



Supplemental Application

Arizona State University

Supplemental Application Manager

Department Process Guide

**For department staff who create or manage graduate
supplemental applications**



Purpose

The Graduate Supplemental Application Manager allows departments to personalize online graduate admissions applications by plan code. The SAM includes the following options:

Welcome Message

Concentration/Specialization Selection

Faculty Consultation

Letters of Recommendation

Free-form Question (up to four)

Yes/No Questions (up to four) Source
of Referral Checklist Personal

Statement

Other Essay (up to two additional)

Résumé

Employment History

Prerequisite Course Listing

For departments with several programs, there is also a "Copy Supplemental Application" option to expedite the creation of the subsequent applications.



Navigation

Use Internet Explorer to go to <https://cs.oasis.asu.edu>.

Login with your ASURITE User ID and password.

ASU Customizations => ASU Admissions => Supplemental App Manager => Setup Supplemental Application

Figure 1: Navigation

GR Supplemental App Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Career: = [dropdown] [dropdown]

Academic Program: begins with [dropdown] [input]

Academic Plan: begins with [dropdown] [input]

Academic Organization: begins with [dropdown] [input]

Description: begins with [dropdown] [input]

Supp App Exists

Acad Plan Status: begins with [dropdown] [input]

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#) [Save Search Criteria](#)



Your menu options may vary based upon your security setup.



Helpful Hints

Draft your supplemental application requirements and questions before logging in. This will allow you to create your supplemental application quickly.

SAVE AND CONTINUE

Click "**Save and Continue**" often while building your supplemental application. This process will not only save your changes while you are processing, but it will also identify areas that need elaboration or additional information.


PREVIEW

Take a few minutes to preview all your pages before activating the supplemental application.

Activate

Activate is how you make current revisions visible to the applicants in the web application.

SPELL CHECK

Use the spell check tool provided along side each text box field. 



Step 1 of 6: Degree Program Selection

You can search for a degree program by selecting Academic Program, Academic Plan, Academic Organization, or Description.

Note: Each plan code has its own, separate Supplemental Application.

Hint: for optimal results search for all your plan codes by using

Academic Career: Graduate

Academic Org: Put yours here

Figure 2: Degree Program Selection

The screenshot shows the 'GR Supplemental App Manager' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search bar with the placeholder text 'Find an Existing Value'. A 'Search Criteria' section is expanded, showing several search fields:

- Academic Career:** A dropdown menu set to '=', followed by a text input field.
- Academic Program:** A dropdown menu set to 'begins with', followed by a text input field.
- Academic Plan:** A dropdown menu set to 'begins with', followed by a text input field with a magnifying glass icon.
- Academic Organization:** A dropdown menu set to 'begins with', followed by a text input field.
- Description:** A dropdown menu set to 'begins with', followed by a text input field.
- Supp App Exists:** A checkbox that is currently unchecked.
- Acad Plan Status:** A dropdown menu set to 'begins with', followed by a text input field.

At the bottom of the search criteria section, there is a checkbox labeled 'Case Sensitive' which is also unchecked.

If your degree program is missing from the list, check with your administrator for access.



Step 2 of 6: Supp App History

Pick the plan you want to set up a supplemental application for, or the plan you want to make changes to the supplemental application for.

Figure 3: Supp App History

Supp App History

Academic Career Graduate

Academic Program GRAR

Academic Plan ARFACILMS Building Design: Facilities Development/Management (MS)

Supplemental Application History

Academic Plan	Effective Date	Effective Sequence	Effective Status	View
ARFACILMS	06/05/2008	1	Active	View

Update supplemental application Update

The Supplemental Application Manager maintains history of changes that are made by using an effective date and effective sequence. When a supplemental application is first created, the effective date will show the date that you initiate work on it and it will show as being "Inactive" until the Activate button is clicked.

Once activated, future changes are made by clicking on the Update button as shown in the screen print above. Update will create a new effective dated row and sequence and will remain inactive until the supplemental application is activated once again. It is important to recognize that an applicant will not see your changes until you **activate**.

The applicants who began an application before changes were activated will continue to see the supplemental application that was active at the time they started.

The history section allows you to view the supplemental application at a particular point in time to see what it looked like for an applicant that started their application under an "older" supplemental application. No changes are permitted to the historical supplemental applications.



Figure 4: Revision History

Supp App History

Academic Career Graduate

Academic Program GRAR

Academic Plan ARENERGYMS Building Design: Energy Perf/Climate Responsive Arch (MS)

Supplemental Application History				
Academic Plan	Effective Date	Effective Sequence	Effective Status	View
ARENERGYMS	06/05/2008	1	Active	View
ARENERGYMS	06/05/2008	2	Inactive	View

Update supplemental application

The Inactive row on the revision history is the **inactive** updated version of the Supplemental Application for that plan. To use this version these changes will need to be **activated**.

