ASU PGA and GEA "View As Student" Screens

ASUPGA and GEA

The ASU Personalized Graduate Admissions (ASUPGA) process automates ASU graduate admissions offers to eligible ASU undergraduate students in their graduating semester. Graduate Earned Admission (GEA) automates admissions offers to eligible ASU graduate certificate students in their semester of completion of the certificate. Students receive an email with their offers and must choose and accept one of the available program options to become fully admitted. Advisors can view the offers their students receive via a PeopleSoft screen.

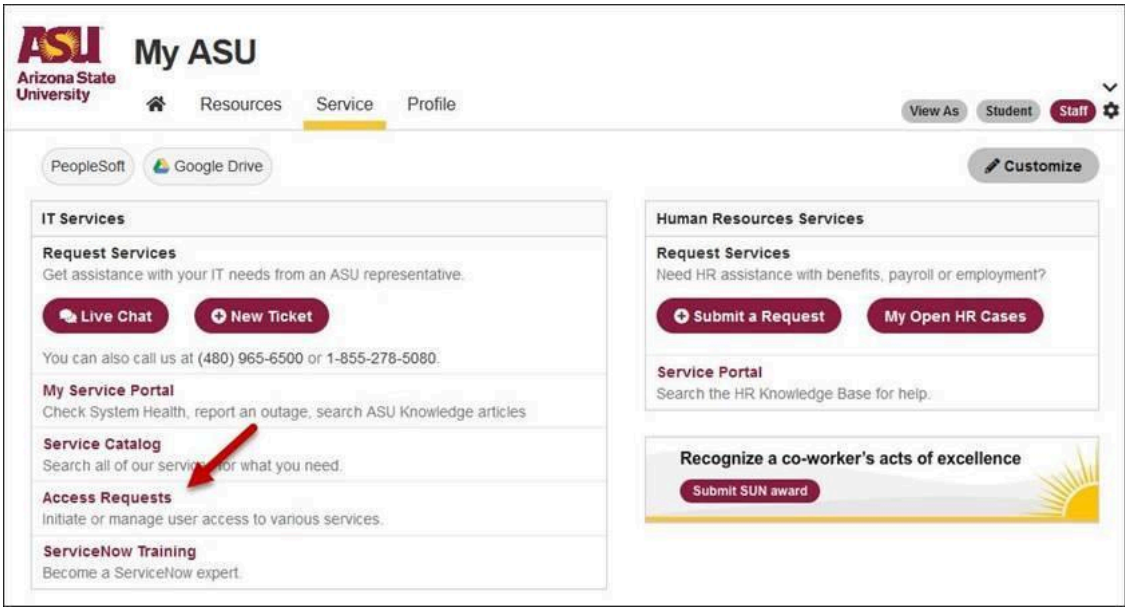
PeopleSoft Security Role

The Personalized GR Admission View Only PeopleSoft security role allows advising staff to search for and view eligible students for both ASUPGA and GEA. To request the role:

