

Purpose

The Manage Application Reviewers pages in PeopleSoft display a list of benefits eligible staff who have been granted an endorsement to review student application records and provide admission recommendations to the academic unit support staff.

Users with access to this PeopleSoft modification can control who will have access to the Graduate Application File Review link located in My ASU. This PeopleSoft modification is used by academic unit staff that update and maintain Graduate Application Reviewers

This how-to guide provides instructions for the following tasks:

- [Setting up a new application reviewer](#)
- [Reactivating an application reviewer](#)
- [Inactivating an application reviewer](#)
- [Adding an Acad Org to an existing reviewer](#)
- [Searching for existing reviewers by Acad Org/Acad Plan](#)

Security Roles

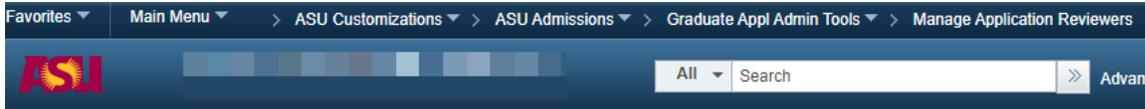
Staff must submit a PeopleSoft Access request to gain permission to view/review graduate applications. The Graduate Application roles and functions of these roles are listed below.

- Dept Staff GR Admission Vw
 - Grants access to Gportal for view only.
- Dept Supv GR Admission Vw
 - Grants access to view and make recommendations in Gportal.

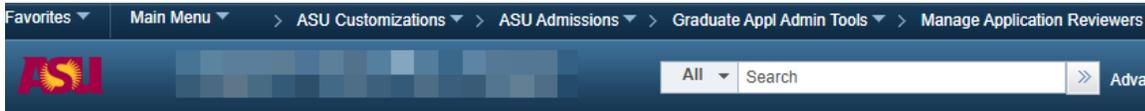
Note: See how-to guide titled Access Roles for Graduate Support Staff for additional information regarding requesting PeopleSoft access.

Setting up a new application reviewer

1. Navigate to PeopleSoft→ASU Customizations→ASU Admissions→Graduate Appl Admin Tools→Manage Application Reviewers



2. Using the Manage Application Reviewers search function, perform a search to see if the employee has an existing endorsement. If using Name – Last, First as a search function, the last name entered must exactly match employee record to return results. Click Search to display results.



Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org

Academic Plan

3. Verify the Empl ID and Job Title of the search results to ensure that the correct employee has been located.



EMPLID

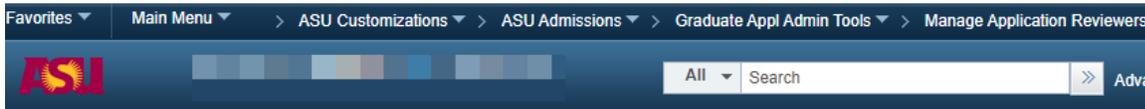
Job Title

Find | View All First 1 of 1 Last

*Approved for Acad Org

*Expiration Date

4. Enter the Acad Org into the field labeled Approved for Acad Org and press the Tab key.



EMPLID

Job Title

Find | View All First 1 of 1 Last

*Approved for Acad Org

*Expiration Date

- A list of active plan codes for that Acad Org will be displayed. Select the approved plan code(s) for the reviewer, enter an expiration date, and click Save.

ASU Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers

ASU All Search >> Advan

Manage App Review

EMPLID Job Title Find | View All First 1 of 1 Last

*Approved for Acad Org Dean, Teachers College *Expiration Date

Select Acad Plan(s)	Academic Plan	Description
<input type="checkbox"/>	EDCOARTEDD	Curr & Inst (Comm Art) EDD
<input type="checkbox"/>	EDDISMED	Sp Ed Sev/Multiply Disabled
<input type="checkbox"/>	EDEDTTGRCT	Tech for Teach & Learn (Cert)
<input type="checkbox"/>	EDPSYCHMAP	Educational Psychology MA
<input type="checkbox"/>	EDPSYCHPHD	Educational Psychology
<input type="checkbox"/>	EDSPEDMAP	Special Education MA
<input type="checkbox"/>	EDSPFMAP	Social And Phil Foundations

Select All Un-select All

Save

Reactivating an application reviewer

- Navigate to PeopleSoft→ASU Customizations→ASU Admissions→Graduate Appl Admin Tools→Manage Application Reviewers

ASU Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers

ASU All Search >> Advan

- Using the Manage Application Reviewers search function, perform a search to see if the employee has an existing endorsement. If using Name – Last, First as a search function, the last name entered must exactly match employee record to return results. Click Search to display results.

