Faculty Leader Guide to Accessing Applications

How Students Create/Access Applications:
Via http://studyabroad.pvamu.edu students can visit the
program search (https://studyabroad.pvamu.edu/index.cfm?FuseAction=Programs.FeaturedPrograms) and login:

- **PVAMU Students**:
    - Select "I have a PV E-mail username and password" or click "LOGIN" button in the upper right corner
    - Search for Program
    - Click Apply Now: application is not complete until they finish filling out the required materials
- **Non-PVAMU Students:**
    - Either select "I do not have login credentials to this site" or use the "NON-PVAMU Login" button in the upper right corner

View access is given to faculty leaders to access applications to their programs:

Log in at http://studyabroad.pvamu.edu via "LOGIN" button in the upper right corner. Log in as instructed.

How to View Applications

Click on Applicants in the menu toolbar at the top of the page & Search to conduct a simple search.
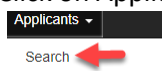
Select your search criteria or click "Search" to find all applications (except withdrawn status applications). After executing a search, you will land on the search results page.

At the bottom of the search results, you will see an area to save your search by renaming it and click "Save Search" button to save the search criteria (see screenshot to left).

This will save your query on your Administrative home page under My Queries and Reports:
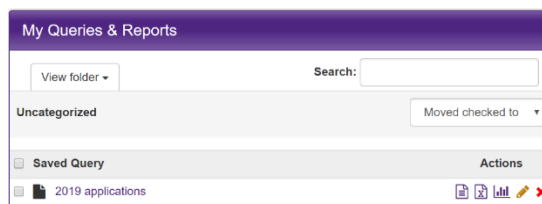
Utilize the tabs (Options, Progress Audit) in the search results to access tools for contacting your program's applicants, exporting application information and monitoring application progress

Options tab:
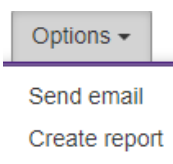
- Send email: to send an email to all applicants in the search results or select those whom you wish to email. *See page 3 for more details on email interface.*
- Create report: Create a report to tailor output of information from applicants such as pulling a list of applicants' emails, GPAs, and more. *See next page for more details on how to create a report.*

Progress Audit tab:
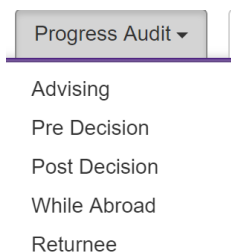
- Pre Decision: initial application phase that applicant enters upon creating an application
- Post Decision: secondary application phase that applicant enters upon being accepted and committing to the program. Also known as pre-departure phase.
- Advising, While Abroad and Returnee phases do not currently apply to the application process

How to Create Reports
You can create reports from your search results by clicking Options tab and Create report to reach the Report Wizard:

Administration : Report Wizard

Please select the type of information you would like to use in creating your report.

The report wizard provides different sections for reporting on the applications in your query.

Step 1: Choose Primary and Secondary Output Grouping:
Primary: | Secondary: | Grouping:

Step 1 is only necessary to complete if you wish to edit the groupings of a report. Otherwise, proceed to step 2.

Step 2: Choose Output: Step 2 sections of the report provide options for selecting various reporting criteria.

■ Programs & Terms   Programs & Terms, Applicant Parameters and Questionnaires & Questions will be most relevant for
■ Applicant Parameters   program leaders to utilize.

■ Questionnaires & Questions
click arrow to expand questions)
☐ → Air Travel Itinerary & Lodging Info
☐ → Emergency Contact Information
☐ → International Travel Safety: Safe Passage Presentation
☐ → Passport Info
☐ → PVAMU Scholarship Application
☐ → PVAMU Study Abroad Application
☐ → STEP Registration

Questionnaires & Questions comprises the various questionnaires that applicants must answer during their pre-decision and post-decision application phases.

You can click the box next to the questionnaire to report on any answers provided by applicants.

At the bottom of the Report Wizard, you have the option to save the report and export it to Excel:

Save Report As: 2019 application information

Click New Window if you want to open the report in your web browser (HTML view). ☐ New Window ☐ Export as Excel ☐ Export Essay Content

Click Export Excel and Export Essay content boxes if you wish   Results   Cancel

Viewing an Individual Application

Within your search results, you can click on any applicant's name to view the application for that student.
Once in an individual application, you will land first on the Overview tab which provides an application summary.
The below listed tabs in dark purple: **Profile, Email, Questionnaires, Materials, and Learning Content** are provided to view application information and e-mail the applicant through the E-mail tab.
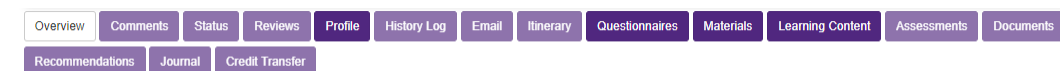
Click on the Questionnaires tab to display the list of questionnaires (online forms) deployed to applicants in the pre-decision and post-decision application phases. Click the name of the questionnaire to view the applicant's answers and the printer icon to the right of each questionnaire provides a printer-friendly version of the questionnaire:

How to Email Applicants

Applicants can be emailed through the Applicants > Search results page or via an individual application (Email tab of application). Selecting Mail Merge option allows you to insert mail merge fields to personalize group emails such as including applicant's First Name when emailing a list of applicants. All emails will deliver to applicants through email service and a copy saved to their messages within their Applicant home of the site.

Emails can be formatted further to include hyperlinks, images or documents.

Please note that any sensitive/confidential information should not be sent through email.