Applicants who begin an application before changes are made Active will still fill out a supplemental application; they will view and complete the "older" supplemental application.



Step 3 of 6: Completing the Supplemental Application

(Welcome, Letter of Recommendation, Additional Free-Form Questions, Source of Referral, Test Required)

Welcome Section: Welcome Message, ASU Specializations, Faculty Consulted

Figure 5: Welcome Section

Welcome Message		
<p>The W. P. Carey MBA employs a <i>Candidate-Managed </i> application submission technique whereby you, the applicant, are asked to gather all supplemental application materials (i.e., those items not collected</p>		
ASU Specialization		
Display	ASU Specialization Specialization Question Label	Response Required
<input checked="" type="checkbox"/>	W. P. Carey MBA - Fulltime Study Plan	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
Faculty Consulted		
Display	Customizable Label	Response Required
<input checked="" type="checkbox"/>	List MBA alumni you have consulted with, if any	<input type="checkbox"/>

Welcome Message. Insert your welcome by overwriting the text that appears in the box. What do you want your applicants to know about your department and/or graduate program? Do you want to provide them with a link to your website so they can view additional requirements and information? The welcome message may include text and HTML coding (see Appendix). The HTML coding is what you'll use to link to your website and add text characteristics such as bolding and italics.

Note. Be sure to keep the coding that exists in the box around any web links that you paste into the Welcome box.



Supplemental Application

Arizona State University

“ASU Specialization” Be prepared with a list of your specializations/concentrations and create a drop-down list of them for your applicants by clicking on the ASU Specialization link. This will open a new window.

Click “+” to add a concentration or specialization to the list; click “-” to remove an item from the list. Click “OK” to return to the Welcome Section to continue creating your supplemental application.

Figure 6: ASU Specializations

ASU Specializations	
Customize Find View 3 First 1-9 of 9 Last	
Description	Status
1 Finance	Active <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
2 MBA/MS in Info Management	Active <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
3 MBA/Master of Acctcy & Inf Sys	Active <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
4 MBA/Master of Health Sciences	Active <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
5 Management	Active <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
6 Marketing	Active <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
7 Sports Business	Active <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
8 Supply Chain Management	Active <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>
9 To be decided	Active <input type="button" value="v"/> <input type="button" value="+"/> <input type="button" value="-"/>

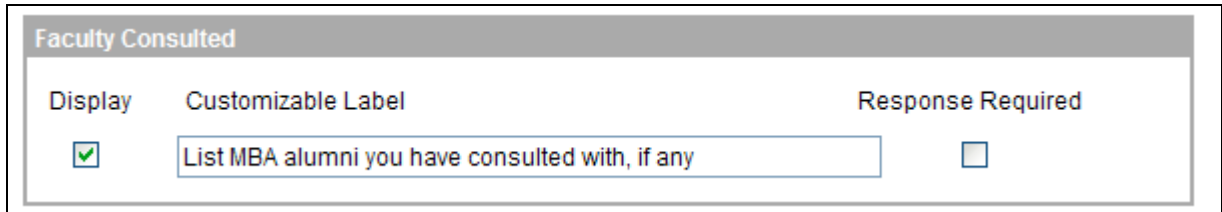
Specializations/Concentrations Specialization Question Label. Ask questions about the Specializations you have listed and made Active. Checking the “Response Required” will require your applicants to respond to that question.

Figure 7: Specialization Question Labels

ASU Specialization		
Display	ASU Specialization Specialization Question Label	Response Required
<input checked="" type="checkbox"/>	W. P. Carey MBA - Fulltime Study Plan	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

Faculty Consulted Label. This question will appear on the supplemental application by checking the “Display” box. You must customize the text, for example “List faculty members you have consulted with.”

Figure 8: Faculty Consulted



The screenshot shows a configuration window titled "Faculty Consulted". It contains three main sections: "Display" with a checked checkbox, "Customizable Label" with a text input field containing "List MBA alumni you have consulted with, if any", and "Response Required" with an unchecked checkbox.

Letters of Recommendation

Letters of Recommendation.

