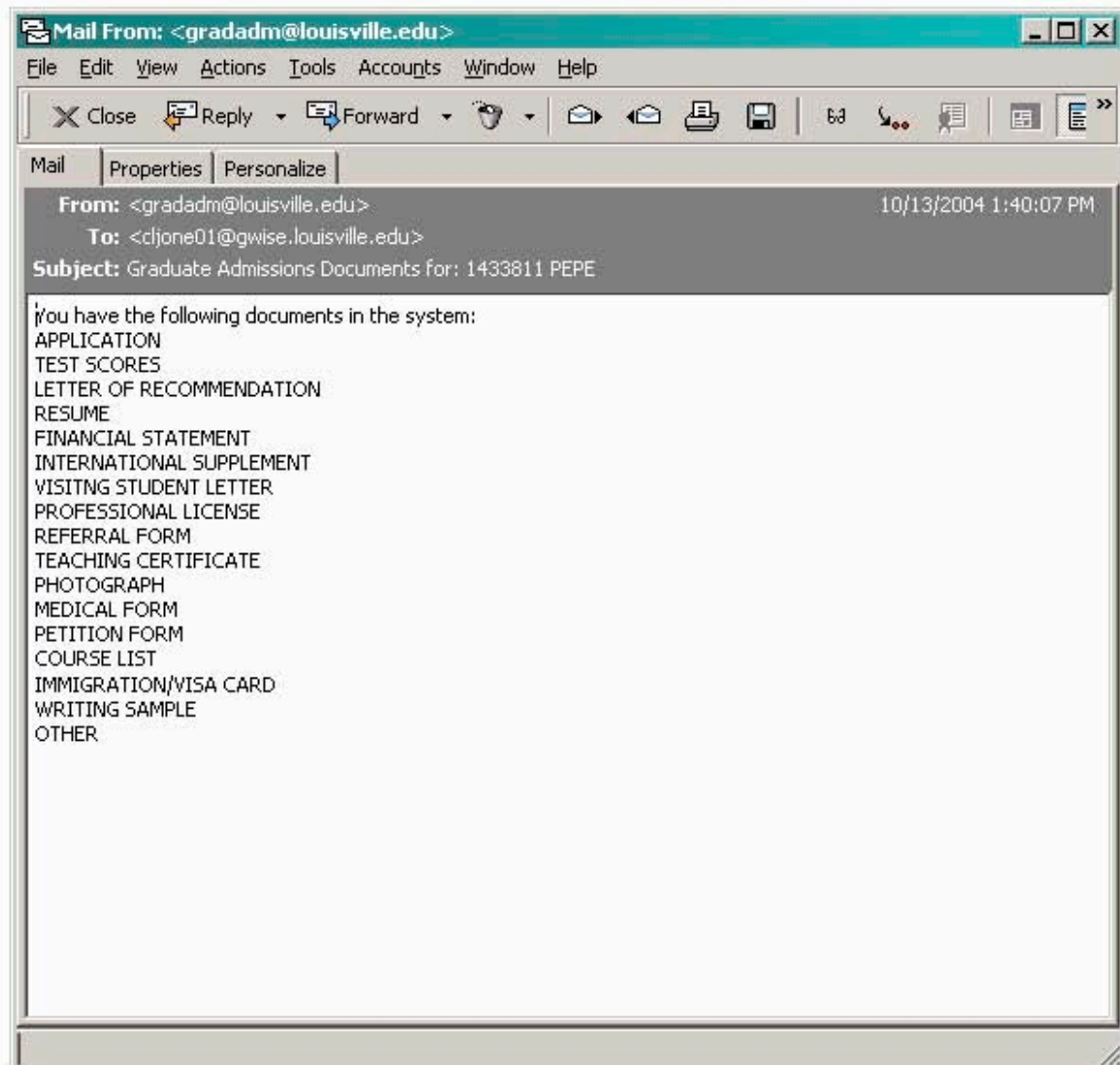# Graduate Admissions Imaging
Departmental Usage

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:

Mail From: <gradadm@louisville.edu>

File Edit View Actions Tools Accounts Window Help

Close | Reply | Forward

Mail | Properties | Personalize

From: <gradadm@louisville.edu>   10/13/2004 1:40:07 PM
To: <cljone01@gwise.louisville.edu>
Subject: Graduate Admissions Documents for: 1433811 PEPE