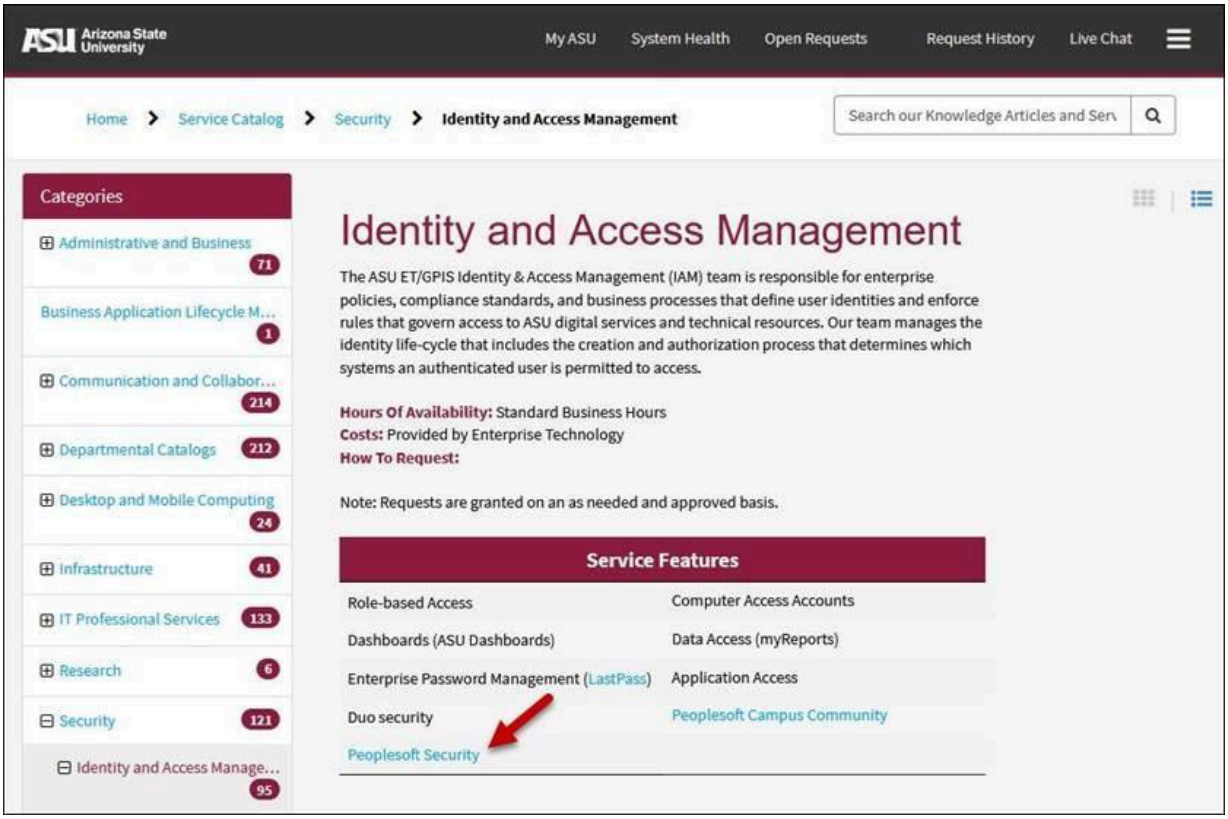
1. Log in to your MyASU and click on **Staff** View.

2. Click on **Service**.

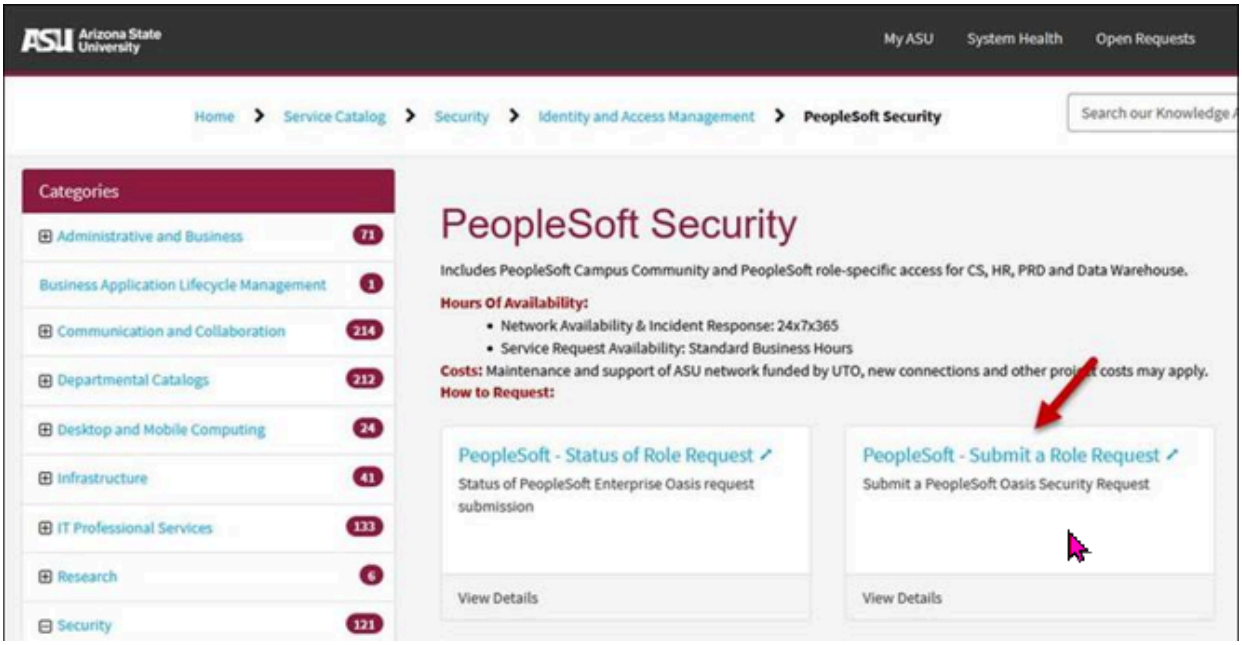
3. Click on **Access Requests**.



