

Outline for Advisors' Admissions Training "ABC's for Application Inquiry"

- I. Authorizations
 - a. Instructions can be viewed under OGS Updates: Support or direct link <http://www.unm.edu/grad/support/support.html>
 - i. Exhibit A
 - b. Banner (all courses below are available via Learning Central at <https://learningcentral.health.unm.edu/>) Instructions can be viewed at <http://www.unm.edu/grad/support/support.html>
 - i. Securing Private Data
 - 1. FINPRV100 (Web Course)
 - 2. FINPRV 101 (Instructor Led)
 - ii. Banner Fundamentals and Navigation
 - 1. BANG-0001 (Instructor Led)
 - 2. FIN BAS 100 (Web Course)
 - iii. Banner Workshop for Advisors
 - 1. BANS-0001 (Instructor Led)
 - iv. Viewing Student Data
 - 1. BANS-0006 (Web Course)
 - c. STARRS
 - i. Contact OGS web site for authorization form. (pdf or Word)
 - 1. http://www.unm.edu/grad/eforms/STARRS_access_form.pdf
 - 2. http://www.unm.edu/grad/eforms/STARRS_access_form.doc
 - d. Hyperion
 - i. Courses on Hyperion available through Continuing Education. Contact 277-9360 or mmcghee@unm.edu for more information.
- II. Banner
 - a. Log on to my.unm.edu. Click on Employee/Faculty Life tab. On right hand side, click on "Internet Native Banner." (You may want to add this link to your desk top or your favorites for easy access)
 - b. Customizing your Banner options.
 - i. My BANNER can be used to list the most frequently used screens.
 - c. See Step #1 in handout.
 - d. Common info queried for admissions information
 - i. Has application been received?
 - 1. Banner>SAAADMS will verify if application has been received. SAAADMS includes date that application was received. "Next block" verifies application type, i.e. online applications are noted as credit card payments. (Steps 2 & 3) Options Steps 4-5
 - 2. STARRS will verify if hardcopy application has been received
----Alternate name search FOAIDEN or SOAIDEN (Steps 6&7)

- ii. Residency Status
 - Banner>SAAADMS
- iii. Test Scores
 - 1. Banner>SOATEST (Options under SAAADMS)
- iv. Address
 - 1. Banner>FOAIDEN (Step 8)
- v. Telephone Number
 - 1. Banner>FOAIDEN
- vi. Birth Date
 - 1. Banner>FOAIDEN
- v. Ethnicity
 - 1. Banner>FOAIDEN

III. STARRS

- a. Log on to <https://starrs.unm.edu/>
- b. For information desired before May 2006, click on OGS.
- c. For information desired after May 2006, click on Admissions.
- d. Information can be searched broadly or specifically.
 - i. Broadly: Once you've clicked on "Admissions" or "OGS", click on "Search" and enter searchable fields. All information on this particular student that is contained in STARRS will appear.
 - ii. Specifically: Once you've clicked on "Admissions" or "OGS," click on exact item you want to search (e.g. "Application," "Transcript," etc.) Only this information will be retrieved.
- e. Hard copy applications can be viewed under "Applications." (Electronic applications can only be viewed via Banner—see above.)
- f. Quirks that may result from inaccurate scanning.
- g. Benefits from using wild card search (%).

IV. Hyperion

- a. OGS will continue to distribute hardcopy versions of Hyperion report with admissions information.
- b. You can retrieve the report (and sort data as you wish), by doing the following:

Summary: This workshop provided information that advisors will most frequently use during the admissions process. Later in the semester, another workshop will address how advisors use Banner, STARRS, LoboWeb, and Hyperion for current student/semester needs.

Dates for Training
Location: Lobo Lab, SUB

Tuesday	January 30:	10-11 a.m.	Review of BANNER, STARRS, Hyperion
Wednesday	January 31:	3-4 p.m.	Introduction to BANNER, STARRS, Hyperion
Wednesday	February 7:	3-4 p.m.	Review of BANNER, STARRS, Hyperion
Thursday	February 8:	10-11p.m.	Introduction to BANNER, STARRS, Hyperion
Tuesday	February 13:	10-11 a.m.	Review of BANNER, STARRS, Hyperion
Wednesday	February 14:	3-4 p.m.	Introduction to BANNER, STARRS, Hyperion
Tuesday	February 20:	10-11 a.m.	Introduction to BANNER, STARRS, Hyperion
Wednesday	February 21:	3-4 p.m.	Review of BANNER, STARRS, Hyperion
Tuesday	March 6:	10-11 a.m.	Review of BANNER, STARRS, Hyperion
Wednesday	March 7:	3-4 p.m.	Review of BANNER, STARRS, Hyperion
Wednesday	March 14:	3-4 p.m.	Review of BANNER, STARRS, Hyperion
Thursday	March 15:	10-11p.m.	Introduction to BANNER, STARRS, Hyperion