You have the following documents in the system:
APPLICATION
TEST SCORES
LETTER OF RECOMMENDATION
RESUME
FINANCIAL STATEMENT
INTERNATIONAL SUPPLEMENT
VISITNG STUDENT LETTER
PROFESSIONAL LICENSE
REFERRAL FORM
TEACHING CERTIFICATE
PHOTOGRAPH
MEDICAL FORM
PETITION FORM
COURSE LIST
IMMIGRATION/VISA CARD
WRITING SAMPLE
OTHER

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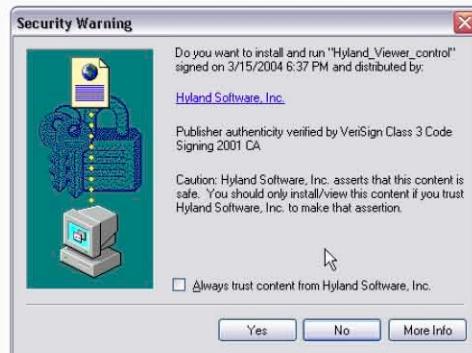
If you do not get this message or are unable to download the ActiveX controls, an alternative is to download the thin client installer via: https://onbase.louisville.edu/s-ware/onbase92thinclient.msi

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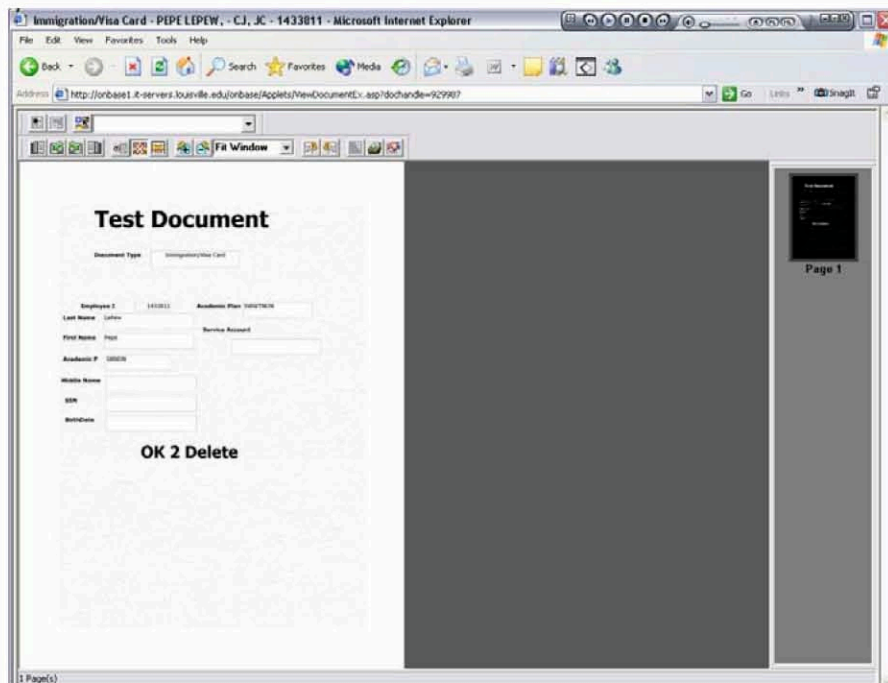
If multiple images are available, a new window will open with a list of available images. Click on the image that you would like to view. A new window will open displaying the image:

