1) CLICK ON CAMPUS COMMUNITY in SOAR.

2) CLICK ON USM CAMPUS COMMUNITY in SOAR.
3) CLICK ON USM TRANSFER EVALUATION in SOAR.
4) FIRST TIME ONLY: YOUR FIRST TIME YOU DO THIS... click ADD A NEW VALUE and type USM_Transfer_Evaluation
5) Then click ADD.
6) From now on, click search and find USM_Transfer_Evaluation.

7) Double click USM_Transfer_Evaluation.

8) Enter the ID number
9) CLICK RUN.
10) Be sure it says PSUNX.
11) PSUNX.
13) PDF.
14) Click OK.
15) Click PROCESS MONITOR.
16) It will say QUEUED.
17) Click REFRESH and it will keep saying QUEUED.

18) Keep clicking REFRESH until it says SUCCESS.
19) Once it says SUCCESS, click DETAILS.
20) Click VIEW LOG/TRACE.

21) Click the file that ends in PDF.
22) It will open a new window. This is your TRANSFER EVALUATION.
23) Verify it is the student you were running earlier.
24) Print the evaluation. Then close the window out.
25) That returns you to your earlier window.
26) Click RETURN.

27) Click OK.
28) Click GO BACK TO USM TRANSFER EVALUATION.

29) Takes you back to your original screen. Enter a new student ID number to start over.