ASU Main Menu > ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers

ASU All Search >> Advan

Srch App Reviewer

Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org

Academic Plan

Search

- Verify the Empl ID and Job Title of the search results to ensure that the correct employee has been located.

ASU
 Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Graduate Appl Admin Tools ▾ > Manage Application Reviewers

EMPLID [] Job Title []

Find | View All First 1 of 1 Last

*Approved for Acad Org [] *Expiration Date []

- The check boxes next to the plan codes will be grayed out at this time because the employee is currently expired in the system.

ASU
 Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Graduate Appl Admin Tools ▾ > Manage Application Reviewers

EMPLID [] Job Title []

Find | View All First 1 of 1 Last

Approved for Acad Org CBUSMBA WPC Graduate Programs *Expiration Date 09/01/2016

Select Acad Plan(s)	Academic Plan	Description
<input type="checkbox"/>	ARREMREDEV	Real Estate Development
<input type="checkbox"/>	BAACCMACC	Accountancy
<input type="checkbox"/>	ABUSANMBA	Bus Admin (Business Analytics)
<input type="checkbox"/>	ABUSANMS	Business Analytics
<input type="checkbox"/>	ACHINAMBA	W. P. Carey MBA - Beijing
<input checked="" type="checkbox"/>	ACMRMS	Management
<input type="checkbox"/>	ACORPMBA	W. P. Carey MBA - Custom
<input type="checkbox"/>	ADAYMHSM	Health Sector Management
<input type="checkbox"/>	AECONMS	Economics MS
<input type="checkbox"/>	AECONMSP	Economics MS
<input type="checkbox"/>	AEVEAMBA	W. P. Carey MBA - Weekend Prog
<input type="checkbox"/>	AEVEDCMBA	W P Carey MBA Eve Prog DTC
<input type="checkbox"/>	AEVENMBA	W. P. Carey MBA - Prof Flex
<input type="checkbox"/>	AEVENMHSM	Health Sector Mgmt (Evening)
<input type="checkbox"/>	AEXECMBA	W. P. Carey MBA - Executive
<input type="checkbox"/>	AFINMS	Finance
<input type="checkbox"/>	AFULLMBA	W. P. Carey MBA - Full Time
<input type="checkbox"/>	AGFMDBA	Global Financial Management

- To reactivate the user, modify the Expiration Date to a date in the future and press the Tab key. The boxes next to the plan codes should now be editable. Select the approved plan code(s) for the reviewer, enter an updated Expiration Date, and click save.

Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Graduate Appl Admin Tools ▾ > Manage Application Reviewers

ASU

Manage App Review

EMPLID [] Job Title []

Find | View All First 1 of 1 Last

Approved for Acad Org CBUSMBMA WPC Graduate Programs *Expiration Date 09/01/2020

Select Acad Plan(s)

Academic Plan	Description
<input type="checkbox"/> ARREMREDEV	Real Estate Development
<input type="checkbox"/> BAACCMACC	Accountancy
<input type="checkbox"/> BABUSANMBA	Bus Admin (Business Analytics)
<input type="checkbox"/> BABUSANMS	Business Analytics
<input type="checkbox"/> BACHINAMBA	W. P. Carey MBA - Beijing
<input checked="" type="checkbox"/> BACMRMS	Management
<input type="checkbox"/> BACORFMBA	W. P. Carey MBA - Custom
<input type="checkbox"/> BADAYMHSM	Health Sector Management
<input type="checkbox"/> BAECONMS	Economics MS
<input type="checkbox"/> BAECONMSP	Economics MS
<input type="checkbox"/> BAEVEAMBA	W. P. Carey MBA - Weekend Prog
<input type="checkbox"/> BAEVEDCMBA	W P Carey MBA Eve Prog DTC
<input type="checkbox"/> BAEVENMBA	W. P. Carey MBA - Prof Flex
<input type="checkbox"/> BAEVENMHSM	Health Sector Mgmt (Evening)
<input type="checkbox"/> BAEXECMBA	W. P. Carey MBA - Executive
<input type="checkbox"/> BAFINMS	Finance
<input type="checkbox"/> BAFULLMBA	W. P. Carey MBA - Full Time
<input type="checkbox"/> BAGFMDBA	Global Financial Management
<input type="checkbox"/> BAGLSMS	Global Logistics
<input type="checkbox"/> BAHSMGRCH	Health Sector Mgmt (Cert)
<input type="checkbox"/> BAHTECHMBA	W. P. Carey MBA - Technology
<input type="checkbox"/> BAINFOMS	Information Systems Management
<input type="checkbox"/> BAISMBA	Bus Admin (Info Systems Mgt)
<input type="checkbox"/> BAMBAMBA	W. P. Carey MBA
<input type="checkbox"/> BAMCCMS	Management in China/Corporate
<input type="checkbox"/> BAMEXMBA	W. P. Carey MBA - Mexico City
<input type="checkbox"/> BAONLINMBA	W. P. Carey MBA - Online
<input type="checkbox"/> BAREGEXMBA	W P Carey MBA Regional Exec
<input type="checkbox"/> BASCMCERT	Supply Chain Management (Cert)
<input type="checkbox"/> BASCMEMS	Supply Chain Mgmt & Engineer
<input type="checkbox"/> BASHANGMBA	W. P. Carey MBA - Shanghai
<input type="checkbox"/> BATAMTAX	Taxation