Multiple Images Example:
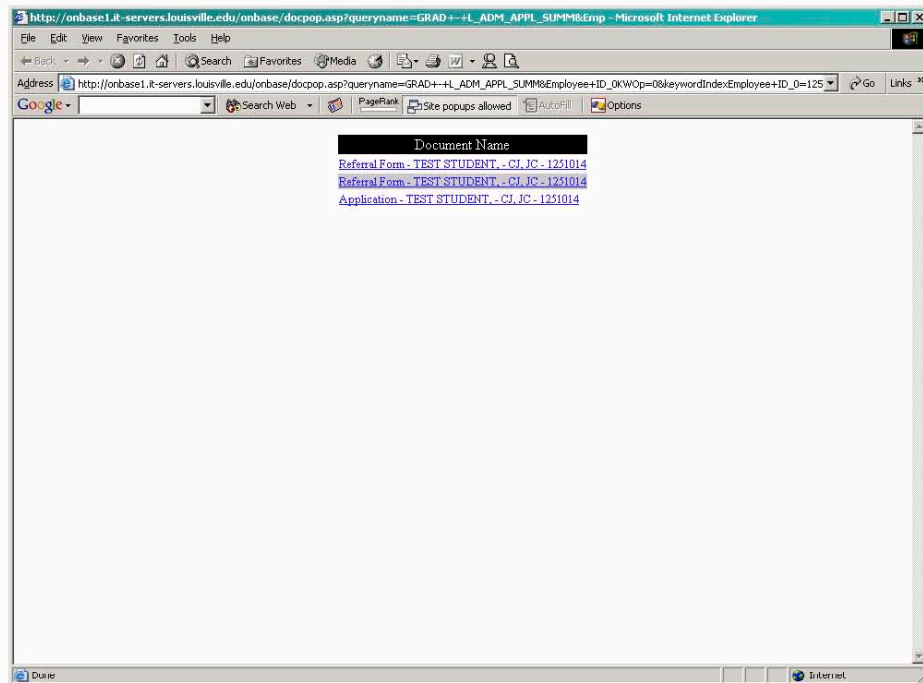
To View:

Application, Referral Form:
Student Admissions > Applicant Summaries > Application Summary

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

Test Scores:
Student Admissions > Applicant Summaries > Academic Test Summary

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

Transcripts:
Student Admissions > Applicant Summaries > Education Summary

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

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

Printing an Image

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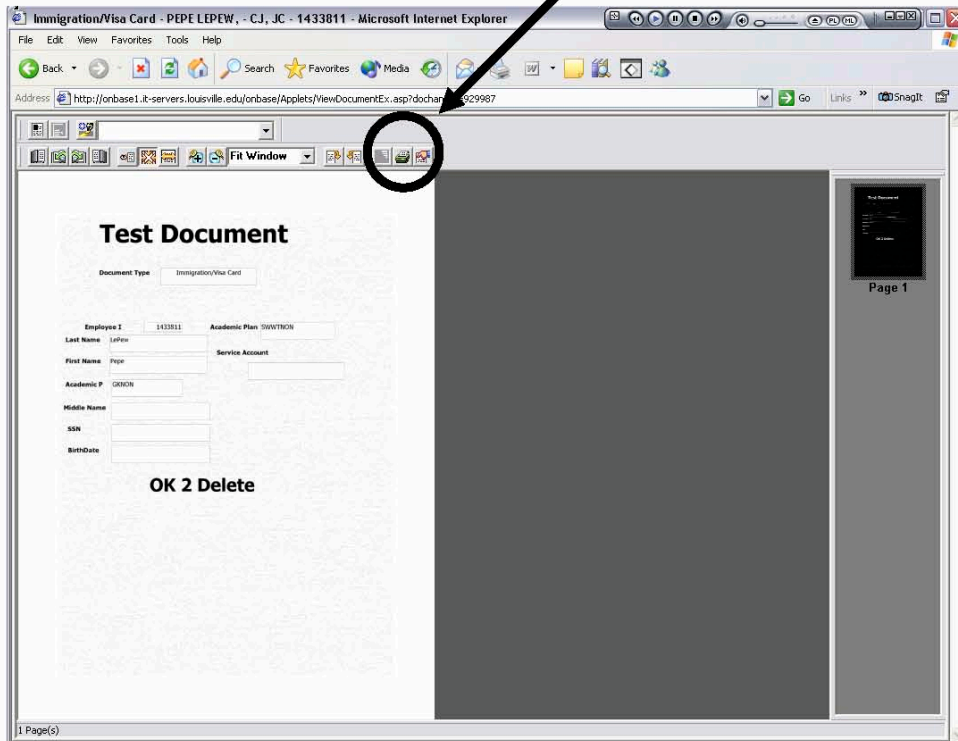
COMMENTS

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

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.