

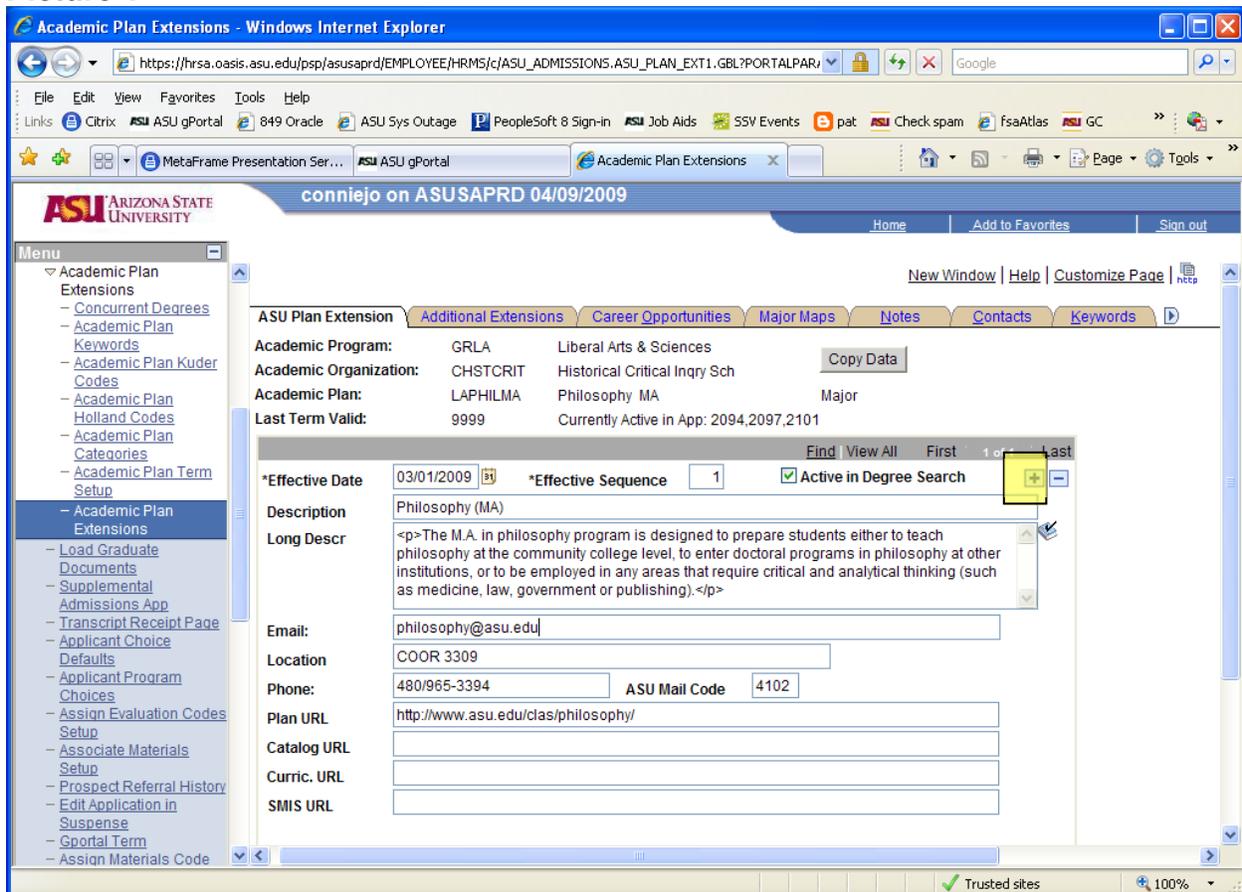
Staff with the Peoplesoft role of Dept Supv GR Admission Vw can update information in *Academic Plan Extensions*, the path is: ASU Customizations > ASU Admissions > Academic Plan Extension.

Typical fields the graduate support staff should keep updated are:

1. ASU Plan Extension
 - Long Descr – you cannot update this information but check it and send any updates to your College/School Catalog Coordinator
 - Email
 - Location
 - Phone
 - ASU Mail Code
 - Plan URL
2. Additional Extensions – to update the Admission or Degree Requirements sections, please send the updates to your College/School Catalog Coordinator
3. Career Opportunities – graduate support staff does not use or maintain
4. Contacts – To add and remove
 - EmplID – Name is populated automatically when the EmplID is selected
 - Role
5. Keywords
 - Contact Graduate Education to request changes to keywords
 - Words that are part of plan Description (found on the ASU Plan Extension tab) are automatically keywords and do not need to appear on the Keyword list
6. Categories – graduate support staff does not maintain
7. Kuder Assoc – graduate support staff does not use or maintain
8. Holland Assoc – graduate support staff does not use or maintain
9. Campuses – graduate support staff does not maintain

- In order to update any information in Academic Plan Extension you must add a row on the first tab titled ASU Plan Extension. To add a row, click on the + sign. The + sign is on the far right side of the screen (see yellow box in Picture 1).
- Once you add a row make all the updates (on all the various tabs) you need to make, and then click the SAVE button.
- The SAVE button is at the bottom of each page. You can click any SAVE button you want; however, do all your updates and only SAVE once.
- If you don't add a row and make changes, when you try to save you will get an error that says you need to be in the correct history mode. You do not have access to Correct History so you must add a row to make any changes.

Picture 1



- To change the contacts for your plans, first add the row to the ASU Plan Extension tab see Picture 1. Tab to the Contacts tab (Picture 2). Click the – sign to delete the staff that should be removed.
- To add a new staff member Click any + sign. It's helpful to already have the EmplID but if you don't click on the magnifying glass available on your new blank row. It will take you to a search page (Picture 3). Once you find the name you are looking for, click on the EmplID number to return to the Contact tab.
- To select the role click on the v looking sign (outlined in pink in Picture 2). When in doubt use the Staff role.
- Again make all your updates first and then SAVE once.

Picture 2

The screenshot shows the 'Academic Plan Extensions' web application in Internet Explorer. The user is logged in as 'conniejo' on 'ASUSAPRD 04/09/2009'. The 'Contacts' tab is active, displaying details for an extension with the following information:

- Academic Program:** GRLA Liberal Arts & Sciences
- Academic Organization:** CHSTCRIT Historical Critical Inqy Sch
- Academic Plan:** LAPHILMA Philosophy MA Major
- Last Term Valid:** 9999 Currently Active in App: 2094,2097,2101

Below this information is a table of contacts for the extension:

Effective Date	Effective Sequence	*EmplID	Name	*Role
03/01/2009	1	1000	Lohr,Nita J	Staff
		1000	Blackson,Thomas A	Graduate Chair
		1000	Cohen,Stewart Mark	Graduate Chair

Each row in the table has a magnifying glass icon next to the name and a dropdown menu for the role. The role dropdowns have '+' and '-' signs next to them. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. The breadcrumb trail at the bottom reads: 'ASU Plan Extension | Additional Extensions | Career Opportunities | Major Maps | Notes | Contacts | Keywords | Categories | Kuder Assoc | Holland As'.

Picture 3

