

Instructions to Run the Graduate Applicant Departmental Tracking System

This system can be accessed in a more user-friendly manner in Dashboard.

1. Open Hyperion and sign in
2. Follow the path Student -> Admissions – Grad Career
3. Double click the Graduate Applicant Departmental Tracking System.bqy query
4. Single click Main Query
5. Single click the down arrow just to the right of the Process button in the first row of icons
6. Click Process All (This is extremely important. If you click anything other than Process All your results will be incorrect.)
7. Select the Acad Org that you want to run and click OK
8. Select an available term and click OK or type the term code in the box and click OK.
9. Select an available Application Received Date and click OK or type the date you want in the box and click OK. This date must be in MM/DD/YY format. You do not need to include the hours/minutes/seconds. Your results set will only include applicants who submitted an application on or after this date.
10. Wait for your results. When the hour glass icon turns to the pointer, the query has finished. Click on the Results Table and you should see the results of the query.

Send suggestions, questions, etc. to grad-it@asu.edu.