4. Click on **PeopleSoft Security.**



5. Click on **PeopleSoft – Submit a Role Request**.



Note: To check the status of your access request, click on **PeopleSoft – Status of Role Request**.

8. Enter your ASUrite ID (End-User's UserID) and click on **Continue**.

9. Enter the Purpose for the Access Request. The purpose should briefly explain why you need the access you are requesting (Ex.: As a graduate advisor, I need to be able to view the personalized graduate admission and GEA offers going to graduating students).
   Enter your supervisor's ASUrite ID (UserID) and click on **Continue**.

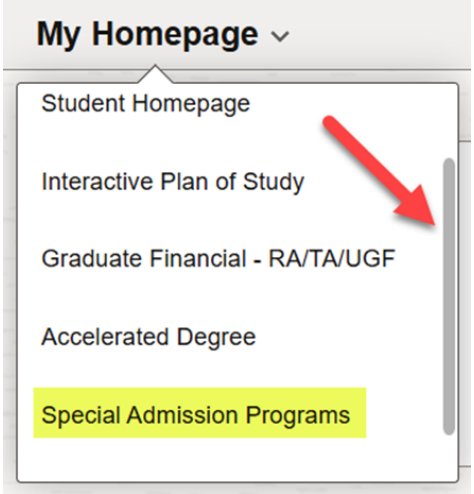
10. Click on **Add Roles**.

11. Search for the role(s) you need and check the box to the left of the role. It is listed under the heading **Student and Administration (SA) – Graduate Academic Advising (AA)**

12. Scroll to the bottom of the screen, then click **Save and Return**. Once the access request has been submitted, please allow a few days for processing, as it requires several levels of approval.

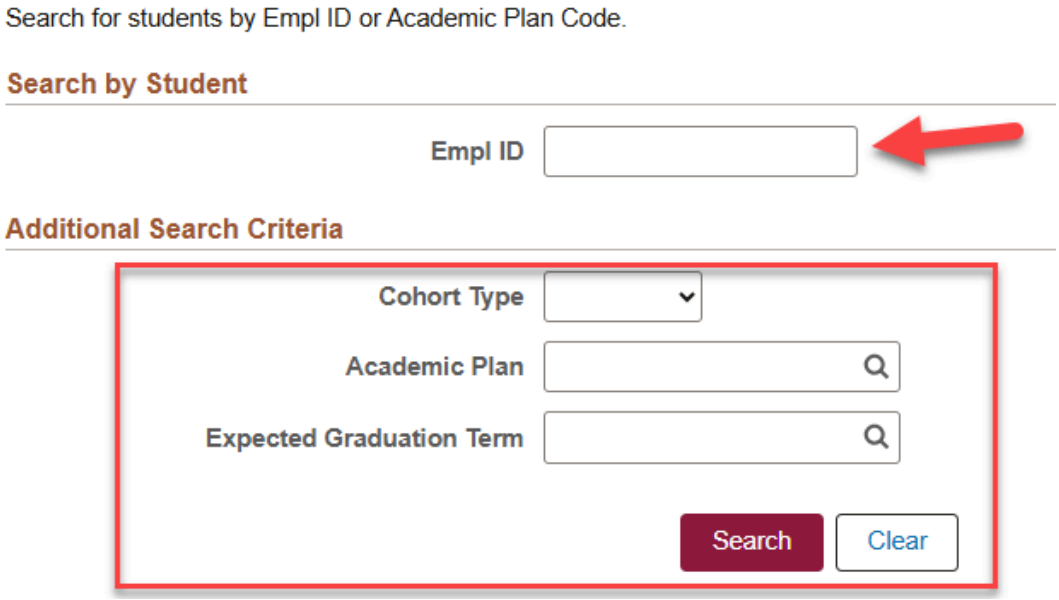
Accessing Personalized Grad Admissions

1. Once you receive the email notification that the PS role has been approved, click the My Homepage dropdown menu, use the scroll bar on the right to scroll down, and select **Special Admissions Programs.**