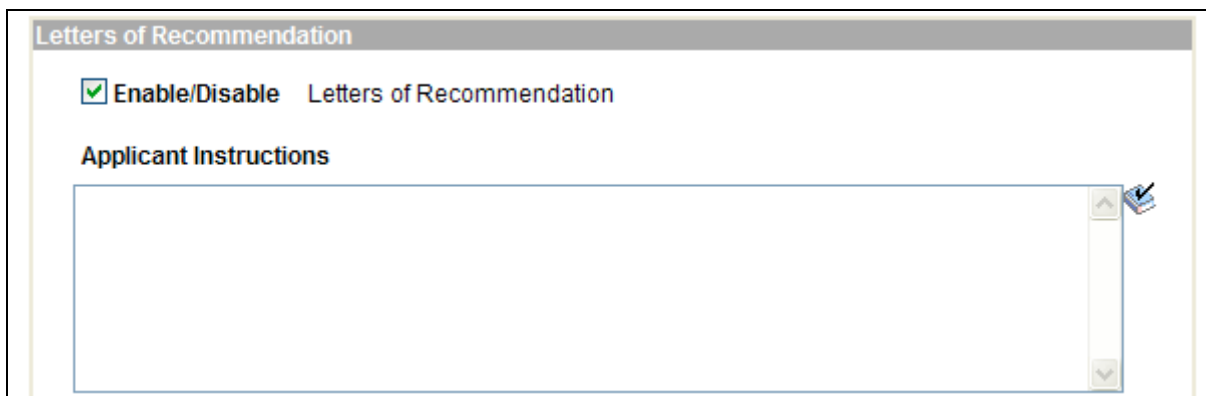
If you require letters of recommendation, and would like to **display information to the applicant** regarding the letters select the checkbox “**Enable/Disable.**”

***This informational box can provide further information about the requirements to the applicants. **Please give them the address to mail the Letters to in these Instructions.**

***If you would like to accept them **electronically**, use the Applicant Instructions box to inform the applicants of what you require.

Note. Including instructions to the Applicant in this box helps the Letter of Recommendation process. It does NOT require you to use Online Letters of Recommendation.

Figure 9: Letter of Recommendation



The screenshot shows a configuration window titled "Letters of Recommendation". It features a checked checkbox for "Enable/Disable" followed by the text "Letters of Recommendation". Below this is a section titled "Applicant Instructions" with a large, empty text area for input. A small icon of a document with a checkmark is visible in the bottom right corner of the text area.

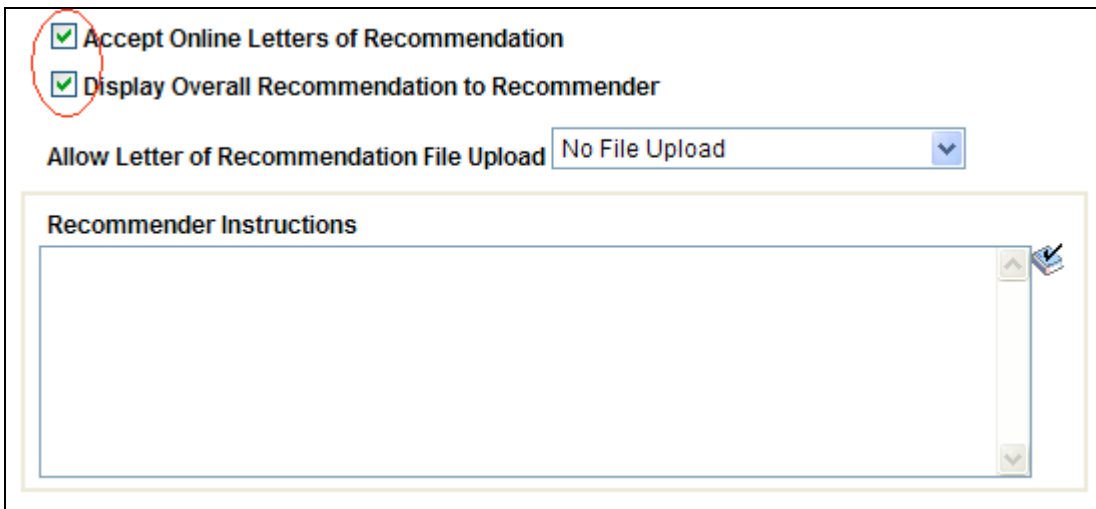
Accepting Online Letters of Recommendation

If you would like to Accept Online Letters of Recommendation check the “Accept Online Letters of Recommendation” box.

If you would like to ask the Recommender for an Overall Recommendation, Click Display the Overall Recommendation to the Recommender.

If you choose to use Online Letters of Recommendation you **MUST** enter Recommender Instructions. You are strongly encouraged to instruct the Recommender on any specific information needed in the recommendation in the Recommender Instructions.

Figure 10: Accept Online Letters of Recommendation



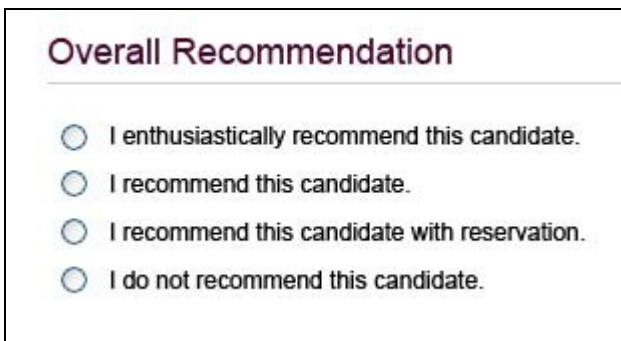
Accept Online Letters of Recommendation

Display Overall Recommendation to Recommender

Allow Letter of Recommendation File Upload No File Upload

Recommender Instructions

Figure 11: Overall Recommendation



Overall Recommendation

I enthusiastically recommend this candidate.

