

### Purpose

The Manage Application Reviewers pages in PeopleSoft display a list of benefits-eligible staff who have been granted an endorsement to review student application records and provide admission recommendations to the academic unit support staff.

Users with access to this PeopleSoft modification can control who can access the Graduate Application File Review link in My ASU. This PeopleSoft modification is used by academic unit staff who update and maintain the Graduate Application Reviewers.

This how-to guide provides instructions for the following tasks:

- [Setting up a new application reviewer](#)
- [Reactivating an application reviewer](#)
- [Inactivating an application reviewer](#)
- [Adding an Acad Org to an existing reviewer](#)
- [Searching for existing reviewers by Acad Org/Acad Plan](#)

### Security Roles

Staff must submit a PeopleSoft Access request to gain permission to view/review graduate applications. The Graduate Application roles and their functions are listed below.

- Dept Staff GR Admission Vw
  - Grants access to Gportal for view only.
- Dept Supv GR Admission Vw
  - Grants access to view and make recommendations in Gportal.

Note: See the how-to guide titled "[Access Roles for Graduate Support Staff](#)" for additional information on requesting PeopleSoft role access.

# Setting up a new application reviewer

1. Navigate to PeopleSoft®ASU Customizations®ASU Admissions®Graduate Appl Admin

Tools®Manage Application Reviewers

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

ASU ⌚ ❤️  🔍 Search in

Srch App Reviewer

Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org  🔍

Academic Plan  🔍

2. Using the Search function, check whether the employee has an existing endorsement. If using Name – Last, First as a search function, the last name entered must exactly match the employee record to return results. Click Search to display results.

Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org  🔍

Academic Plan  🔍

3. Verify the Empl ID and Job Title in the search results. Click on **View All** to display all academic orgs that the faculty member has access to view applications for.

**Manage App Review**

EMPLID  Job Title

Find | View All  First 1 of 6 Last

Approved for Acad Org CBIOENG Bioengineering Program T \*Expiration Date 09/12/2024 

Select Acad Plan(s)

|                                     | Academic Plan | Description                   |
|-------------------------------------|---------------|-------------------------------|
| <input checked="" type="checkbox"/> | ESBIOENMS     | Biomedical Engineering MS     |
| <input checked="" type="checkbox"/> | ESBIOENPHD    | Biomedical Engineering PHD    |
| <input type="checkbox"/>            | ESMEDENMS     | Medical Engineering           |
| <input type="checkbox"/>            | ESRASBEMS     | Robotics & Auto Sys (Bio Eng) |

Select All Un-select All

 Save

4. A list of active plan codes for that Acad Org will be displayed. To add a new one, click the + sign, then enter the Acad Org (use the magnifying glass to look it up if not known). Then select the approved plan code(s) for the reviewer, enter an expiration date, and then scroll to the bottom and click **Save**.

|                                     |            |                                |
|-------------------------------------|------------|--------------------------------|
| <input type="checkbox"/>            | ESAIEMSEMS | AI Engineering (Mat Sci Eng)   |
| <input checked="" type="checkbox"/> | ESBDEMS    | Biological Design              |
| <input type="checkbox"/>            | ESDSEMAEMS | DSAE (Mech and Aerospace Eng)  |
| <input type="checkbox"/>            | ESDSEMSEMS | Data Sci Analytics & Eng (MSE) |
| <input checked="" type="checkbox"/> | ESMEPSUMS  | Mdrn Enrgy Prdctn & Sust Use   |
| <input type="checkbox"/>            | ESRASMAEMS | Robo&AutonoSys(Mech&Aero)      |
| <input checked="" type="checkbox"/> | ESSCPRGRCT | Semiconductor Processing       |
| <input checked="" type="checkbox"/> | GCBDSPHD   | Biological Design              |

Select All Un-select All

  Save

## Reactivating an application reviewer

- Follow steps 1-2 from above to search for the reviewer.

2. Verify the Empl ID and Job Title of the search results to ensure that the correct employee has been located. The check boxes next to the plan codes will be grayed out at this time because the employee is currently expired in the system.

#### Manage App Review

EMPLID  Job Title

Find | View All First 1 of 6 Last

Approved for Acad Org CBIOENG Bioengineering Program T \*Expiration Date 09/12/2024

Select Acad Plan(s)

| Academic Plan                                  | Description                   |
|------------------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> ESBIOENMS  | Biomedical Engineering MS     |
| <input checked="" type="checkbox"/> ESBIOENPHD | Biomedical Engineering PHD    |
| <input type="checkbox"/> ESMEDENMS             | Medical Engineering           |
| <input type="checkbox"/> ESRASBEMS             | Robotics & Auto Sys (Bio Eng) |

Select All Un-select All

3. To reactivate the user, modify the **Expiration Date** to a date in the future and press the Tab key. The boxes next to the plan codes should then become editable. Select the approved plan code(s) for the reviewer and click **Save**.