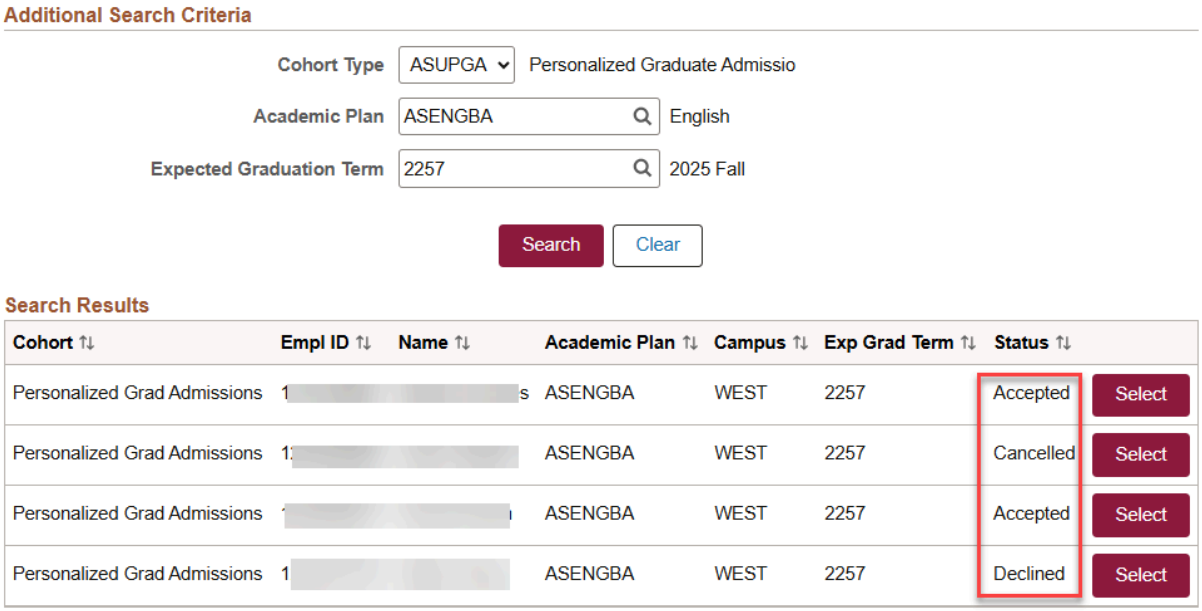


2. Click on **Student View**.

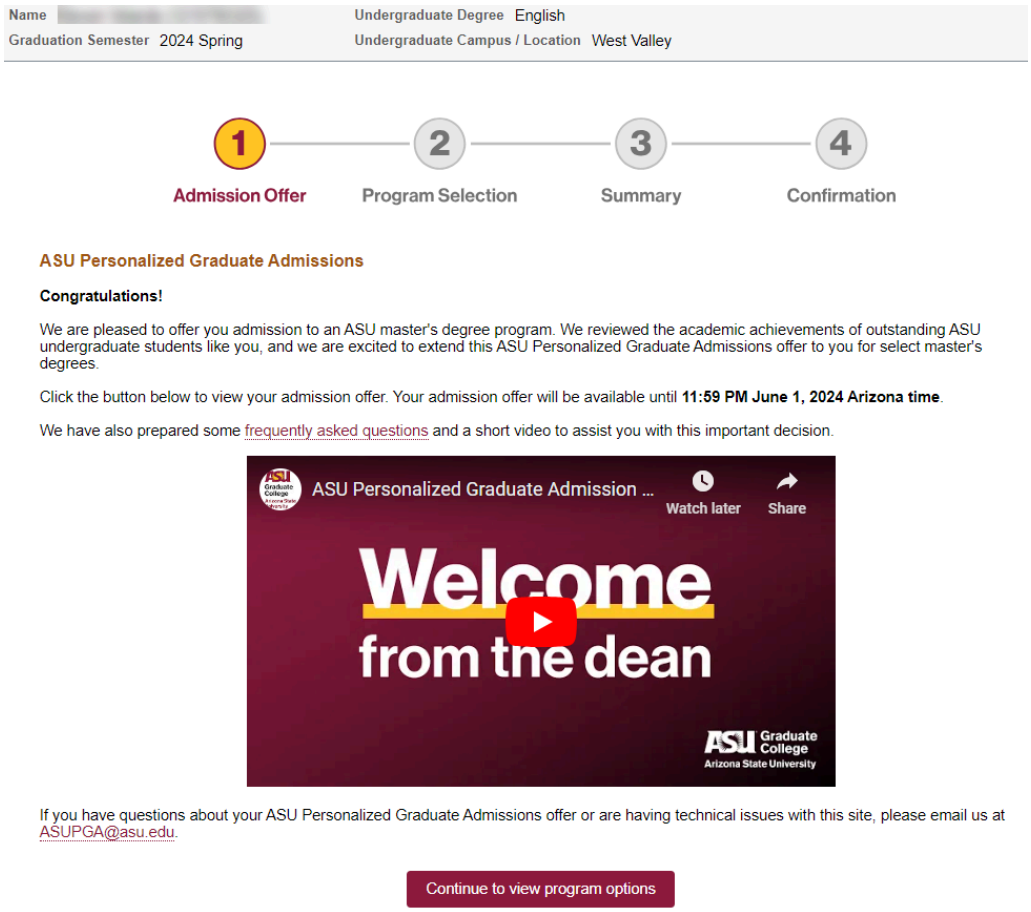
3. Search for a student by entering the Empl ID, or search for all eligible students by entering the Cohort Type (ASUPGA or GEA), the Academic Plan Code, and the Expected Graduation Term of the students being offered admission. Click **Search.**