Select All Un-select All

Save

Inactivating an application reviewer

- Navigate to PeopleSoft→ASU Customizations→ASU Admissions→Graduate Appl Admin Tools→Manage Application Reviewers

Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Graduate Appl Admin Tools ▾ > Manage Application Reviewers

ASU

All Search >> Advanc

- Using the Manage Application Reviewers search function, perform a search to see if the employee has an existing endorsement. If using Name – Last, First as a search function, the last name entered must exactly match employee record to return results. Click Search to display results.

ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers

ASU

All Search >> Advan

Srch App Reviewer

Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org

Academic Plan

Search

- Verify the Empl ID and Job Title of the search results to ensure that the correct employee has been located.

ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers

ASU

All Search >> Advan

Manage App Review

EMPLID

Job Title

Find | View All First 1 of 1 Last

*Approved for Acad Org

*Expiration Date

- Update the Expiration Date to the desired inactivation date and click save.

ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > Manage Application Reviewers

ASU

All Search >> Advan

Manage App Review

EMPLID

Job Title

Find | View All First 1 of 1 Last

*Approved for Acad Org CTEDN Dean, Teachers College

*Expiration Date 01/01/2025

Select Acad Plan(s)	Academic Plan	Description
<input type="checkbox"/>	EDCOARTEDD	Curr & Inst (Comm Art) EDD
<input type="checkbox"/>	EDDISMED	Sp Ed Sev/Multiply Disabled
<input type="checkbox"/>	EDEDTTGRCT	Tech for Teach & Learn (Cert)
<input type="checkbox"/>	EDPSYCHMAP	Educational Psychology MA
<input type="checkbox"/>	EDPSYCHPHD	Educational Psychology
<input type="checkbox"/>	EDSPEDMAP	Special Education MA
<input type="checkbox"/>	EDSPFMAP	Social And Phil Foundations

Select All Un-select All

Save

Note:

- Do not uncheck academic plan code check boxes.
- Expiration Date used must be the current date or later, it cannot be a date in the past.

Adding an additional Acad Org to an existing user

1. Navigate to PeopleSoft→ASU Customizations→ASU Admissions→Graduate Appl Admin Tools→Manage Application Reviewers



2. Using the Manage Application Reviewers search function, perform a search to see if the employee has an existing endorsement. If using Name – Last, First as a search function, the last name entered must exactly match employee record to return results. Click Search to display results.



Srch App Reviewer

Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org

Academic Plan

3. Verify the Empl ID and Job Title of the search results to ensure that the correct employee has been located.



Manage App Review

EMPLID

Job Title

Find | View All First 1 of 1 Last

*Approved for Acad Org

*Expiration Date

4. Click the + sign to add a new Acad Org endorsement.

Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Graduate Appl Admin Tools ▾ > Manage Application Reviewers

ASU All Search

Manage App Review

EMPLID Job Title

Find | View All First 1 of 1 Last

Approved for Acad Org CBUSMBA WPC Graduate Programs *Expiration Date 04/04/2024

Select Acad Plan(s)

