

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:

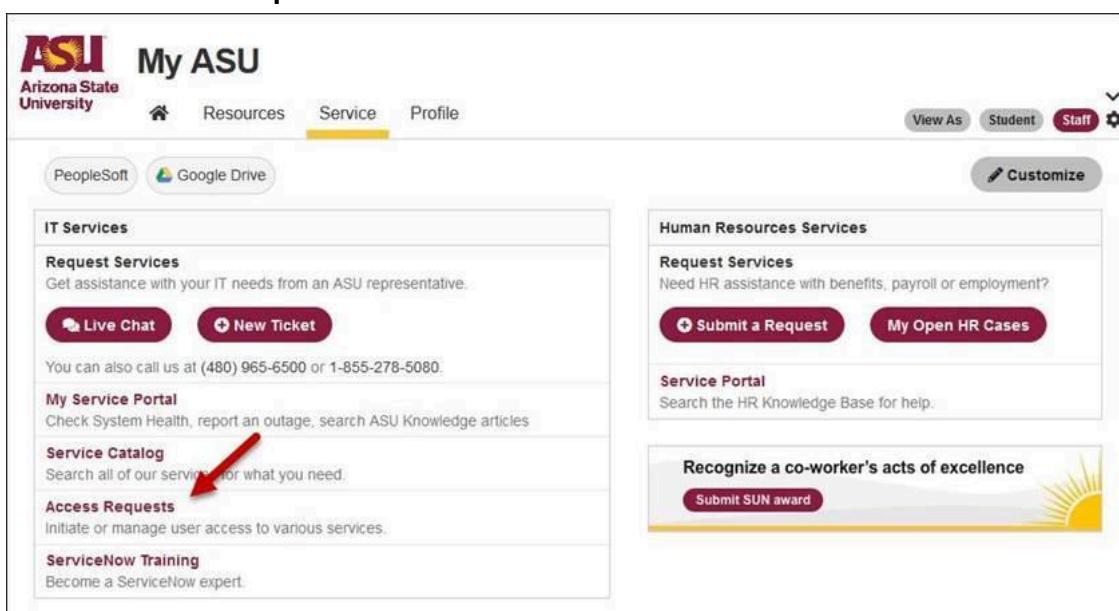
1. Log in to your MyASU and click on **Staff** View.



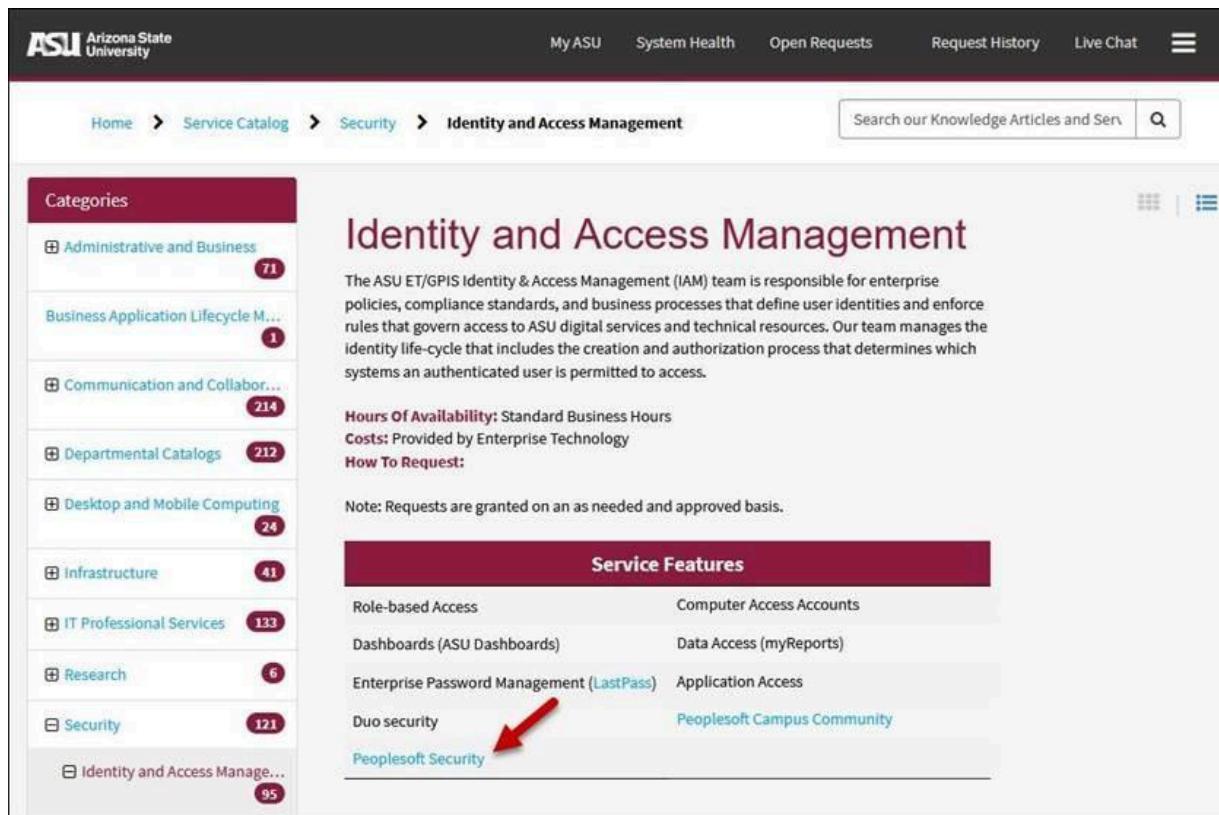
2. Click on **Service**.