## Inactivating an application reviewer

1. Follow steps 1-2 to search for Setting Up a New Reviewer.
2. Verify the Empl ID and Job Title in the search results to ensure the correct employee has been found. Do not uncheck the academic plan code check boxes. Instead, update the Expiration Date to the desired inactivation date (must be the current date or later), then scroll to the bottom and click **Save**.

Approved for Acad Org CCHEMMAT Chemical Engineering Prgm T \*Expiration Date 09/12/2064

Select Acad Plan(s)

| Academic Plan                                  | Description              |
|------------------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> ESCHEMEMS  | Chemical Engineering MS  |
| <input checked="" type="checkbox"/> ESCHEMEPHD | Chemical Engineering PHD |

Select All Un-select All



3.

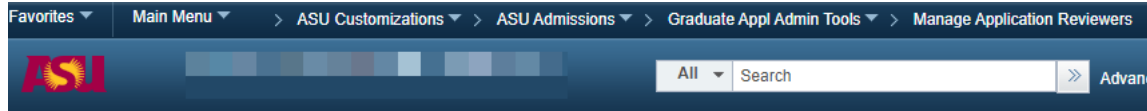
Note:

- Do not uncheck academic plan code check boxes.
- Expiration Date used must be the current date or later, it cannot be a date in the past.

# Adding an additional Acad Org to an existing user

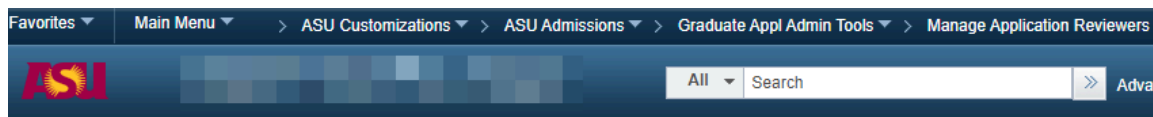
1. Navigate to PeopleSoft®ASU Customizations®ASU Admissions®Graduate Appl Admin

Tools®Manage Application Reviewers



This screenshot shows the top navigation bar of the PeopleSoft system. The breadcrumb trail is: Favorites > Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers. Below the navigation bar is the ASU logo and a search bar with a dropdown menu set to 'All' and a search button.

2. Using the Manage Application Reviewers search function, perform a search to see if the employee has an existing endorsement. If using Name – Last, First as a search function, the last name entered must exactly match employee record to return results. Click Search to display results.



This screenshot shows the search interface for Manage Application Reviewers. The breadcrumb trail is: Favorites > Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers. Below the navigation bar is the ASU logo and a search bar with a dropdown menu set to 'All' and a search button.

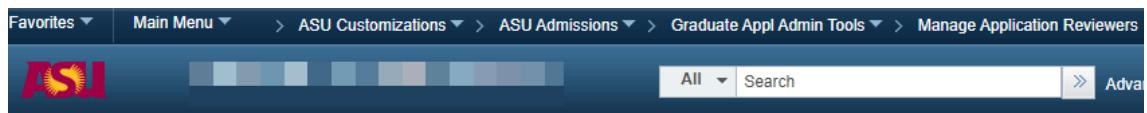
Srch App Reviewer

Manage Application Reviewers



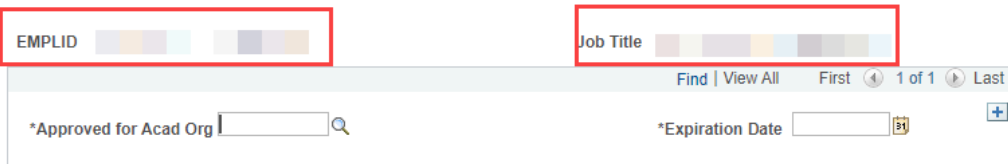
This screenshot shows the search interface for Manage Application Reviewers. The breadcrumb trail is: Favorites > Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers. Below the navigation bar is the ASU logo and a search bar with a dropdown menu set to 'All' and a search button. The search fields are: Empl ID, Name - Last, First, Academic Org, and Academic Plan. A red arrow points to the Search button.

3. Verify the Empl ID and Job Title of the search results to ensure that the correct employee has been located.



This screenshot shows the top navigation bar of the PeopleSoft system. The breadcrumb trail is: Favorites > Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers. Below the navigation bar is the ASU logo and a search bar with a dropdown menu set to 'All' and a search button.

Manage App Review



This screenshot shows the search results for Manage Application Reviewers. The breadcrumb trail is: Favorites > Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers. Below the navigation bar is the ASU logo and a search bar with a dropdown menu set to 'All' and a search button. The search fields are: Empl ID, Job Title, \*Approved for Acad Org, and \*Expiration Date. The search results show 1 of 1 results.