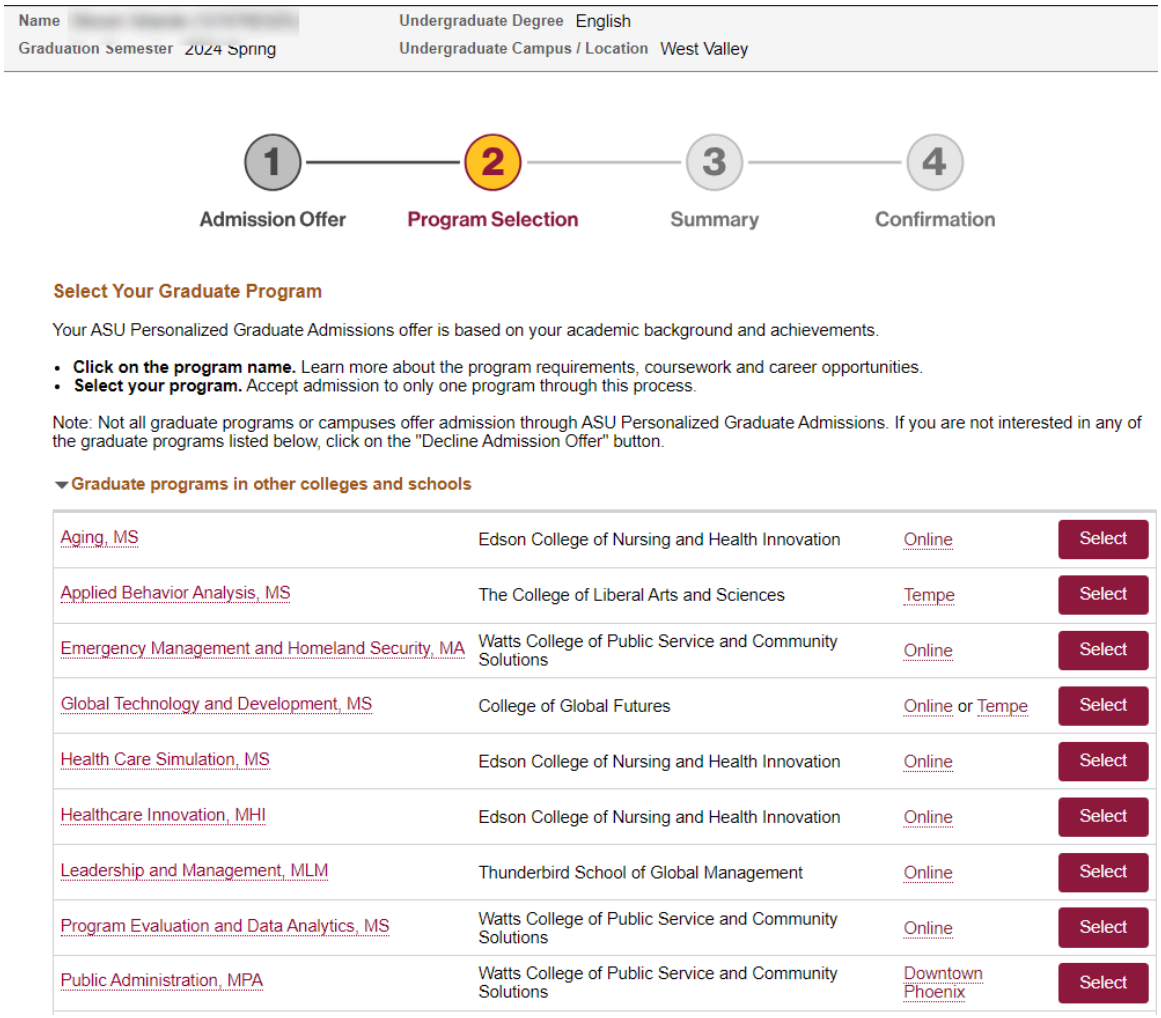
4. Below is an example of a search of students who received ASUPGA offers for the Fall 2025 graduating semester by plan code. Note that the student's decision is displayed in the Status column. A status of Cancelled indicates that the student took no action by the deadline and therefore the offer was cancelled.



