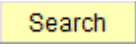
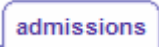


Cheat Sheet

Staff's Student Service Center ~ Admissions Tab

Basic Navigation

Home > Campus Community > Student Services Ctr (Student)



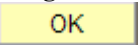
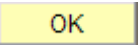
1. Enter the ID of the student of interest
2. Click on the  button.
3. Click on the  tab.

Application Info ~ View

To view application info:


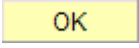
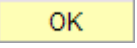
- Scroll to the Application Info section. This displays the application info for the application highlighted on the left.

To view more in-depth info or edit test info (if you have edit access):

1. Click on the  button to navigate to page.
2. If needed (and if you have access), enter changes on this page instead of navigating to another page.
3. If changes were made, click on the  button. Then, click on the  button.
4. If viewing only, click the  button.

External Education

To view external education info:

1. Click on the  button to view more information regarding the credits from other institutions. This gives transcript information from the institution you chose.
2. Click on the [External Courses](#) link for information regarding the courses (title of course, semester taken, grade, etc).
3. When finished viewing, click on the  button at bottom of page.
4. Click on the [External Degrees](#) link to view information regarding the degree received from this institution, if any.
5. Click on the  button at bottom of page when you finish viewing.

To view more in-depth info or edit test info (if you have edit access):

1. Click on the **edit education data** button.
2. If you have edit access, you may enter data changes here instead of navigating to a new page.
3. Click on the **OK** button.

Test Summary

To view test information:

1. Scroll to the Test Summary section. This will display the test information.
2. NOTE: You can use filter functions to assist in viewing.

To edit test info (if you have edit access):

1. Click on the **edit student tests** button to view.
2. If needed, enter changes here instead of navigating to another page.
3. If changes were made, click on the **Apply** button. Then, click on the **OK** button.
4. If viewing only, click the **OK** button.