Academic Plan	Description
<input checked="" type="checkbox"/> ARREMREDEV	Real Estate Development
<input checked="" type="checkbox"/> BAACCMACC	Accountancy
<input type="checkbox"/> BABUSANMBA	Bus Admin (Business Analytics)
<input checked="" type="checkbox"/> BABUSANMS	Business Analytics
<input type="checkbox"/> BACHINAMBA	W. P. Carey MBA - Beijing
<input checked="" type="checkbox"/> BACMRMS	Management
<input type="checkbox"/> BACORPMBA	W. P. Carey MBA - Custom
<input type="checkbox"/> BADAYMHSM	Health Sector Management
<input type="checkbox"/> BAECONMS	Economics MS
<input type="checkbox"/> BAECONMSP	Economics MS
<input checked="" type="checkbox"/> BAEVEAMBA	W. P. Carey MBA - Weekend Prog
<input type="checkbox"/> BAEVEDCMBA	W P Carey MBA Eve Prog DTC
<input checked="" type="checkbox"/> BAEVENMBA	W. P. Carey MBA - Prof Flex
<input type="checkbox"/> BAEVENMHSM	Health Sector Mgmt (Evening)
<input checked="" type="checkbox"/> BAEXECMBA	W. P. Carey MBA - Executive
<input checked="" type="checkbox"/> BAFINMS	Finance
<input checked="" type="checkbox"/> BAFULLMBA	W. P. Carey MBA - Full Time
<input type="checkbox"/> BAGFMDBA	Global Financial Management
<input checked="" type="checkbox"/> BAGLSMS	Global Logistics
<input type="checkbox"/> BAHSMGRCH	Health Sector Mgmt (Cert)
<input checked="" type="checkbox"/> BAHECHMBA	W. P. Carey MBA - Technology
<input checked="" type="checkbox"/> BAINFOMS	Information Systems Management

5. Enter the Acad Org into the field labeled Approved for Acad Org and press the Tab key.

Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Graduate Appl Admin Tools ▾ > Manage Application Reviewers

ASU All Search >> Adva

Manage App Review

EMPLID Job Title

Find | View All First 1 of 1 Last

*Approved for Acad Org CTEDN *Expiration Date

Save

- A list of active plan codes for that Acad Org will be displayed. Select the approved plan code(s) for the reviewer, enter an expiration date, and click Save.

Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Graduate Appl Admin Tools ▾ > Manage Application Reviewers

ASU All Search >> Advan

Manage App Review

EMPLID [] Job Title []

Find | View All First 1 of 1 Last

*Approved for Acad Org Dean, Teachers College *Expiration Date

Select Acad Plan(s)

Academic Plan	Description
<input type="checkbox"/> EDCOARTEDD	Curr & Inst (Comm Art) EDD
<input type="checkbox"/> EDDISMED	Sp Ed Sev/Multiply Disabled
<input type="checkbox"/> EDEDTTGRCT	Tech for Teach & Learn (Cert)
<input type="checkbox"/> EDPSYCHMAP	Educational Psychology MA
<input type="checkbox"/> EDPSYCHPHD	Educational Psychology
<input type="checkbox"/> EDSPEDMAP	Special Education MA
<input type="checkbox"/> EDSPFMAP	Social And Phil Foundations

Select All Un-select All

Save

Searching for existing reviewers by Acad Org/Acad Plan

- Navigate to PeopleSoft→ASU Customizations→ASU Admissions→Graduate Appl Admin Tools→Manage Application Reviewers

Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Graduate Appl Admin Tools ▾ > Manage Application Reviewers

ASU All Search >> Advan

- Enter the Academic Org or Academic Plan and click Search.

Favorites ▾ Main Menu ▾ > ASU Customizations ▾ > ASU Admissions ▾ > Graduate Appl Admin Tools ▾ > Manage Application Reviewers

ASU All Search >> Advan

Srch App Reviewer

Manage Application Reviewers

Empl ID

Name - Last, First

Academic Org

Academic Plan

Search

- The search results will display a list containing tabs for active and inactive members. To reactivate a member, see instructions listed above.

[Favorites](#) > [Main Menu](#) > [ASU Customizations](#) > [ASU Admissions](#) > [Graduate Appl Admin Tools](#) > [Manage Application Reviewers](#)



[Srch App Reviewer](#) | [Active](#) | [Inactive](#)

Active Application Reviewer

Academic Org Result(s)

Manage	Empl ID	Last Name	First Name	Expiration Date
1 Manage				06/04/2024
2 Manage				09/01/2020
3 Manage				09/01/2020
4 Manage				09/23/2024
5 Manage				04/04/2024
6 Manage				04/04/2024
7 Manage				09/24/2024
8 Manage				05/28/2024
9 Manage				04/04/2024
10 Manage				04/04/2024
11 Manage				04/04/2024
12 Manage				04/04/2024
13 Manage				07/23/2024