I recommend this candidate.

I recommend this candidate with reservation.

I do not recommend this candidate.



Accepting Online Letters of Recommendation will allow each department to list a series of ranked questions and short answer questions to be filled out by the recommender.

Questions will display a series of Ranked and/or Short Answer Questions for the recommender to answer regarding the applicant. You will be required to enter at least one question in the space provided. Click “+” to add a second question to the list; clicking “-” removes a question from the list. Sample questions have been provided using the “Ranked Question Example” and “Short Answer Example” links.

Example: “Please answer the following questions regarding the applicant.”

Figure 12: Ranked / Short Answer Question Labels

The screenshot shows two sections: 'Ranked Question Example' and 'Short Answer Example'. Each section contains a table with two columns: 'Num' and 'Question Label'. In the 'Ranked Question Example' section, the 'Num' column has a text input field with the number '1' and a '+' button to its right. The 'Question Label' column has a large text input field. To the right of the 'Question Label' input field are '+' and '-' buttons. The 'Short Answer Example' section has an identical layout.

A minimum and a maximum number of recommenders are required. The minimum number can not be zero and the maximum must be greater than or equal to the minimum. You can require a minimum of 3, but allow the student to list 5 if they choose by picking 3 in the minimum and 5 in the maximum boxes.

Figure 13: Minimum / Maximum number of recommenders

The screenshot shows two dropdown menus. The first is labeled 'Minimum number of recommenders' and the second is labeled 'Maximum number of recommenders'. Both dropdown menus have a blue arrow pointing downwards on the right side.

By clicking the “Require minimum recommenders before releasing to committee” box, you are stating that the file will not be released to an evaluation status of “Committee” and you will not be able to enter a recommendation in Gportal until the minimum number of recommendations are received.

Note: This feature can only be used if Online Letters of Recommendation are selected.

Figure 14: Require minimum recommenders

The screenshot shows a checkbox with the label 'Require minimum recommenders before releasing to committee'. The checkbox is currently unchecked.



Letters of Recommendation Recommender View.

Recommenders will receive an email once the applicant has submitted the application. The email will include a link to the recommendation form specific to the applicant.

On the top portion of the Recommendation form the Recommenders are given the opportunity to update information that was provided by the applicant, they can also decline to submit a recommendation for the applicant.

Figure 15: Recommendation as seen by Recommender

Letter of Recommendation for
{StudentsName}
 Program applied for: {Program}
 Specializations: {Specializations}
 Term applied for: {Term}

Recommender Information

<p>First Name: {fname}</p> <p>Last Name: {lname}</p> <p>Company Name: {cname}</p> <p>Email Address: {email}</p> <p>Job Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p>	<p>Corrections:</p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Company Name: <input type="text"/></p> <p>Email Address: <input type="text"/></p>
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I decline to provide a letter of recommendation for this applicant.



Under the Recommender Instructions the Recommender is told whether the student waived their rights to view the recommendation. The rest of the text is instruction provided by the department.

The categories the student is being ranked on are provided by the department, as is the short answer question.

Figure 16: Recommender form

Recommender Instructions

This applicant has waived their right to review this recommendation

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in.

Recommendation

What is your relationship to the applicant?

How long have you known the applicant? years months

How would you rate the applicant relative to others you have known in a similar capacity with respect to the following:

	Truly Exceptional Top 1%	Outstanding Top 5%	Excellent Top 10%	Very Good Top 25%	Average Top 50%	Below Average Lower 50%	Unable to Evaluate
Intellectual Potential:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to plan and conduct research:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question 1: {question}



Once the Recommender has completed and submitted the recommendation form, a PDF copy will appear in AppXtender within 24 hours. Below is an example of a completed letter of recommendation form as it would appear in AppXtender.

Figure 17: Recommender form in AppXtender

Letter of Recommendation for
[REDACTED]
 Program applied for: **Applied Ethics (Medical Ethics) MA**

Recommender Information

[REDACTED]	[REDACTED]	[REDACTED]
First Name	Last Name	Company
Vice President	[REDACTED]	[REDACTED]
Job Title	Email	Phone Number

Recommendation

What is your relationship to the applicant? Past Colleague and Manager
 How long have you known the applicant? 15 years 2 months

How would you rate the applicant relative to others with respect to the following?

