Search for Applicants

- Search submitted and un-submitted applications
- Search by Creation or Submitted date
- Search by individual
- Search using a query
Important aspects about searching

- You need to change systems when searching different modules for applicants.
  - Example: Search the prospect module for prospect applicants.
  - Example: Search the recommendation module for recommendations

- Search results return applicants according to your Record Access (RA) user privilege
  - Some RA Accounts have more than one program
  - An RA Account can include all degrees for the field of study.
    - Example: The Biology RA Account include the Biology programs for the M.S, M.A.Ed. And M.A.T. degrees
What are Record Access accounts?

- Record Access (RA) accounts are used to ensure you only access records associated with the program(s) you support.
- Your ApplyYourself User ID is associated with your Record Access (RA) Account
- Some RA accounts have multiple programs associated to them
- Example – Nursing RA Account associates all Nursing programs into the record access privilege.
Step 1
Select the module you plan to search applicants in
Step 2

Decide which search method you would like to use.

Access the Search Screen

Select the search method you would like to use
Step 3

Search by:

1. Submitted, Not Submitted or Both
2. Search by Date – Creation or Submitted
3. Search by Individual
4. Search Using Query
Things to remember

- Applicant search results are provided according to your Record Access (RA) assignment.

- Some RA Accounts have multiple programs associated with them; therefore, exporting results assist in filtering and/or sorting data.