

Manage Application Reviewers Business Process Guide

For Academic Unit staff
who update and maintain
Graduate Application Reviewers

Purpose

The Manage Application Reviewers allows Academic Unit staff to update and maintain Graduate application reviewers. This modification controls who will have the “application review” link in MyASU.

Security

Role ASU_SA_AD GR Dept Supervisor is controlled by current committee assignment as to which Manage Application Reviewer members can be edited.

Role ASU_SA_AD GR Admissions Supv incorporates super user rights to Manage Application Reviewer pages.

Role ASU_SA_AD GR Admissions Staff incorporates read only rights to Manage Application Reviewer pages.

Definition

Manage Application Reviewers is the list of benefits eligible staff endorsed to review student application records and provide admission recommendations to the Academic Unit support staff.

Navigation

To search for Application Reviewers

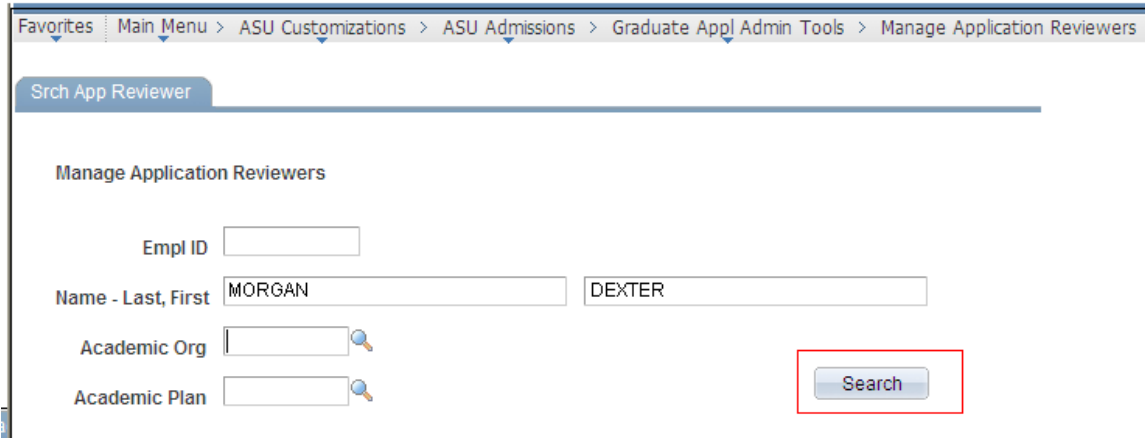
log in to PeopleSoft => ASU Customizations => ASU Admissions => Graduate Appl Admin Tools => Manage Application Reviewers

How to Set-up

New Reviewer

use these instructions to enter a new application reviewer

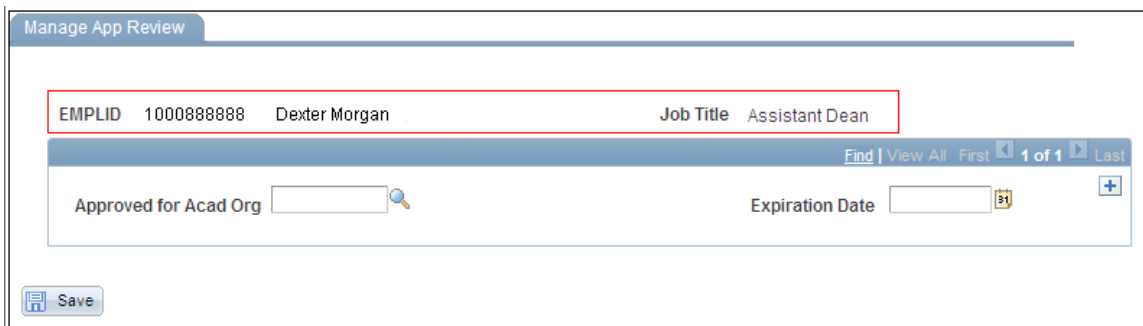
Using the Manage Application Reviewers search screen, perform a search to see if the employee has an existing endorsement. The search can be performed by name or Empl ID. If performing a name search, the last name MUST be spelled correctly. First initials are appropriate for the first name field.



The screenshot shows the 'Manage Application Reviewers' search interface. At the top, a breadcrumb trail reads: 'Favorites | Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers'. Below this is a search bar labeled 'Srch App Reviewer'. The main section is titled 'Manage Application Reviewers' and contains several input fields: 'Empl ID' (empty), 'Name - Last, First' (split into 'MORGAN' and 'DEXTER'), 'Academic Org' (empty with a magnifying glass icon), and 'Academic Plan' (empty with a magnifying glass icon). A 'Search' button is highlighted with a red box.

Search returns the Manage App Review page.