4. Click the + sign to add a new Acad Org endorsement.

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

ASU

All ▾ Search

Manage App Review

EMPLID [REDACTED] Job Title [REDACTED]

Find | View All First 1 of 1 Last

Approved for Acad Org CBUSMBA WPC Graduate Programs \*Expiration Date 04/04/2024

Select Acad Plan(s)

|                                     | Academic Plan | Description                    |
|-------------------------------------|---------------|--------------------------------|
| <input checked="" type="checkbox"/> | ARREMREDEV    | Real Estate Development        |
| <input checked="" type="checkbox"/> | BAACCMACC     | Accountancy                    |
| <input type="checkbox"/>            | BABUSANMBA    | Bus Admin (Business Analytics) |
| <input checked="" type="checkbox"/> | BABUSANMS     | Business Analytics             |
| <input type="checkbox"/>            | BACHINAMBA    | W. P. Carey MBA - Beijing      |
| <input checked="" type="checkbox"/> | BACMRMS       | Management                     |
| <input type="checkbox"/>            | BACORPMBA     | W. P. Carey MBA - Custom       |
| <input type="checkbox"/>            | BADAYMHSM     | Health Sector Management       |
| <input type="checkbox"/>            | BAECONMS      | Economics MS                   |
| <input type="checkbox"/>            | BAECONMSP     | Economics MS                   |
| <input checked="" type="checkbox"/> | BAEVEAMBA     | W. P. Carey MBA - Weekend Prog |
| <input type="checkbox"/>            | BAVEDCMBA     | W P Carey MBA Eve Prog DTC     |
| <input checked="" type="checkbox"/> | BAEVENMBA     | W. P. Carey MBA - Prof Flex    |
| <input type="checkbox"/>            | BAEVENMHSM    | Health Sector Mgmt (Evening)   |
| <input checked="" type="checkbox"/> | BAEXECMBA     | W. P. Carey MBA - Executive    |
| <input checked="" type="checkbox"/> | BAFINMS       | Finance                        |
| <input checked="" type="checkbox"/> | BAFULLMBA     | W. P. Carey MBA - Full Time    |
| <input type="checkbox"/>            | BAGFMDBA      | Global Financial Management    |
| <input checked="" type="checkbox"/> | BAGLSMS       | Global Logistics               |
| <input type="checkbox"/>            | BAHSMGRCH     | Health Sector Mgmt (Cert)      |
| <input checked="" type="checkbox"/> | BAHTECHMBA    | W. P. Carey MBA - Technology   |
| <input checked="" type="checkbox"/> | BAINFOMS      | Information Systems Management |

5. Enter the Acad Org into the field labeled Approved for Acad Org and press the Tab key.

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

ASU

All ▾ Search >> Adv

Manage App Review

EMPLID [REDACTED] Job Title [REDACTED]

Find | View All First 1 of 1 Last

\*Approved for Acad Org CTEDN

\*Expiration Date

Save

- A list of active plan codes for that Acad Org will be displayed. Select the approved plan code(s) for the reviewer, enter an expiration date, and click Save.

Manage App Review

EMPLID Job Title

Find | View All First 1 of 1 Last

\*Approved for Acad Org CTEDN Dean, Teachers College \*Expiration Date 01/01/2025

Select Acad Plan(s)

| Academic Plan                       | Description                   |
|-------------------------------------|-------------------------------|
| <input type="checkbox"/> EDCOARTEDD | Curr & Inst (Comm Art) EDD    |
| <input type="checkbox"/> EDDISMED   | Sp Ed Sev/Multiply Disabled   |
| <input type="checkbox"/> EDEDTTGRCT | Tech for Teach & Learn (Cert) |
| <input type="checkbox"/> EDPSYCHMAP | Educational Psychology MA     |
| <input type="checkbox"/> EDPSYCHPHD | Educational Psychology        |
| <input type="checkbox"/> EDSPEDMAP  | Special Education MA          |
| <input type="checkbox"/> EDSPFMAP   | Social And Phil Foundations   |

Select All Un-select All

Save

## Searching for existing reviewers by Acad Org/Acad Plan

- Navigate to PeopleSoft>ASU Customizations>ASU Admissions>Graduate Appl Admin Tools>Manage Application Reviewers

- Enter the Academic Org or Academic Plan and click Search.

Srch App Reviewer

Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org

Academic Plan

Search

- The search results will display a list containing tabs for active and inactive members. To reactivate a member, see instructions listed above.

ASU

ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers

Search

Srch App Reviewer Active Inactive

Active Application Reviewers

Academic Org Result(s)

| Manage    | Empl ID | Last Name | First Name | Expiration Date |
|-----------|---------|-----------|------------|-----------------|
| 1 Manage  |         |           |            | 06/04/2024      |
| 2 Manage  |         |           |            | 09/01/2020      |
| 3 Manage  |         |           |            | 09/01/2020      |
| 4 Manage  |         |           |            | 09/23/2024      |
| 5 Manage  |         |           |            | 04/04/2024      |
| 6 Manage  |         |           |            | 04/04/2024      |
| 7 Manage  |         |           |            | 09/24/2024      |
| 8 Manage  |         |           |            | 05/28/2024      |
| 9 Manage  |         |           |            | 04/04/2024      |
| 10 Manage |         |           |            | 04/04/2024      |
| 11 Manage |         |           |            | 04/04/2024      |
| 12 Manage |         |           |            | 04/04/2024      |
| 13 Manage |         |           |            | 07/23/2024      |