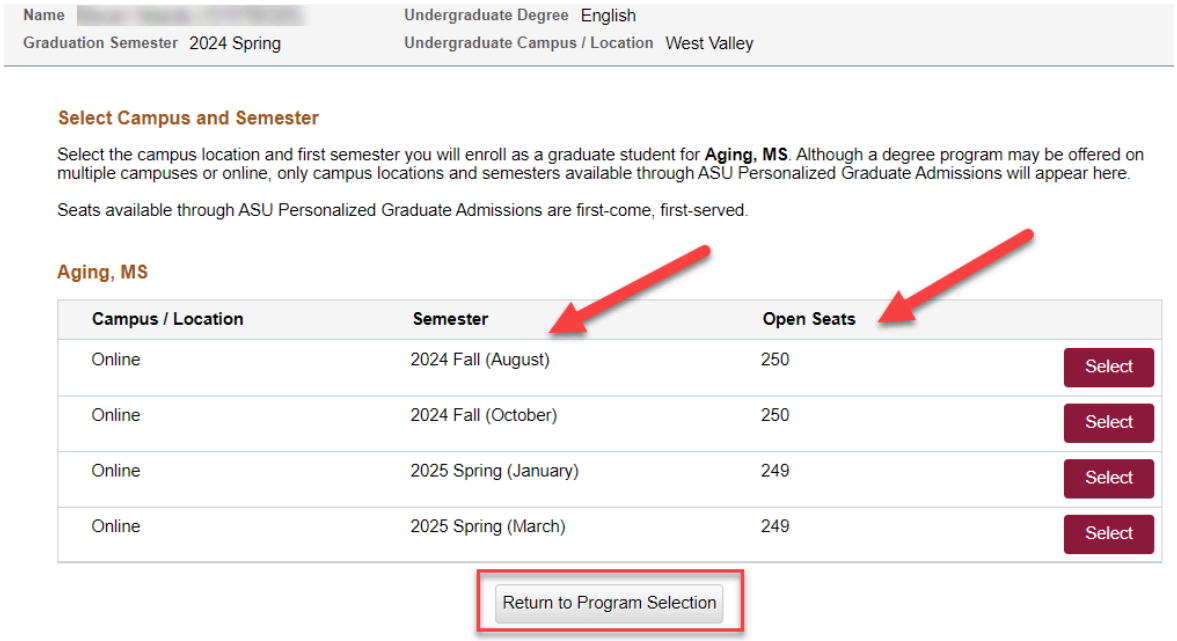
5. Click on **Select** to view the first screen the student sees for the admission offer. Note that they will only appear during the active period when students can select an offer. Another option for advisors to view offers sent to students is to use the ASUPGA and GEA dashboards.