Verify that the Empl ID and Job Title of the individual are correct.



The screenshot shows the 'Manage App Review' page. At the top, a breadcrumb trail reads: 'Manage App Review'. Below this is a table with one row: 'EMPLID 1000888888 Dexter Morgan Job Title Assistant Dean'. The table is highlighted with a red box. Below the table is a search bar labeled 'Approved for Acad Org' (empty with a magnifying glass icon) and an 'Expiration Date' field (empty with a calendar icon). A 'Save' button is located at the bottom left.

Enter the Acad Org for the reviewer and hit the Tab key. A list of active plan codes for that acad org will be displayed.

EMPLID 100088888 Dexter Morgan Job Title Assistant Dean

Find | View All First 1 of 1 Last

Approved for Acad Org **CMATHSTAT** Math & Statistical Sci Sch T Expiration Date

Select Acad Plan(s)

	Academic Plan	Description
<input type="checkbox"/>	LAAPMPHD	Applied Mathematics
<input type="checkbox"/>	LACOMBIPSM	Computational Biosciences
<input type="checkbox"/>	LACOMPBPHD	Math(Computatnl Biosciences)
<input type="checkbox"/>	LAMATHMA	Mathematics MA
<input type="checkbox"/>	LAMATHMNS	Natural Science (Math)
<input type="checkbox"/>	LAMATHPHD	Mathematics PHD
<input type="checkbox"/>	LAMTEMAP	Mathematics Education
<input type="checkbox"/>	LAMTEPHD	Mathematics Education
<input type="checkbox"/>	LASTPPHD	Statistics

Select All Un-select All

Save

Select the approved plan code(s) (at least one plan code is required) for the reviewer and enter and Expiration Date (this is a required field), hit the Save key.

EMPLID 100088888 Dexter Morgan Job Title Assistant Dean

Find | View All First 1 of 1 Last

Approved for Acad Org **CMATHSTAT** Math & Statistical Sci Sch T Expiration Date **12/31/2013**

Select Acad Plan(s)

	Academic Plan	Description
<input type="checkbox"/>	LAAPMPHD	Applied Mathematics
<input type="checkbox"/>	LACOMBIPSM	Computational Biosciences
<input checked="" type="checkbox"/>	LACOMPBPHD	Math(Computatnl Biosciences)
<input type="checkbox"/>	LAMATHMA	Mathematics MA
<input checked="" type="checkbox"/>	LAMATHMNS	Natural Science (Math)
<input type="checkbox"/>	LAMATHPHD	Mathematics PHD
<input checked="" type="checkbox"/>	LAMTEMAP	Mathematics Education
<input type="checkbox"/>	LAMTEPHD	Mathematics Education
<input type="checkbox"/>	LASTPPHD	Statistics

Select All Un-select All

Re-activate a Reviewer

use these instructions **re-activate an existing application reviewer**

Using the Manage Application Reviewers search screen, perform a search to find the employee. The search can be performed by name or Empl ID. If performing a name search, the last name MUST be spelled correctly. First initials are appropriate for the first name field.

Favorites | Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers

Srch App Reviewer

Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org

Academic Plan

Search returns the Manage App Review page.

Verify that the Empl ID and Job Title of the individual are correct.

The check boxes next to the plan codes will be grayed out at this time because the employee is currently expired in the system.

EMPLID 1000777777 Angel Batista Job Title Tech Support Analyst Senior

Find | View All First 1 of 1 Last

Approved for Acad Org CMATHSTAT Math & Statistical Sci Sch T Expiration Date 10/08/2010

Select Acad Plan(s)

Academic Plan	Description
<input type="checkbox"/> LAAPMPHD	Applied Mathematics
<input type="checkbox"/> LACOMBIPSM	Computational Biosciences
<input type="checkbox"/> LACOMPBPHE	Math(Computatnl Biosciences)
<input checked="" type="checkbox"/> LAMATHMA	Mathematics MA
<input type="checkbox"/> LAMATHMNS	Natural Science (Math)
<input type="checkbox"/> LAMATHPHD	Mathematics PHD
<input checked="" type="checkbox"/> LAMTEMAP	Mathematics Education
<input type="checkbox"/> LAMTEPHD	Mathematics Education
<input type="checkbox"/> LASTPPHD	Statistics

Modify the Expiration Date to a date in the future and hit the Tab key. The check boxes next to the plan codes will now be editable.

Select the approved plan code(s) (at least one plan code is required) for the reviewer and enter and Expiration Date (this is a required field), hit the Save key.