Academic Potential:	Unable to Evaluate
Knowledge in Chosen Field:	Excellent (Top 10%)
Written Communication Skills:	Outstanding (Top 5%)
Oral Communication Skills:	Excellent (Top 10%)
Creativity & Originality:	Truly Exceptional (Top 1%)
Ethical Standards & Integrity:	Truly Exceptional (Top 1%)
Ability to Work With Others:	Outstanding (Top 5%)
Ability to Plan & Conduct Research:	Unable to Evaluate
Leadership Skills:	Truly Exceptional (Top 1%)
Maturity & Judgement:	Truly Exceptional (Top 1%)

Question 1: Please make a brief statement concerning the student's qualification for graduate studies.

[REDACTED] has a passion for what is the ethical standard that must be maintained in all aspects of her life. My experiences with her are both on a personal and professional basis. In her professional life her drive for doing the right thing for the right reason is her passion and that drive would sometimes be in conflict with the organizational direction. [REDACTED] was able to convince the organization to address the gaps and unethical situations that existed to improve the retention and job satisfaction of the constituents she managed along with an entire department.



Additional Free-form Questions Section

These questions are for the **Applicant** to answer as part of their application. Select the checkbox "Enable/Disable" to use this section.

Include a brief title for this section of the application (e.g., Additional Questions) and a message with detailed instructions for your applicant. Note that your applicant's response is limited to 255 characters. Your instructions may include HTML tags (see Appendix).

Question Text. Each of your questions is limited to 100 characters. (Responses are restricted to a 255 characters.) For your questions to appear on the application, do the following:

"Display." Click on the "Display" checkbox next to the question you want to appear on your supplemental application.

"Question Label (1–4)." Type your question(s) in each box (e.g., "Describe your experience in computer programming.").

"Response Required" Requires a response on that specific question from the applicant.

Figure 18: Free-Form Question Labels

Additional Questions

Enable/Disable

This section is designed for short answers. For each question the applicant will be limited to a 1200 character response.

Instructions

All W. P. Carey School of Business MBA programs expect their students to have proficiency in using a computer spreadsheet (i.e., Lotus, Excel, etc.), and business calculus /statistics (college-level). For each category below, please describe how this enrollment expectation will be met prior to your actual first enrollment (i.e., class number, course titles and institution name, work setting instruction, etc).

Short Answer Questions

Display	Question Text	Response Required
<input checked="" type="checkbox"/>	<input style="width: 90%;" type="text" value="Calculus / Statistic Competency"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input style="width: 90%;" type="text" value="Question Label 2"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input style="width: 90%;" type="text" value="Question Label 3"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input style="width: 90%;" type="text" value="Question Label 4"/>	<input type="checkbox"/>

Yes/No Questions

Display	Question Text	Response Required
<input checked="" type="checkbox"/>	<input style="width: 90%;" type="text" value="Computer Competency"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input style="width: 90%;" type="text" value="Question Label 2"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input style="width: 90%;" type="text" value="Question Label 3"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input style="width: 90%;" type="text" value="Question Label 4"/>	<input type="checkbox"/>



Source of Referral Section

This section asks your applicant how they were referred to or learned about ASU. If you wish to include this section click the checkbox "Enable/Disable." Include a short title based on how you refer to this section of the application (e.g., Source of Referral or How Did You Learn About Us?) by overwriting "Source of Referral." Be sure to include detailed instructions to the applicant about this section.

You must enter at least one Source of Referral in the space provided. Click "+" to add a source to the list; clicking "-" removes an item from the list.

"Yes, I want to require at least 1 selection." Do you want to require that the applicant select at least one of the choices displayed? If yes, select the checkbox.

Figure 19: Source of Referral

Source of Referral

Enable/Disable

Yes, I want to require at least 1 selection

Setup Source of Referral

Active Flag	Description		
1 <input checked="" type="checkbox"/>	<input type="text" value="Barrons Guide"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2 <input checked="" type="checkbox"/>	<input type="text" value="Business Week"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3 <input checked="" type="checkbox"/>	<input type="text" value="GMAC's MBA.COM"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4 <input checked="" type="checkbox"/>	<input type="text" value="Gmass Mailing"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5 <input checked="" type="checkbox"/>	<input type="text" value="Information Session"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
6 <input checked="" type="checkbox"/>	<input type="text" value="Internet"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
7 <input checked="" type="checkbox"/>	<input type="text" value="Limehouse Media Group"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
8 <input checked="" type="checkbox"/>	<input type="text" value="Magazine ad"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
9 <input checked="" type="checkbox"/>	<input type="text" value="Newspaper ad"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
10 <input checked="" type="checkbox"/>	<input type="text" value="Peterson's Guide"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
11 <input checked="" type="checkbox"/>	<input type="text" value="Princeton Review"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
12 <input checked="" type="checkbox"/>	<input type="text" value="Radio ad"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
13 <input checked="" type="checkbox"/>	<input type="text" value="Referral"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
14 <input checked="" type="checkbox"/>	<input type="text" value="Reputation/Ranking"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
15 <input checked="" type="checkbox"/>	<input type="text" value="U.S. News & World Report"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



Test Required Section

This section allows departments to require an entrance exam from their applicants.