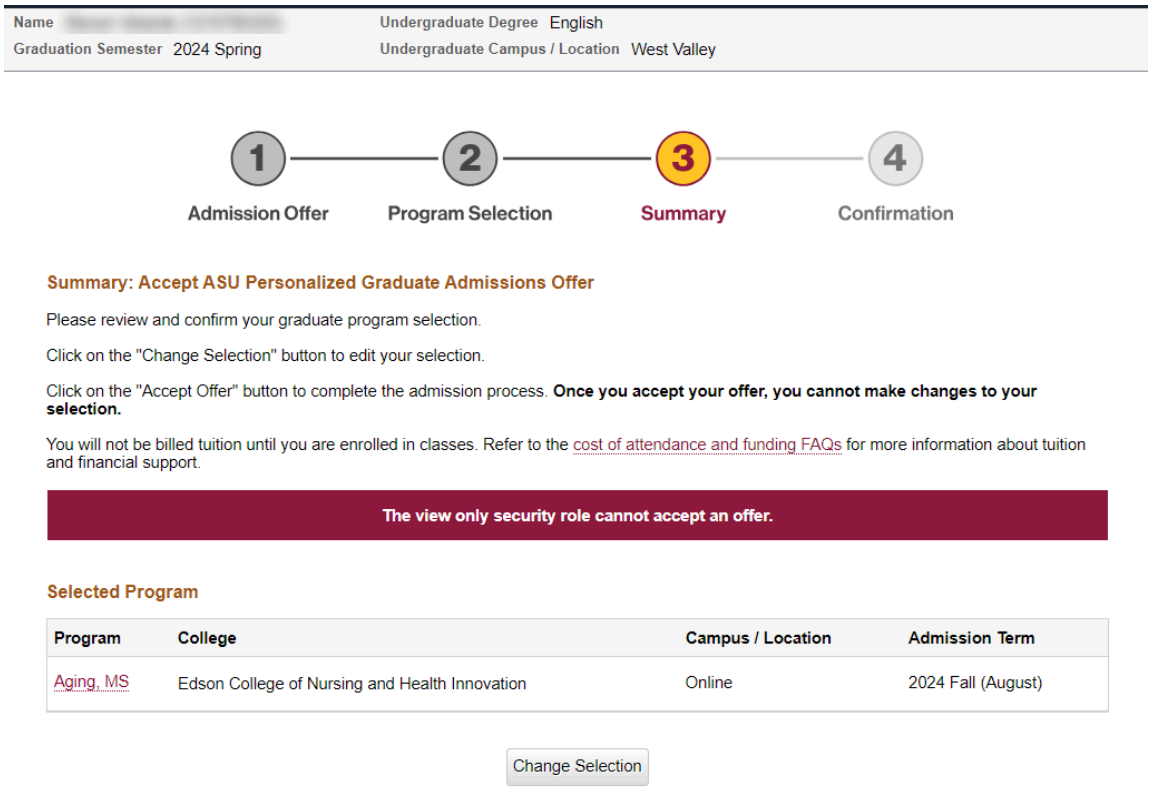
6. Click **Continue to view program options** to view the admission offers being made to the student. Below is an example.



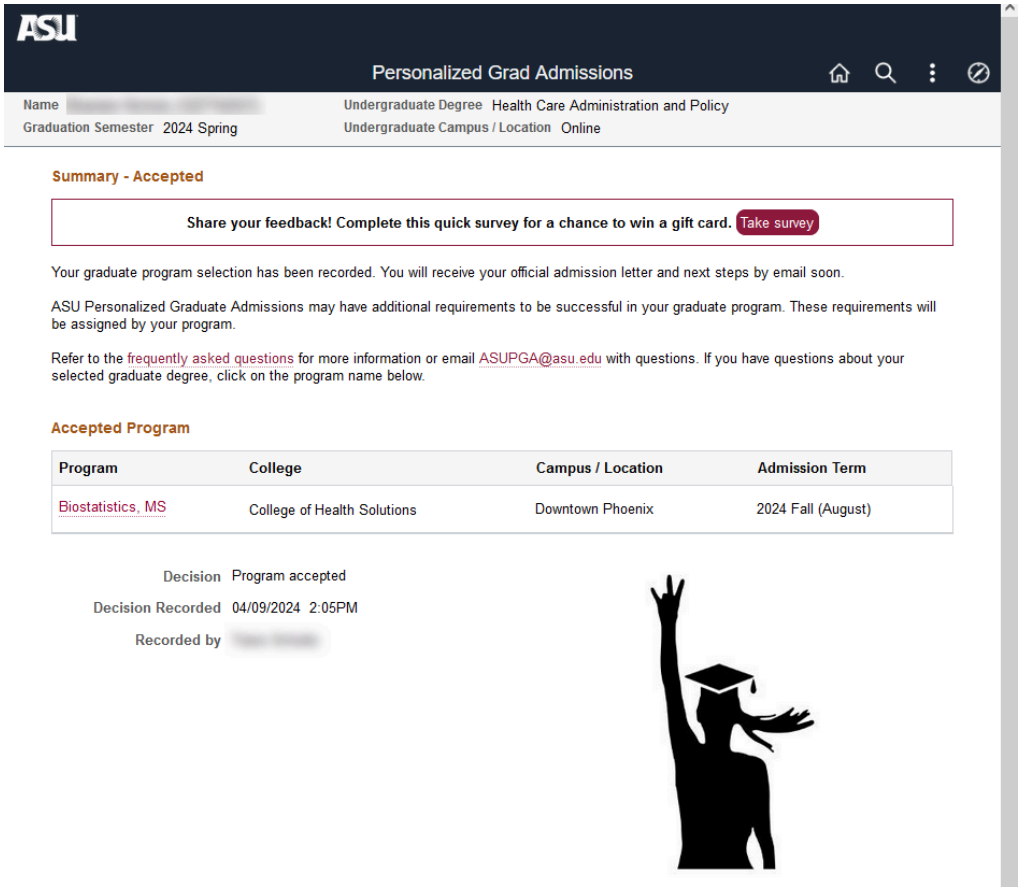
7. Click Select next to the Graduate Program row of interest to view the start semester and open seats/capacity the student sees. To return to the previous screen, click on **Return to Program Selection**.