EMPLID 1000888888 Dexter Morgan Job Title Assistant Dean

Find | View All First 1 of 1 Last

Approved for Acad Org CMATHSTAT Math & Statistical Sci Sch T Expiration Date 12/31/2013

Select Acad Plan(s)

	Academic Plan	Description
<input type="checkbox"/>	LAAPMPHD	Applied Mathematics
<input type="checkbox"/>	LACOMBIPSM	Computational Biosciences
<input checked="" type="checkbox"/>	LACOMPBPMD	Math(Computatnl Biosciences)
<input type="checkbox"/>	LAMATHMA	Mathematics MA
<input checked="" type="checkbox"/>	LAMATHMNS	Natural Science (Math)
<input type="checkbox"/>	LAMATHPHD	Mathematics PHD
<input checked="" type="checkbox"/>	LAMTEMAP	Mathematics Education
<input type="checkbox"/>	LAMTEPHD	Mathematics Education
<input type="checkbox"/>	LASTPPHD	Statistics

Select All Un-select All

Inactivate a Reviewer

use these instructions to **inactivate an existing application reviewer**

Using the Manage Application Reviewers search screen, perform a search to find the employee. The search can be performed by name or Empl ID. If performing a name search, the last name MUST be spelled correctly. First initials are appropriate for the first name field.

Srch App Reviewer Active Inactive

Manage Application Reviewers

Empl ID

Name - Last, First LAGUERTA MARIA

Academic Org

Academic Plan

Search

Search returns the Manage App Review page.

Verify that the Empl ID and Job Title of the individual are correct.

Update the Expiration Date to the desired inactivation date. Click Save

NOTE: Do not uncheck academic plan check boxes.

NOTE: Expiration Date must be the current date or later, it cannot be a date in the past.

Manage App Review

EMPLID 1000666666 Maria LaGuerta Job Title Assoc Professor

Find | View All First 1 of 1 Last

Approved for Acad Org CENGLISH English Dpt T Expiration Date 10/15/2010

Select Acad Plan(s)	Academic Plan	Description
<input type="checkbox"/>	EDAPLPHD	Applied Linguistics
<input type="checkbox"/>	LACWRITMFA	Creative Writing
<input checked="" type="checkbox"/>	LAENGLMA	English MA
<input type="checkbox"/>	LAENGLPHD	English PHD
<input type="checkbox"/>	LAENGMTESL	Teach Eng to Spkrs of Oth Lang
<input type="checkbox"/>	LAENLITPHD	English (Literature)
<input checked="" type="checkbox"/>	LAENRHTPHD	English (Rhtrc/Comp & Linguis)

Select All Un-select All

Add an Additional Acad Org

use these instructions to **add an additional acad org to an existing application reviewer**

Using the Manage Application Reviewers search screen, perform a search to find the employee. The search can be performed by name or Empl ID. If performing a name search, the last name MUST be spelled correctly. First initials are appropriate for the first name field.

Favorites Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers

Srch App Reviewer

Manage Application Reviewers

Empl ID

Name - Last, First MORGAN DEXTER

Academic Org

Academic Plan

Search

Search returns the Manage App Review page.

Verify that the Empl ID and Job Title of the individual are correct.

The check boxes next to the plan codes will be grayed out at this time because the existing acad org may not belong to your academic unit.

Click the '+' sign to add a new acad org endorsement.

EMPLID 1000888888 Dexter Morgan Job Title Tech Support Analyst Senior

Approved for Acad Org CMATHSTAT Math & Statistical Sci Sch T Expiration Date 10/08/2010

Select Acad Plan(s)

Academic Plan	Description
<input type="checkbox"/> LAAPMPHD	Applied Mathematics
<input type="checkbox"/> LACOMBIPSM	Computational Biosciences
<input type="checkbox"/> LACOMPBPBPHD	Math(Computatnl Biosciences)
<input checked="" type="checkbox"/> LAMATHMA	Mathematics MA
<input type="checkbox"/> LAMATHMNS	Natural Science (Math)
<input type="checkbox"/> LAMATHPHD	Mathematics PHD
<input checked="" type="checkbox"/> LAMTEMAP	Mathematics Education
<input type="checkbox"/> LAMTEPHD	Mathematics Education
<input type="checkbox"/> LASTPPHD	Statistics

Select All Un-select All

Enter the Acad Org for the reviewer and hit the Tab key. A list of active plan codes for that acad org will be displayed.