First, you select the type of exam: GMAT or GRE. You can only select one.

The screenshot shows a form titled "Test Required". It contains a dropdown menu labeled "Require valid GRE/GMAT test score" with "GRE" selected. A red box highlights the dropdown menu. Below the dropdown menu, there is a checkbox labeled "Require valid GRE/GMAT test score before releasing to committee" which is checked.

Second, you can decide if you want to require the valid test score to be submitted before the application file is released. By clicking the checkbox, you are stating that the file will not be released to an evaluation status of "Committee" and you will not be able to enter a recommendation in Gportal until the required test score has been submitted by the applicant.

The screenshot shows the same "Test Required" form. The dropdown menu is now "GRE". A red circle highlights the checked checkbox labeled "Require valid GRE/GMAT test score before releasing to committee".

Please click "Save and Continue" once you are done.

Note: departments can always waive the GRE or GMAT requirement for an applicant using the **File Review** section in **Gportal**.



Step 4 of 6: Documents

Personal Statement

Personal Statement. Select the checkbox “Enable/Disable” if this section is to appear on your supplemental application. Remember to include instructions for the applicants, such as suggesting what they are to include in their statement. Your text message may include HTML tags (see Appendix).

“Include file upload dialog box.” With the Personal Statement section, you have the option to allow your applicants to upload a file. If checked, your applicants will be notified automatically that the uploaded file must be in Text (*.txt), Rich Text Format (*.rtf), MS Word (*.doc), or Adobe Portable Document Format (*.pdf) format. The message will also inform your applicant that the size limit of the uploaded file is 128 K.

The uploaded file will automatically load into AppXtender (E-GAD) with the submitted application. The uploaded document will appear in AppXtender as Personal Statement.

“Applicant is required to upload a file.” Select this box if you wish to **require** your applicants to upload a file.

Figure 20: Personal Statement

The screenshot shows a web interface for configuring the Personal Statement section. At the top, there is a header bar labeled "Personal Statement". Below this, there is a checkbox labeled "Enable/Disable" which is currently unchecked. To the right of this checkbox is a text input field containing the text "Personal Statement". Below the checkbox and input field, there is a line of text: "Documents uploaded will be merged into AppXtender as 'Personal Statement or Essay'". Underneath this is a section titled "Instructions" followed by a large, empty text area with a vertical scrollbar on the right side. At the bottom of the form, there are two more checkboxes: "Include file upload dialog box" and "Applicant is required to upload a file", both of which are currently unchecked.



Essay Option 1 and Essay Option 2 Section

Use this section to ask essay questions of your applicants. Click the checkbox "Enable/Disable". The supplemental application allows for two additional essay questions. Be sure to include a brief title for the essay(s) by overwriting "Additional Essay 1" or "Additional Essay 2".

"Include file upload dialog box." If checked, your applicants will be notified automatically that the uploaded file must be in Text (*.txt), Rich Text Format (*.rtf), MS Word (*.doc), or Adobe Portable Document Format (*.pdf) format. The message will also inform your applicant that the size limit of the uploaded file is 128 K.

The uploaded file will automatically load into AppXtender (E-GAD) with the submitted application.

"Applicant is required to upload a file." Select this box if you wish to **require** your applicants to upload a file.

Figure 21: Additional Essay 1 and 2

The screenshot displays two identical configuration panels for 'Additional Essay 1' and 'Additional Essay 2'. Each panel includes an 'Enable/Disable' checkbox, a text input field with the default text 'Additional Essay 1' (or 'Additional Essay 2'), a note stating 'Documents uploaded will be merged into AppXtender as "Personal Statement or Essay"', a large text area for 'Instructions', and two checkboxes: 'Include file upload dialog box' and 'Applicant is required to upload a file'.