3. Click on **Access Requests**.

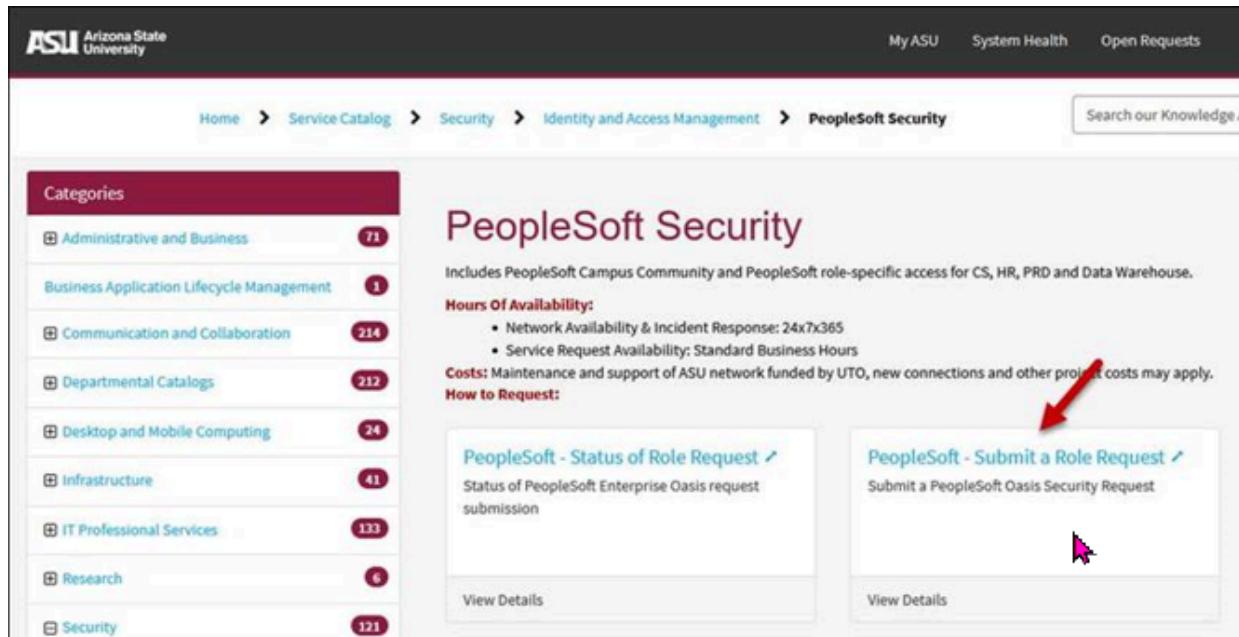


4. Click on **PeopleSoft Security**.



The screenshot shows the ASU Service Catalog. The top navigation bar includes links for My ASU, System Health, Open Requests, Request History, Live Chat, and a menu icon. Below the navigation is a breadcrumb trail: Home > Service Catalog > Security > Identity and Access Management. A search bar is also present. The main content area is titled "Identity and Access Management". It contains a list of categories on the left and a "Service Features" section on the right. The "Service Features" section includes links for Role-based Access, Computer Access Accounts, Dashboards (ASU Dashboards), Data Access (myReports), Enterprise Password Management (LastPass), Application Access, Duo security, Peoplesoft Campus Community, and Peoplesoft Security. A red arrow points to the "Peoplesoft Security" link.

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



The screenshot shows the ASU Service Catalog. The top navigation bar includes links for My ASU, System Health, Open Requests, and a search bar. Below the navigation is a breadcrumb trail: Home > Service Catalog > Security > Identity and Access Management > PeopleSoft Security. The main content area is titled "PeopleSoft Security". It includes a list of categories on the left and two main sections on the right: "PeopleSoft - Status of Role Request" and "PeopleSoft - Submit a Role Request". A red arrow points to the "PeopleSoft - Submit a Role Request" link.

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**.

