Search with Queries

- Search for applicants with specific criteria
- Queries are customized
- Results based on Record Access privileges
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 query you would like to use.

1 – Access the Search Screen
2 – Select “Search using Query”
3 – Select the query you would like to execute.
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.