Résumé

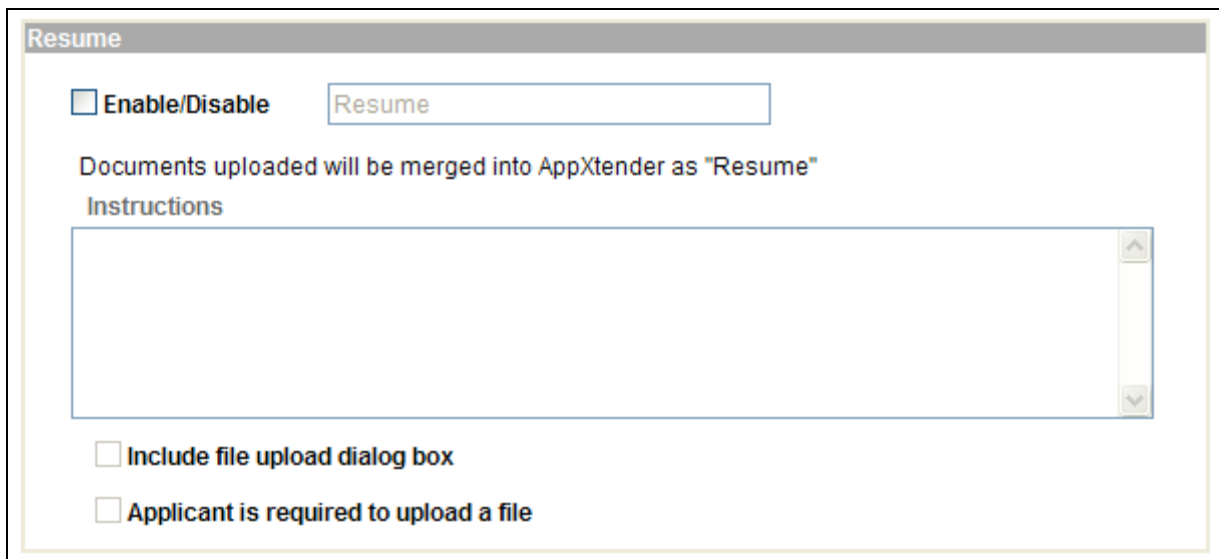
Select the checkbox "Enable/Disable" to include the Résumé section. You may alter the title if desired (i.e., "Vita Requirement"). Prepare a text message describing to your applicants what is to be included in their résumés. Your text message may include HTML coding (see Appendix).

"Include file upload dialog box." With the Résumé section, you have the option to allow your applicants to upload a file. If checked, your applicants will be notified automatically that the uploaded file must be in Text (*.txt), Rich Text Format (*.rtf), MS Word (*.doc), or Adobe Portable Document Format (*.pdf) format. The message will also inform your applicant that the size limit of the uploaded file is 128 K.

The uploaded file will automatically load into AppXtender (E-GAD) with the submitted application. These documents will upload to AppXtender as Resume.

"Applicant is required to upload a file." Select this box if you wish to **require** your applicants to upload a file.

Figure 22: Resume



Resume

Enable/Disable

Documents uploaded will be merged into AppXtender as "Resume"

Instructions

Include file upload dialog box

Applicant is required to upload a file



Step 5 of 6: Employment Employment History Section

If you select this section, your applicants will be asked to provide the following information:

- Job Title
- Job (Occupation) Category
- Industry Category
- Company Name
- Company Address Line 1
- Company Address Line 2
- Company City
- Company State
- Company Zip or Postal Code
- Company Country
- Work Telephone
- Work Telephone Extension
- Salary (optional, see below)
- Years Full-time Work Experience
- Months Full-time Work Experience

“Yes, I want to gather salary information.” Selecting this checkbox will have your supplemental application request salary information; otherwise this option will not appear on your supplemental application.

“Yes, I want to make salary a required response.” Selecting this box will require your applicants to provide salary information.

Figure 23: Employment History

The screenshot shows a form titled "Employment History" with a grey header. Below the header, there is a paragraph of text: "By selecting the employment section, you're applicant will be asked to provide their current employer name, address, phone, job title, industry category, occupation category and years/months of experience. Optionally, you may choose to ask applicant for their current salary." Below this text are three checkboxes: "Enable/Disable" (with a text input field containing "Employment History"), "Yes, I want to gather salary information", and "Yes, I want to make salary a required response".



Prerequisite Courses Section

You may want to include a section that lists your prerequisites and asks applicants whether they've taken them or other courses that may fulfill the prerequisite requirements. Do so by selecting the checkbox "Enable/Disable".

You may include a text message with detailed instructions, if needed. The text message appearing here may include HTML tags (see Appendix).

If this option is chosen, you will be required to enter at least one Prerequisite Course in the space provided. Click "+" to add a source to the list; clicking "-" removes an item from the list.

Figure 24: Prerequisite Courses

Prerequisite Courses

Enable/Disable

Instructions

Please select whether you have completed the following program prerequisites. Indicate the course title, number and institution, if applicable.

