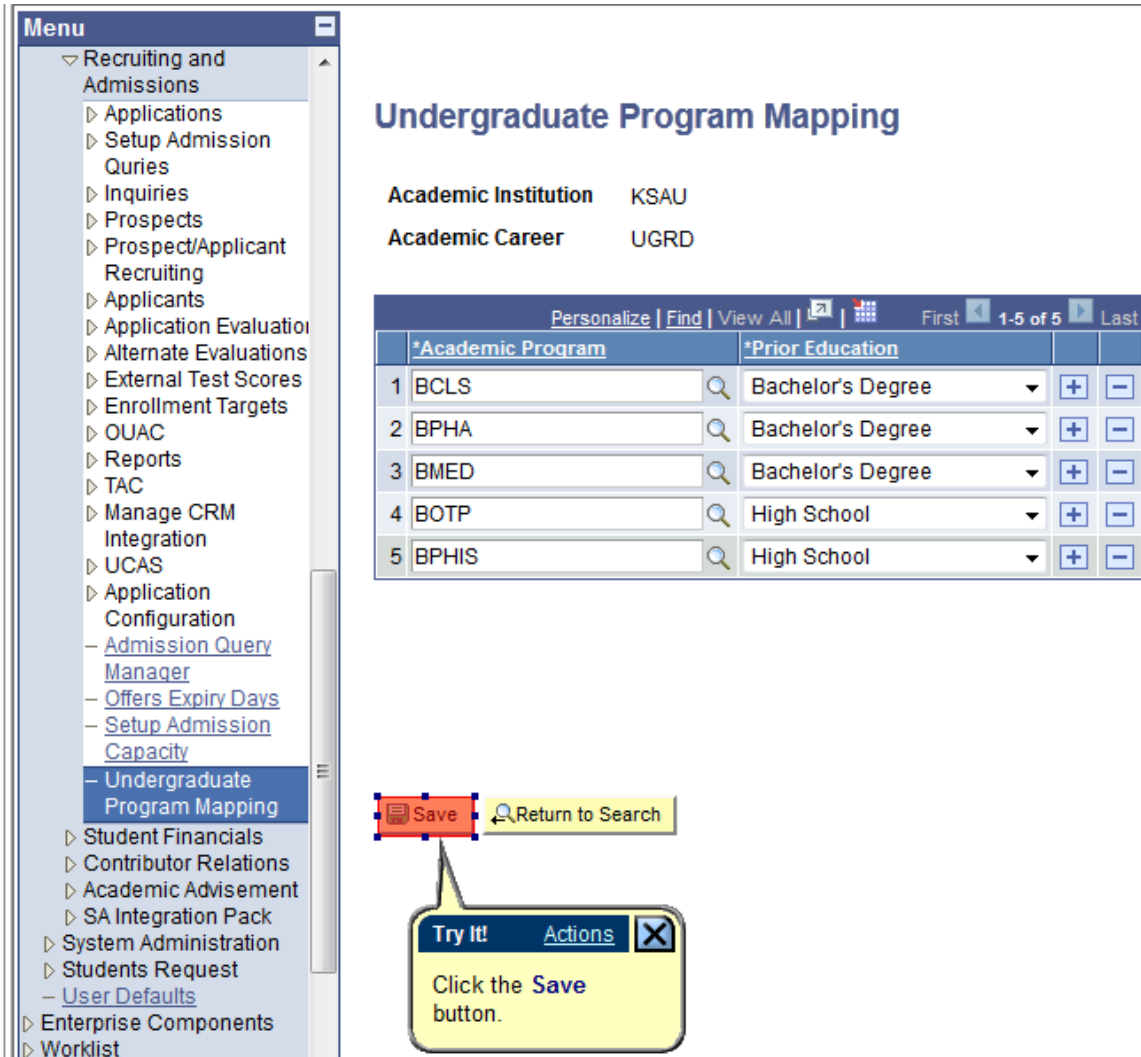
4. Select the following information on the "Application Periods" page (Find an Existing Value):  
Select Academic Institution, Academic Career, Term using prompt. Click "Search" button.
5. If none searched then add a new value using tab Add a New Value.  
Select Academic Institution, Academic Career, Term using prompt and then Click "Add" to add a new value.  
Now fill in rest of the required fields.
  - 5.1 Select "Online" in the Application method dropdown.
  - 5.2 Select Campus, Open Date, Close Date.
  - 5.3 Select "**High School**" in prior education drop down.
  - 5.4 Enter "Graduation Year Limit".
6. Click "Save" button.

#### ➤ Undergraduate Program Mapping

1. Login to system using your credentials
2. Go to page: Main Menu-> Setup SACR ->Product Related ->Undergraduate Program Mapping
3. Click the link "Undergraduate Program Mapping"  
**NOTE :**  
For Undergraduate Stream 1 Prior Education is "**High School**".  
For Undergraduate Stream 2 Prior Education is "Bachelor's".  
An academic program can either exist For Undergraduate Stream 1 or Undergraduate Stream 2.
4. Select the following information on the " Undergraduate Program Mapping" page (Find an Existing Value): Select Institution using prompt. Click "Search" button.
5. If none searched then add a new value using tab Add a New Value.  
Select Institution using prompt and then Click "Add" to add a new value .  
Now fill in rest of the required fields. Career , Program and Prior Education .
6. Click "Save" button.