ASU PeopleSoft Security Request

Requested Security Access ASURITEs and Purpose

Info - Enter the UserID for which you are requesting a change, then click the Continue>> button. The system will evaluate whether this is a new access request or one which has been started but not yet submitted.
- Note: Fields which have a label preceded by an asterisk (*) are required.

*End-User's UserID:



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**.

ASU PeopleSoft Security Request

Requested Security Access ASURITEs and Purpose

*End-User's UserID:

[View Employee Data](#)

*Purpose for Access Request (maximum of 2 lines)

254 characters remaining

*Supervisor's UserID:



Continue >>

[Cancel/Reset](#)

10. Click on **Add Roles**.

Add Role(s)



Add Role Model

Hide Current Unchanged 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)**

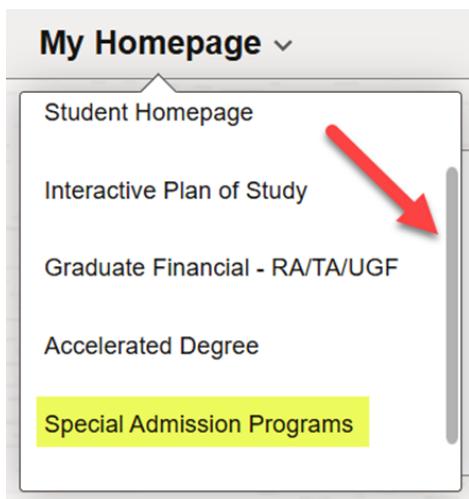
Student and Administration (SA) - Graduate Academic Advising (AA)

| | |
|---|---|
| <input type="checkbox"/> Acad Unit POS Super User | <input type="checkbox"/> Accelerated Degree Update |
| <input type="checkbox"/> Acad Unit POS Supervisor | <input type="checkbox"/> Accelerated Degree View Only |
| <input type="checkbox"/> Acad Unit POS View Only | <input type="checkbox"/> ASU PGA GEA Mapping |
| <input type="checkbox"/> Accelerated App Tracking | <input type="checkbox"/> ASU PGA GEA Offers View Only |
| <input type="checkbox"/> Accelerated App Tracking Admin | |

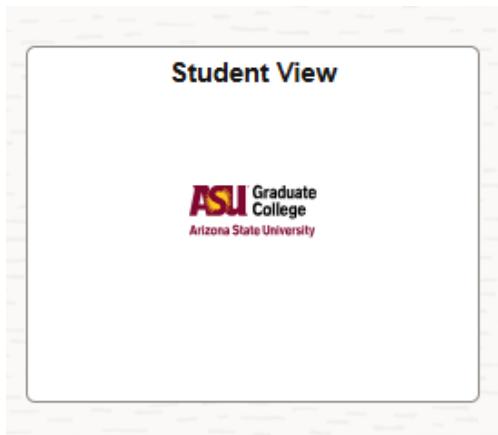
12. Scroll to the bottom of the screen, then click **Save and Return**. Once the access request has been submitted, please allow a few days for processing, as it requires several levels of approval.

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**.

Search for students by Empl ID or Academic Plan Code.

Search by Student

Empl ID

Additional Search Criteria

| | |
|--------------------------|----------------------|
| Cohort Type | <input type="text"/> |
| Academic Plan | <input type="text"/> |
| Expected Graduation Term | <input type="text"/> |

Search **Clear**

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.

Additional Search Criteria

| | | |
|--|---------|--------------------------------|
| Cohort Type | ASUPGA | Personalized Graduate Admissio |
| Academic Plan | ASENGBA | English |
| Expected Graduation Term | 2257 | 2025 Fall |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> | | |

Search Results

| Cohort ↑↓ | Empl ID ↑↓ | Name ↑↓ | Academic Plan ↑↓ | Campus ↑↓ | Exp Grad Term ↑↓ | Status ↑↓ | |
|------------------------------|------------|-----------|------------------|-----------|------------------|-----------|---------------------------------------|
| Personalized Grad Admissions | 1 | s ASENGBA | ASENGBA | WEST | 2257 | Accepted | <input type="button" value="Select"/> |
| Personalized Grad Admissions | 1 | | ASENGBA | WEST | 2257 | Cancelled | <input type="button" value="Select"/> |
| Personalized Grad Admissions | 1 | | ASENGBA | WEST | 2257 | Accepted | <input type="button" value="Select"/> |
| Personalized Grad Admissions | 1 | | ASENGBA | WEST | 2257 | Declined | <input type="button" value="Select"/> |

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.



ASU Personalized Graduate Admissions

Congratulations!

We are pleased to offer you admission to an ASU master's degree program. We reviewed the academic achievements of outstanding ASU undergraduate students like you, and we are excited to extend this ASU Personalized Graduate Admissions offer to you for select master's degrees.

