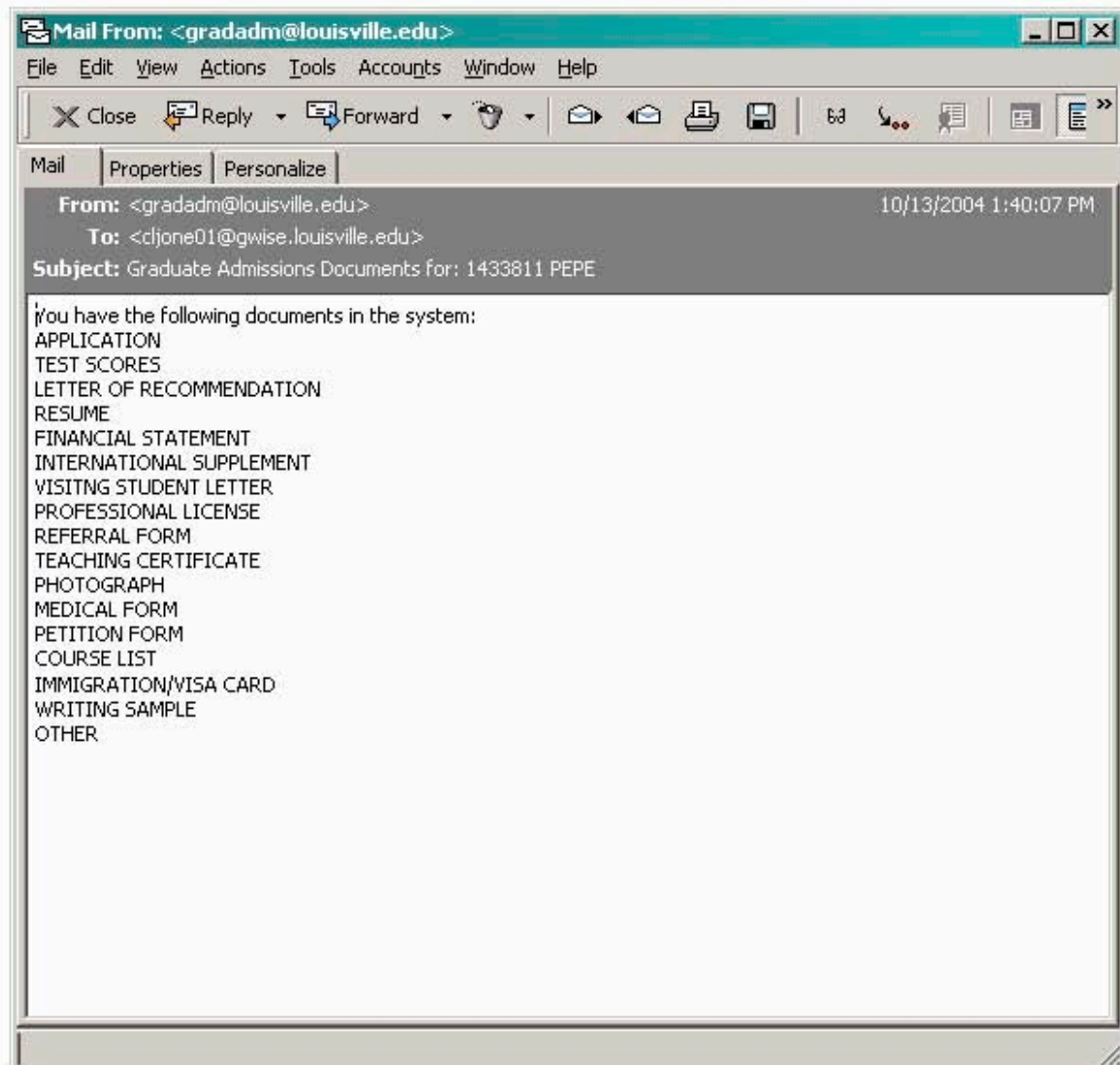


## Graduate Admissions Imaging Departmental Usage

### Graduate Admission Service Account

Email notifications will be sent nightly to the appropriate service accounts notifying the department that specified applications and/or credential images are available in PeopleSoft. The subject line of the email notification will contain the applicant's emplid, last name, and their academic plan (major). The content of the note will contain a list of the credentials that are available (ie. test score, transcript, letter of recommendation, etc.)