Define Prerequisite Courses

Seq Nbr	Description		
1	10 Intro Financial Accounting (ACC 230)	<input type="checkbox"/>	<input type="checkbox"/>
2	20 Intro Managerial Accounting (ACC 240/250)	<input type="checkbox"/>	<input type="checkbox"/>
3	30 External Reporting (ACC 315 or ACC 340)	<input type="checkbox"/>	<input type="checkbox"/>
4	40 External Reporting II (ACC 440)	<input type="checkbox"/>	<input type="checkbox"/>
5	50 Principles of Auditing (ACC 450)	<input type="checkbox"/>	<input type="checkbox"/>
6	60 Tax and Business Decisions (ACC 430)	<input type="checkbox"/>	<input type="checkbox"/>
7	70 Microeconomics (ECN 112)	<input type="checkbox"/>	<input type="checkbox"/>
8	80 Brief Calculus (MAT 210)	<input type="checkbox"/>	<input type="checkbox"/>
9	90 Statistical Analysis (QBA 221)	<input type="checkbox"/>	<input type="checkbox"/>
10	100 Fundamentals of Finance (FIN 300)	<input type="checkbox"/>	<input type="checkbox"/>
11	110 Business DB Concepts (CIS 360) * for IS track only	<input type="checkbox"/>	<input type="checkbox"/>

- **"Description"** - You may use up to 255 characters (including HTML coding) to name and describe each course.
- **"Seq Nbr"** - Allows you to order your prerequisites as you wish them to appear on your supplemental application.



Step 6 of 6: Activate

PREVIEW

We strongly recommend that you take a few more minutes to preview all your pages at this point. When you are satisfied with your supplemental application, click **"Save and Continue"** to save it.

Activate

Click on the **"Activate"** tab at the top of the page.

You will notice that we suggest you do a final preview before activating your application. When you are satisfied with your supplemental application, click "Request Activation." This will initiate a request for our staff to review your application for any technical errors. Please allow a few days for the review process. Once approved, our staff will activate the supplemental application for your applicants.



Copy Supplemental Application Steps

If you have multiple degree programs, you may want to use one of your supplemental applications as a template for the others. Do this by clicking “**Copy Supplemental Application**” from the left menu of the GC Portal.

Select your search criteria from the drop-down menu. Enter the appropriate information you want to search by.

Figure 25: Search criteria

A screenshot of a search interface. On the left, there is a yellow 'Search' button. To its right is a dropdown menu labeled 'Search by:'. The dropdown is open, showing a list of search criteria: 'Academic Career' (highlighted in blue), 'Academic Organization', 'Academic Plan', 'Academic Program', 'Description', and 'Supplemental App Exists'. A small 'Ac' is visible to the left of the dropdown menu.

The copy from information will be displayed in the top section of the screen. Then select the application you want to copy to from the search icon.

Figure 26: Copy supplemental application

A screenshot of the 'Copy Supp App' screen. At the top left is a blue button labeled 'Copy Supp App'. Below it is a section titled 'Copy From' with a grey header. It contains two rows of information: 'Academic Organization' with 'CAPPBIO' and 'Applied Biological Sci Dpt P', and 'Academic Plan Copy From' with 'ECABSCIMS' and 'Appl Bio Sci (Appl Bio Sci)'. Below this is a section titled 'Copy To' with a grey header. It contains a row with '*Academic Plan Copy To' and a search icon (magnifying glass) in a red circle. Below the search icon is a text box with the message: 'This function does not activate the supplemental application. Activation must occur within the application.' To the right of this message is a yellow 'Copy...' button.

Click the copy button when finished.

This function does not activate the new supplemental application just created. You must navigate to the second plan and click Activate.

Proceed to “**Setup Supplemental Application**” to make any changes to the application. Be sure to “**Activate**” the supplemental application once you are satisfied with it.



Appendix

HTML Format Styles

Further personalization of your supplemental application message (i.e., bolding, italics, live web links, line breaks) is easy to do using some basic HTML encoding. Simply speaking, you'll add simple 'tags' to 'turn on' your text alteration and then 'turn off' your alteration by another tag. Looking at the table below, you'll notice that all codes appear within carats (< >); further note that all 'turn off' codes add a slash within the carats, immediately following the initial left carat ().

When linking to your department's website, remember to add **target="_new"** within the brackets. This additional coding will have your departmental web page open in a new window, so your applicant doesn't get interrupted while filling out the application.

Type Style	HTML Code	What you want to see	What you need to write
Bold		Please indicate your first choice.	Please indicate your first choice.
Italic	<i></i>	Please indicate your first choice.	Please indicate your <i>first</i> choice.
Bold and Italic	<i></i>	Please indicate your first choice.	Please indicate your <i>first</i> choice.
Line Break	 	Please indicate your first choice. Please indicate your second choice.	Please indicate your first choice. Please indicate your second choice.
Paragraph Break	<p>	Please indicate your first choice. Please indicate your second choice.	Please indicate your first choice.<p> Please indicate your second choice.
Web Link	myURL<a>	Please see http://www.asu.edu for further info.	Please see http://www.asu.edu<a> for further information.