## Train the Trainer Modules: Student Admissions

### 7.1.2 Recruitment and Admissions Training for UGRD Stream I



**Undergraduate Program Mapping**

Academic Institution    KSAU  
Academic Career        UGRD

	*Academic Program	*Prior Education		
1	BCLS	Bachelor's Degree	+	-
2	BPHA	Bachelor's Degree	+	-
3	BMED	Bachelor's Degree	+	-
4	BOTP	High School	+	-
5	BPHIS	High School	+	-

Save    Return to Search

**Try It!**    Actions    X

Click the Save button.

#### ➤ Admission Selection Criteria - Query

1. Login to system using your credentials
2. Go to page: Main Menu-> Student Admissions -> Processing Applications -> General Admission Flow -> Admission Selection Criteria
3. Click the link "Admission Selection Criteria"
4. Select the following information on the "Admission Selection Criteria" page (Find an Existing Value): Select Run Control ID, Institution, Career or Term using prompt. Click "Search" button.
5. If none searched then add a new value using tab add a New Value.

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### 7.1.2 Recruitment and Admissions Training for UGRD Stream I

Enter new Run Control ID and Click "Add" to add a new value. Now select /enter rest of the required fields.

Select Institution, Career, Term using prompts.

**5.1** For Undergraduate stream 1, Select Query Name named as "**KS\_RU1\_SEL\_QRY**" using prompts.

**5.2** Click "Edit prompts" link, Fill in all the fields in Query Prompts.

**6.** Select "Save" Button.

**7.** Select "Run" Button.

#### ➤ Admission Evaluation Results - Graduate

**1.** Login to system using your credentials

**2.** Go to page: Main Menu -> Student Admissions -> Processing Applications -> General Admission Flow -> Graduate Admissions  
-> Admission Evaluation Results

**3.** Click the link "Admission Evaluation Results"

**4.** Select the following information on the Admission Evaluation Results page (Find an Existing Value): Select Academic Institution, Academic Career, Academic Program, Term, Academic Plan or Campus using prompt.

**5.** User will be able to view / update these fields along with the fields mentioned in step4.

Empl ID	Employee id of the applicant .
Application Number	Application number of the applicant.
Full Name	Full name of the applicant.
Email ID	Email Address of the applicant.
Phone Number	Phone number of the applicant.
GPA	GPA of the applicant.
Total Score	Total score of the applicant.
Shortlist Applicant	This indicates whether applicant is a shortlisted applicant or not. (This checkbox should be set to „Yes“ in order to Matriculate an applicant).

Required Documents Submitted : This indicates whether applicant has submitted the require documents or not .

Require Documents Clicking on the view button, applicant documents status will be noticed

Interview Meeting Applicant interview meeting status (Scheduled ,Unscheduled ,Waitlisted

Interview ID Interview ID of the applicant.

Contract Signed An ECI named as "KS\_UGRD\_STRM1 \_ECI" will be used to put values for "Contract Signed" for each applicant .(This checkbox should be set to „Yes“ in order to Matriculate an applicant).

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### 7.1.2 Recruitment and Admissions Training for UGRD Stream I

**Interview Status** An ECI named as "KS\_UGRD\_STRM1\_ECI" will be used to put values for "Interview Status" for each applicant . (Its value should be set to „Pass“ in order to Matriculate an applicant).

**Medical Status** An ECI named as "KS\_UGRD\_STRM1\_ECI" will be used to put values for "Medical Status" for each applicant.

6. Click "Save " button .

#### ➤ **Schedule Admission Interviews - Undergraduate Stream 1**

1. Login to system using your credentials

2. **Go to page:** Main Menu - > Student Admissions -> Processing Applications -> General Admission Flow -> Schedule Admission Interviews

3. Click the link "Schedule Admission Interviews"

4. Select the following information on the "Schedule Admission Interviews" page (Add a new value):  
Select Academic Institution , Academic Career , Academic Program , Term , Academic Plan , Campus  
using prompts.

4.1 Interview ID will be system generated .

4.2 Enter Description (detail about interview scheduling ) .

4.3 Interview Status :Interview status is preselected (Active) , when you are adding a new Interview ID.

5 Select the following information in "Set Interview Schedule" group box

Interview Date	Interviews will be scheduled on the selected interview date.
Time From	Interviews start timing
Time To	Interviews end timing
Single interview Timing	Maximum allowable timing for a single interview.
Facility ID	Venue for Interviews and
Instructor ID	ID of Instructor

5.1 **NOTE** : Interview Date , Time From and Time To fields should be filled first to make Instructor ID field enabled .

First Name System will populate the first name of applicant corresponding to the selected

Last Name System will populate the last name of applicant corresponding to the selected Instructor ID.

## Train the Trainer Modules: Student Admissions

### 7.1.2 Recruitment and Admissions Training for UGRD Stream I

6. Select the following information in "Select Applicants for Interview Scheduling " group box  
Select interview scheduling types ( Individually / Unscheduled /Select TopX) in "Select Applicants " dropdown.
  