Sample email notification:

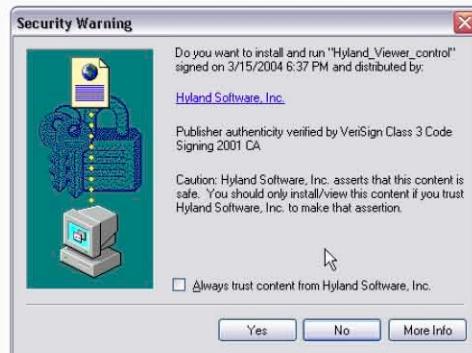


## PEOPLESOFT:

When an email notification is received, log into PeopleSoft:  
saprod.louisville.edu

Navigate to the desired location(s), as indicated in the following directions:

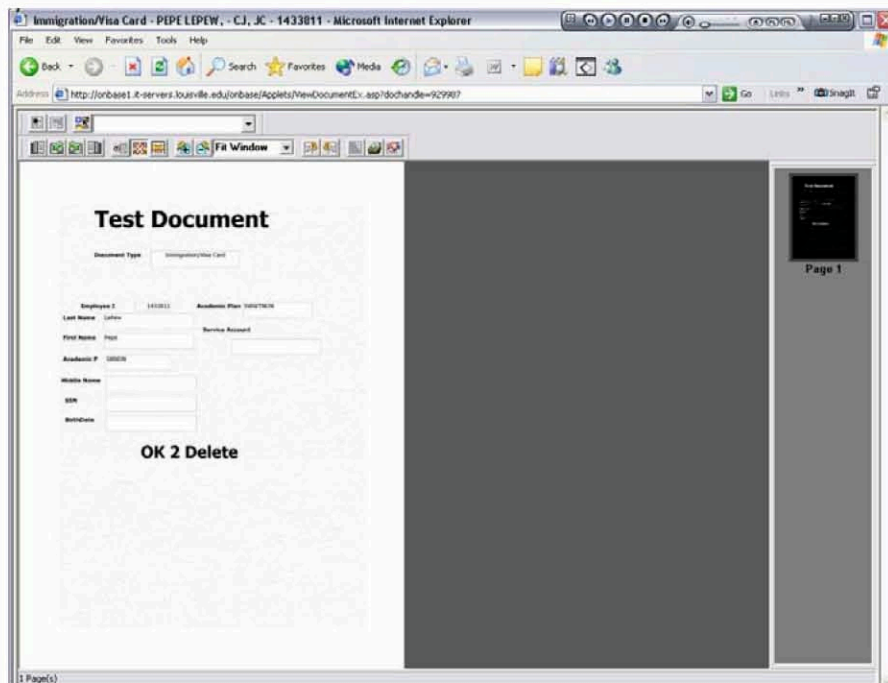
**NOTE:** The first time you click on an image link within PeopleSoft, you will get the following message, click 'Yes':



If you do not get this message or are unable to download the ActiveX controls, an alternative is to download the thin client installer via: <https://onbase.louisville.edu/s-ware/onbase92thinclient.msi>

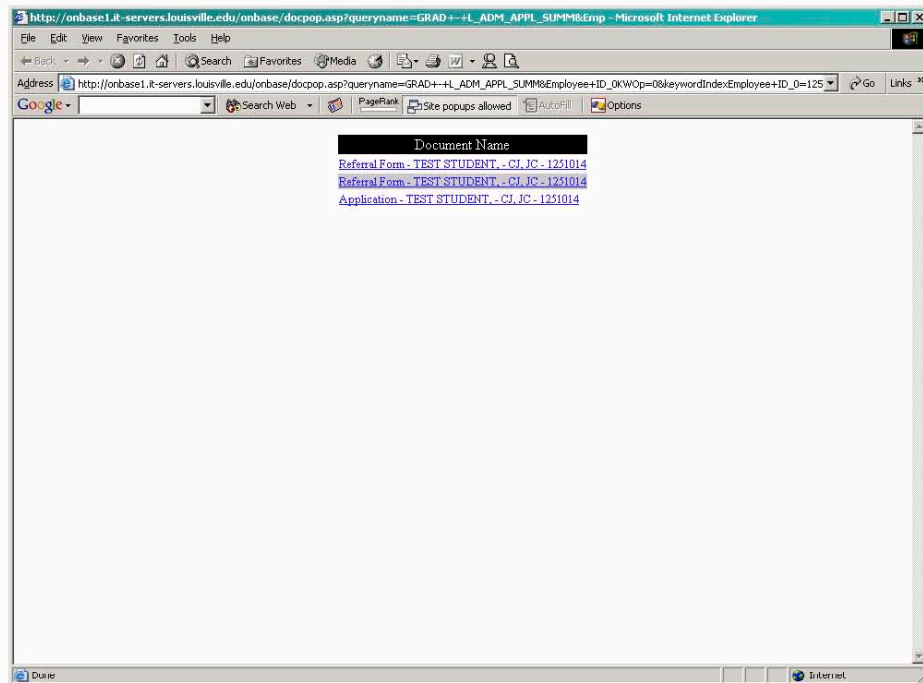
**NOTE:** When clicking on a link, if there is only one image available, a new window will open displaying the image:

Single available image example:



If multiple images are available, a new window will open with a list of available images. Click on the image that you would like to view. A new window will open displaying the image:

Multiple Images Example:



To View:

### Application, Referral Form:

Student Admissions > Applicant Summaries > Application Summary

Enter the appropriate emplid & then click on the 'Graduate Application Image(s)' link

Application Summary - University of Louisville Graduate School

Test,Student 1251014

[Graduate Application Image\(s\)](#)

[Graduate Application Image\(s\)](#)

Appl Nbr	Fee Status	Acad Prog	Acad Plan	Admit Term	Status
00141948	Received	GD Non-Deg	GradNonDeg	Fall 2004	New
00094849	Pending	GB Degree	Bus Adm	Fall 2003	New
00074636	Pending	GE Degree	CPS-CPL-B	Fall 2001	New
00067429	Received	AS Degree	Art	Fall 2001	Transfer
00042383	Pending	AS Degree	AdmJustCad	Spr 2000	New

### Test Scores:

Student Admissions > Applicant Summaries > Academic Test Summary

Enter the appropriate emplid & then click on the 'Graduate Test Score Image(s)' link

Academic Test Summary - University of Louisville Graduate School

Test,Student 1251014

[Graduate Test Score Image\(s\)](#)

Test Summary by ID/Component

Test ID:  Test Component:

Sort By: ☒ Date ☐ Score ☐ Test

Test ID	Description	Score	%ile	Test Dt	Std Admin	Acad Level	Data Src	Dt Loaded
1 ACT	Composite	30.00		02/01/2000	<input checked="" type="checkbox"/>	11th Grade	ACT	02/18/2001
2 ACT	English	30.00		02/01/2000	<input checked="" type="checkbox"/>	11th Grade	ACT	04/16/2001
3 ACT	Math	28.00		02/01/2000	<input checked="" type="checkbox"/>	11th Grade	ACT	04/16/2001
4 ACT	Reading	30.00		02/01/2000	<input checked="" type="checkbox"/>	11th Grade	ACT	04/16/2001
5 ACT	Science Reasoning	29.00		02/01/2000	<input checked="" type="checkbox"/>	11th Grade	ACT	04/16/2001
6 APS	Biology	5.00		06/01/2000	<input checked="" type="checkbox"/>	Unknown	ETS	04/16/2001



## Transcripts:

Student Admissions > Applicant Summaries > Education Summary

Enter the appropriate emplid & then click on the 'Graduate Transcript Image(s)' link

Education Summary - University of Louisville Graduate School

File Edit View Favorites Tools Help

Address http://pallas.louisville.edu:7630/psp/saupg/EMPLOYEE/HRMS/c/EVALUATE\_APPLICANTS.EDUC\_SUMMARY\_ADMN.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.HCAD\_STUDENT\_ADMISSIONS.HCAD\_AP

PeopleSoft®

Menu

- Applicant Summaries
  - Application Summary
  - Application Progression Summary
  - Application Evaluation Summary
  - Application Materials Summary
  - General Materials Summary
  - Application Recruiters
  - Academic Test Summary
- Education Summary
  - 3 C's and Event Summaries
  - External Org Summaries
  - Application Fees and Deposits
  - Enrollment Targets
  - External Test Score Processing
  - Application/Transcript Loads
  - OUAC
  - Reports
  - Educational Contracts NLD
  - Base Register NLD
  - Internship Contracts NLD
  - Processing Admissions NLD

External Academic Summary | External Subject Summary | External Degree Summary | External Course Summary

Test, Student 1251014

Graduate Transcript Image(s)

Select Academic Data By

Acad Level: Org ID: Search

Data Source: Summary Type: Search

Institution: UOFL1 Term Year: Search

Sort Academic Data By

Data Source: Transfer Calc Date: Cumulative Transfer GPA: Search

Data Nbr Organization Institution External Org ID Sum Type Data Source Conv GPA Percent Units

Find | View All First 1 of 1 Last

Academic Data Detail

Save Return to Search Notify Previous tab Next tab

External Academic Summary | External Subject Summary | External Degree Summary | External Course Summary

Letters of Recommendation, Personal Statement, Resume, Financial Statement, Visiting Student Letter, Professional License, Teaching Certificate, Photograph, Medical Form, Petition Form, Writing Sample, Other:

Student Admissions > Applicant Summaries > General Materials Summary

Enter the appropriate emplid & then click on the 'Graduate General Materials Image(s)' link

General Materials Summary - University of Louisville Graduate School

File Edit View Favorites Tools Help

Address http://pallas.louisville.edu:7630/psp/saupg/EMPLOYEE/HRMS/c/EVALUATE\_APPLICANTS.GENL\_MATL\_SUM\_ADMN.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.HCAD\_STUDENT\_ADMISSIONS.HCAD\_AF