EMPLID 1000888888 Dexter Morgan Job Title Assistant Dean

Approved for Acad Org CMATHSTAT Math & Statistical Sci Sch T Expiration Date

Select Acad Plan(s)

Academic Plan	Description
<input type="checkbox"/> LAAPMPHD	Applied Mathematics
<input type="checkbox"/> LACOMBIPSM	Computational Biosciences
<input type="checkbox"/> LACOMPBPBPHD	Math(Computatnl Biosciences)
<input type="checkbox"/> LAMATHMA	Mathematics MA
<input type="checkbox"/> LAMATHMNS	Natural Science (Math)
<input type="checkbox"/> LAMATHPHD	Mathematics PHD
<input type="checkbox"/> LAMTEMAP	Mathematics Education
<input type="checkbox"/> LAMTEPHD	Mathematics Education
<input type="checkbox"/> LASTPPHD	Statistics

Select All Un-select All

Save

Select the approved plan code(s) (at least one plan code is required) for the reviewer and enter and Expiration Date (this is a required field), hit the Save key.

EMPLID 1000888888 Dexter Morgan

Job Title Assistant Dean

Find | View All First 1 of 1 Last

Approved for Acad Org CMATHSTAT

Math & Statistical Sci Sch T

Expiration Date 12/31/2013

Select Acad Plan(s)

	Academic Plan	Description
<input type="checkbox"/>	LAAPMPHD	Applied Mathematics
<input type="checkbox"/>	LACOMBIPSM	Computational Biosciences
<input checked="" type="checkbox"/>	LACOMPBPHD	Math(Computatnl Biosciences)
<input type="checkbox"/>	LAMATHMA	Mathematics MA
<input checked="" type="checkbox"/>	LAMATHMNS	Natural Science (Math)
<input type="checkbox"/>	LAMATHPHD	Mathematics PHD
<input checked="" type="checkbox"/>	LAMTEMAP	Mathematics Education
<input type="checkbox"/>	LAMTEPHD	Mathematics Education
<input type="checkbox"/>	LASTPPHD	Statistics

Select All

Un-select All

How to Search

Search Existing Reviewers by Academic Org

use these instructions to search for existing reviewer by acad org to an existing application reviewer

Enter the acad org to be searched on and click Search.

Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org English Dpt T

Academic Plan

Search results display both tabs for Active and Inactive members.

Active Tab Results

Srch App Reviewer		Active	Inactive		
Active Application Reviewer(s)					
Academic Org CENGLISH Result(s)					
	Manage	Empl ID	Last Name	First Name	Expiration Date
1	Manage	1000888888	Morgan	Dexter	01/31/2011
2	Manage	1000777777	Batista	Angel	05/31/2011
3	Manage	1000666666	LaGuerta	Maria	05/11/2011
4	Manage	1200111111	Morgan	Debra	05/31/2011
5	Manage	1000444444	Bennett	Rita	12/31/2013
6	Manage	1000999999	Masuka	Vince	05/11/2011
7	Manage	1000555555	Quinn	Joey	12/31/2013
8	Manage	1000333333	Doakes	James	12/31/2013
9	Manage	1000111111	Lundy	Frank	05/31/2011
10	Manage	1000222222	Morgan	Harry	12/31/2013

Inactive Tab Results

NOTE: To re-activate a member, see instructions above.

Srch App Reviewer Active **Inactive**

Inactive Application Reviewer(s)
Academic Org CENGLISH Result(s)

Customize | Find | First 1 of 1 Last

	Manage	Empl ID	Last Name	First Name	Expiration Date
1	Manage	1200666666	Cooper	Rudy	10/14/2010

Search Existing Reviewers by Academic Plan

use these instructions to **search for existing reviewer by acad plan to an existing application reviewer**

Enter the acad plan to be searched on and click Search.

Srch App Reviewer

Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org

Academic Plan English MA

Search results display both tabs for Active and Inactive members.

Active Tab Results

Srch App Reviewer **Active** Inactive

Active Application Reviewer(s)
Academic Org CENGLISH Result(s)

	Manage	Empl ID	Last Name	First Name	Expiration Date
1	Manage	1000888888	Morgan	Dexter	01/31/2011
2	Manage	1000777777	Batista	Angel	05/31/2011
3	Manage	1000666666	LaGuerta	Maria	05/11/2011
4	Manage	1200111111	Morgan	Debra	05/31/2011
5	Manage	1000444444	Bennett	Rita	12/31/2013
6	Manage	1000999999	Masuka	Vince	05/11/2011
7	Manage	1000555555	Quinn	Joey	12/31/2013
8	Manage	1000333333	Doakes	James	12/31/2013
9	Manage	1000111111	Lundy	Frank	05/31/2011
10	Manage	1000222222	Morgan	Harry	12/31/2013

Inactive Tab Results

NOTE: To re-activate a member, see instructions above.

Srch App Reviewer Active Inactive

Inactive Applicaton Reviewer(s)

Academic Org CENGLISH Result(s)

Customize | Find | First 1 of 1 Last

	Manage	Empl ID	Last Name	First Name	Expiration Date
1	Manage	1200666666	Cooper	Rudy	10/14/2010