Instructors' Quick Guide to getting a List of Applicants to Your Program

1. Log into PeopleSoft at http://my.csufresno.edu/
    a. Go to **Faculty Self Service**
    b. Click on **Applicant Search**
2. You will be taken to a Search Page
    c. Enter in the **Admit Term**
    d. Click the **Search** button
3. You will be taken to the Applicant Search Page
4. Click on the <u>Prog Coordinator Appl List (xls)</u> link at the bottom of the screen
5. Running the Report
    a. If you get a screen prompting you to enter in the Run Control ID – click search and select your ID from the list at the bottom of the screen – otherwise click the "Add a new Value" link and add a run control with your ID. Click the Add button.
    b. On the Program Coordinator Appl List page :
        i. Select the Report Type (Applicants / Enrolled Students)
        ii. Type in the Term.(example: Fall 2005 "2057", Spring 2006 "2063").
        iii. Choose Plan
            a. You can select a Plan from the list. (click on the spyglass)
            b. <u>or</u> key in part of the name of the Program(Academic Plan) in the place provided such as BIO for Biology.
    c. Click the "Run" button.
    d. Select "PSUNX" as the server name, "Web" as the Type, "CSV" as the Format
    e. Click OK. This takes you back to the previous screen.
    f. Click on the "Process Monitor" link – where you can monitor the status of the report you are requesting. This report has a process name "FRAD0049."
    g. Occasionally Click the Yellow "Refresh" button until the Run Status says "Success" and Distribution Status says "**Posted**". This may take a few minutes.
    h. Click the Details Link next to the "Posted" status.
    i. Click "View Log/Trace" link on the next page.
    j. Click "FRAD0049….CSV link to open in an Excel "looking" Web page. Save the report.

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