PeopleSoft®

Menu

- Applicant Summaries
  - Application Summary
  - Application Progression Summary
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  - Application Materials Summary
  - General Materials Summary
  - Application Recruiters
  - Academic Test Summary
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  - Enrollment Targets
  - External Test Score Processing
  - Application/Transcript Loads
  - OUAC
  - Reports
  - Educational Contracts NLD
  - Base Register NLD
  - Internship Contracts NLD
  - Processing Admissions NLD

General Materials Summary

Test, Student 1251014

Graduate General Materials Image(s)

Select Materials By

Material Group: Material Type: Search

Sort Materials By

Material Group Material Type Search

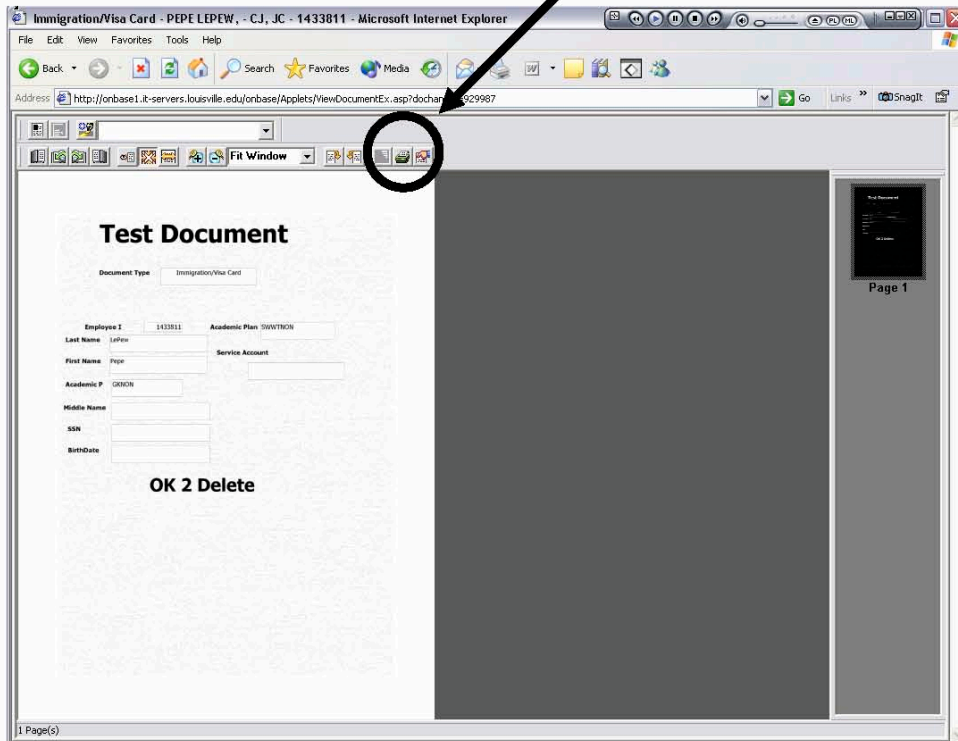
Material Group Material Type Matl Nbr Date Recvd Dt Record Type

Find | View All First 1 of 1 Last

Save Return to Search Previous in List Next in List Notify Refresh

# Printing an Image

To print an image that you are viewing, click the 'print' icon. This will send the image to your default printer.



# COMMENTS

Temporary comments can be attached to an applicant. These comments do not become a part of the applicants official university file. They will be purged 90 days after the receipt of a Referral Form.

Home > Develop Enrollment > Process Applications > Inquire > Application Summary

Enter the appropriate emplid & then click on the 'Graduate Application Comment(s)' link

Application Summary - University of Louisville Graduate School

Menu

- Applicant Summaries
  - Application Summary
  - Applicant Progression
  - Application Evaluation Summary
  - Application Materials Summary
  - General Materials Summary
  - Application Recruiters
  - Academic Test Summary
  - Education Summary
- 3 C's and Event Summaries
- External Org Summaries
- Application Fees and Deposits
- Enrollment Targets
- External Test Score Processing
- Application/Transcript Loads
- OUAC
- Reports
- Educational Contracts
- NLD
- Base Register NLD
- Internship Contracts NLD
- Processing Admissions
- NLD
- CFI Snapshot NLD
- Processing Admissions
- NZL

Test Student 1251014

[Graduate Application Comment\(s\)](#)

Appl Nbr	Fee Status	Acad Prog	Acad Plan	Admit Term	Status	
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00067429	Received	AS Degree	Art	Fall 2001	Transfer	Active
00042383	Pending	AS Degree	AdmJustCad	Spr 2000	New	Active

Save Return to Search Notify

Divrd App Summary | Application Summar

A new window will open. With your mouse, highlight the text that appears in the comments box. Type your comments. When you have completed typing, close the window. Closing the window saves the comment.