8. To view the screen where the student chooses to accept an offer, click **Select** again. Please note that staff cannot accept an offer on behalf of a student.

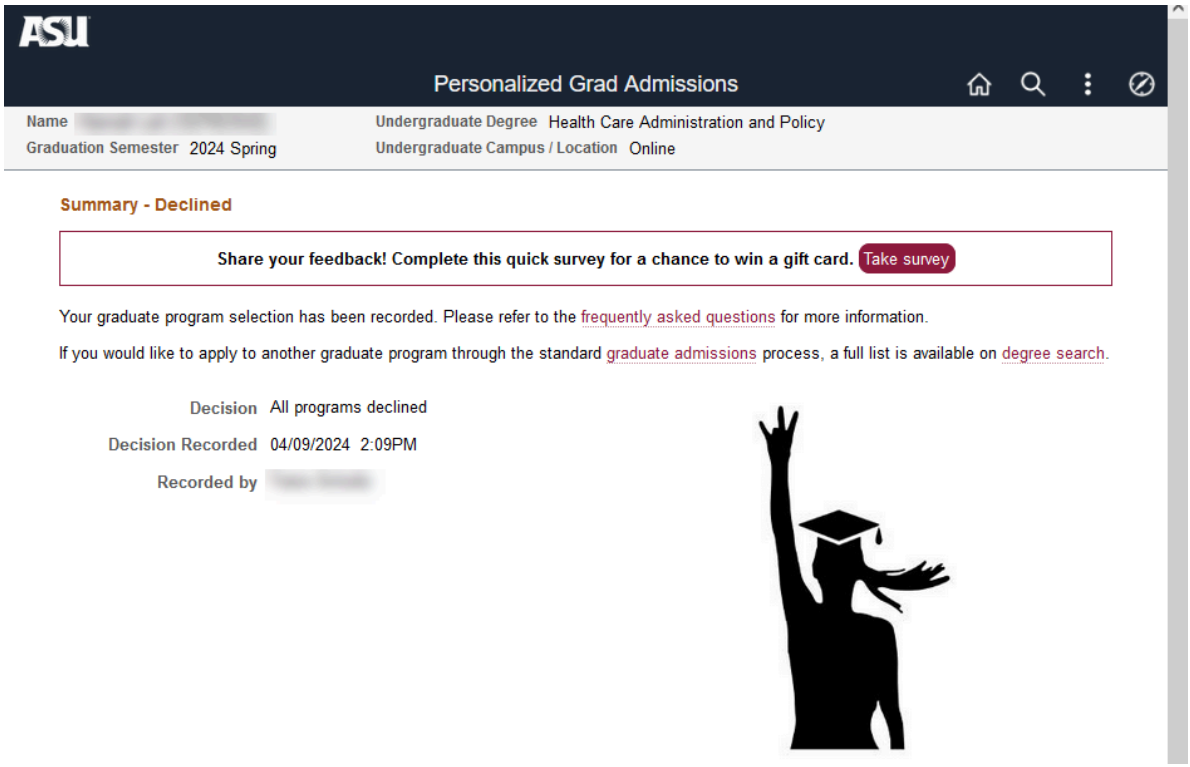


9. If the student has already accepted an offer of admission, the staff will view the screen as shown below. Note that students can only accept one program.



If they decline the personalized graduate admissions offers, they will see this screen. Note that if they decline the admissions offer, it is permanent and applies to all of the offers.

Declined



If the student does not take action by the stated deadline, the offers will display as Cancelled, and the student will need to submit a regular graduate application if they change their mind and want to pursue one of the programs.