- 7 If user selects "Individually " , a grid will populate with the following fields  
Empl ID                                      Applicant employee id.  
Application Number                      Application number of applicant.  
First Name                                   System will populate the first name of applicant corresponding to the selected employee id.  
Last Name                                   System will populate the last name of applicant corresponding to the selected employee id.
  
- 7.1 If user selects "Select TopX" , a field will appear named as "Top X Applicant"  
**NOTE :System will sort the Applications with respect to Total Score and select the Top X number provided in the " Top X Applicant " field .**
  
8. Click "Save" button.

#### ➤ Update Program Action/Reason - Matriculate Applicants

1. Login to system using your credentials
2. Go to page: Main Menu-> Student Admissions -> Processing Applications -> Update Applications  
-> Update Program Action/Reason.
3. Click "Search" button and select a "Run Control ID".
4. If none searched then add a new "Run Control ID" using tab Add a New Value.
5. Select "PS Query" in Selection Tool drop down.
6. Select query in Query Name lookup.
- 6.1 For Undergraduate stream 1 , Select Query Name named as KS\_RU1\_MATR\_QUERY " using prompts.
7. Select "effective date" .
8. Select "Institution" using prompt .
9. Select Program Action "MATR" using prompt.
10. Select Action Reason using prompt.
11. Click "Save" button.
12. Click "Run" button.



## Train the Trainer Modules: Student Admissions

### 7.1.2 Recruitment and Admissions Training for UGRD Stream I

#### Update Program Action/Reason - Reject Applicants

**Note :**

Administrators should only Reject Applicants when Admission cycle is complete; hence all selected applicants have been Matriculated

1. Login to system using your credentials
2. Go to page: Main Menu -> Student Admissions -> Processing Applications -> Update Applications  
-> Update Program Action/Reason.
3. Click "Search" button and select a "Run Control ID".
4. If none searched then add a new "Run Control ID" using tab Add a New Value.
5. Select "PS Query" in Selection Tool drop down.
6. Select query in Query Name lookup.
- 6.1 For Undergraduate stream 2 and Stream 1 , Select Query Name named as "KS\_RU2\_REJ\_QRY" using prompts.
7. Select "Institution" using prompt.
8. Select Program Action "Deny" using prompt.
9. Select Action Reason using prompt.
10. Click "Save" button.
11. Click "Run" button.

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### 7.1.2 Recruitment and Admissions Training for UGRD Stream I

The screenshot shows the 'Update Program Action/Reason' web application. On the left is a 'Menu' sidebar with various options like 'Update Applications', 'Application Status Update', 'Application Program Update', 'Activate Applicants', 'Update Program Action/Reason', 'Post Applications', 'Assign Alternate Eval Codes', 'Alternate Program Addition', 'Application Delete', 'Applicant Summaries', '3 C's and Event Summaries', 'External Org Summaries', 'Application Fees and Deposits', 'Enrollment Targets', 'External Test Score Processing', 'Application/Transcript Log', 'OUAC', 'Reports', 'Educational Contracts NL', 'Base Register NLD', 'Internship Contracts NLD', 'Processing Admissions NLD', 'CFI Snapshot NLD', 'Processing Admissions NZL', 'TAC Processing', and 'Processing Studielink NL'. The main content area has a title 'Update Program Action/Reason' and a 'Run Control ID' field with the value 'UG\_STR2\_REJ\_APP'. There are links for 'Report Manager', 'Process Monitor', and a red 'Run' button. Below this is the 'Population Selection' section with 'Selection Tool' set to 'PS Query' and 'Query Name' set to 'KS\_RU2\_REJ\_QRY'. There are links for 'Edit Prompts' and 'Launch Query Manager'. The 'Program Action - Action Reason' section has fields for '\*Effective Date' (12/16/2013), '\*Institution' (KSAU - KSA Univ. of Health Sciences), '\*Program Action' (DENY - Deny), and 'Action Reason'. At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons. A callout box points to the 'Run' button with the text 'Click the Run button.'

#### ➤ Generate Student ID

1. Login to system using your credentials
2. Go to page: Main Menu -> Student Admissions -> Processing Applications -> General Admission Flow -> Generate Student ID
3. Click the link "Generate Student ID"
4. Select the following information on the Generate Student ID page (Find an Existing Value):
  - Run Control ID : Previously entered Run Control ID
  - Academic Institution : Name of the institution
  - Academic Career : Name of the Academic career
  - Term : Name of the Term
  - Academic Program : Name of the Academic Program
  - Academic Plan : Name of the Academic PlanClick "Search" to search for the selected values .
5. Select the following information on the Generate Student ID page (Add a new value):
  - Run Control ID : Enter new Run Control IDAfter clicking on "Add" button, entered run control id will appear along with rest of require fields.
  - Academic Institution : Name of the institution
  - Academic Career : Name of the Academic career

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Term : Name of the Term  
Academic Program : Name of the Academic Program  
Academic Plan : Name of the Academic Plan  
Click "Save "button to save the values.

6. Click "Run "button to run the process to generate student ids.