Click the button below to view your admission offer. Your admission offer will be available until **11:59 PM June 1, 2024 Arizona time**.

We have also prepared some [frequently asked questions](#) and a short video to assist you with this important decision.



If you have questions about your ASU Personalized Graduate Admissions offer or are having technical issues with this site, please email us at ASUPGA@asu.edu.

[Continue to view program options](#)

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



Select Your Graduate Program

Your ASU Personalized Graduate Admissions offer is based on your academic background and achievements.

- **Click on the program name.** Learn more about the program requirements, coursework and career opportunities.
- **Select your program.** Accept admission to only one program through this process.

Note: Not all graduate programs or campuses offer admission through ASU Personalized Graduate Admissions. If you are not interested in any of the graduate programs listed below, click on the "Decline Admission Offer" button.

▼ Graduate programs in other colleges and schools

| | | | |
|--|---|------------------|--------|
| Aging, MS | Edson College of Nursing and Health Innovation | Online | Select |
| Applied Behavior Analysis, MS | The College of Liberal Arts and Sciences | Tempe | Select |
| Emergency Management and Homeland Security, MA | Watts College of Public Service and Community Solutions | Online | Select |
| Global Technology and Development, MS | College of Global Futures | Online or Tempe | Select |
| Health Care Simulation, MS | Edson College of Nursing and Health Innovation | Online | Select |
| Healthcare Innovation, MHI | Edson College of Nursing and Health Innovation | Online | Select |
| Leadership and Management, MLM | Thunderbird School of Global Management | Online | Select |
| Program Evaluation and Data Analytics, MS | Watts College of Public Service and Community Solutions | Online | Select |
| Public Administration, MPA | Watts College of Public Service and Community Solutions | Downtown Phoenix | Select |

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**.

Select Campus and Semester

Select the campus location and first semester you will enroll as a graduate student for **Aging, MS**. Although a degree program may be offered on multiple campuses or online, only campus locations and semesters available through ASU Personalized Graduate Admissions will appear here.

Seats available through ASU Personalized Graduate Admissions are first-come, first-served.

| Campus / Location | Semester | Open Seats | |
|-------------------|-----------------------|------------|---------------------------------------|
| Online | 2024 Fall (August) | 250 | <input type="button" value="Select"/> |
| Online | 2024 Fall (October) | 250 | <input type="button" value="Select"/> |
| Online | 2025 Spring (January) | 249 | <input type="button" value="Select"/> |
| Online | 2025 Spring (March) | 249 | <input type="button" value="Select"/> |

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.



Summary: Accept ASU Personalized Graduate Admissions Offer

Please review and confirm your graduate program selection.

Click on the "Change Selection" button to edit your selection.

Click on the "Accept Offer" button to complete the admission process. **Once you accept your offer, you cannot make changes to your selection.**

You will not be billed tuition until you are enrolled in classes. Refer to the [cost of attendance and funding FAQs](#) for more information about tuition and financial support.

The view only security role cannot accept an offer.

Selected Program

| Program | College | Campus / Location | Admission Term |
|---------------------------|--|-------------------|--------------------|
| Aging, MS | Edson College of Nursing and Health Innovation | Online | 2024 Fall (August) |

Change Selection

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.

ASU Personalized Grad Admissions [Home](#) [Search](#) [More](#) [Logout](#)

Name Undergraduate Degree **Health Care Administration and Policy**
Graduation Semester **2024 Spring** Undergraduate Campus / Location **Online**

Summary - Accepted

Share your feedback! Complete this quick survey for a chance to win a gift card. [Take survey](#)

Your graduate program selection has been recorded. You will receive your official admission letter and next steps by email soon.

ASU Personalized Graduate Admissions may have additional requirements to be successful in your graduate program. These requirements will be assigned by your program.

Refer to the [frequently asked questions](#) for more information or email ASUPGA@asu.edu with questions. If you have questions about your selected graduate degree, click on the program name below.

Accepted Program

| Program | College | Campus / Location | Admission Term |
|-----------------------------------|-----------------------------|-------------------|--------------------|
| Biostatistics, MS | College of Health Solutions | Downtown Phoenix | 2024 Fall (August) |

Decision Program accepted

Decision Recorded 04/09/2024 2:05PM

Recorded by



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

ASU Personalized Grad Admissions Home Search ... Logout

Name Undergraduate Degree Health Care Administration and Policy
Graduation Semester 2024 Spring Undergraduate Campus / Location Online

Summary - Declined

Share your feedback! Complete this quick survey for a chance to win a gift card. [Take survey](#)

Your graduate program selection has been recorded. Please refer to the [frequently asked questions](#) for more information.

If you would like to apply to another graduate program through the standard [graduate admissions](#) process, a full list is available on [degree search](#).

Decision All programs declined
Decision Recorded 04/09/2024 2:09PM
Recorded by 



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.