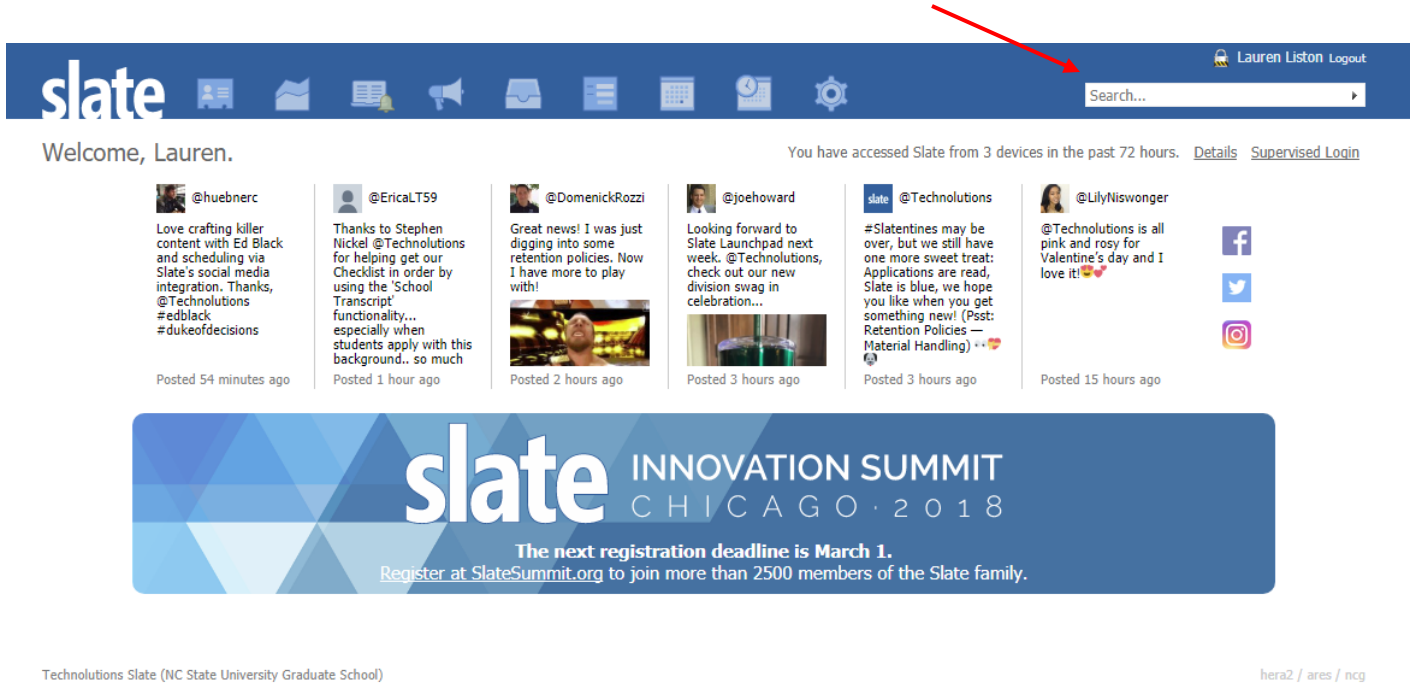


How to Look Up a Record

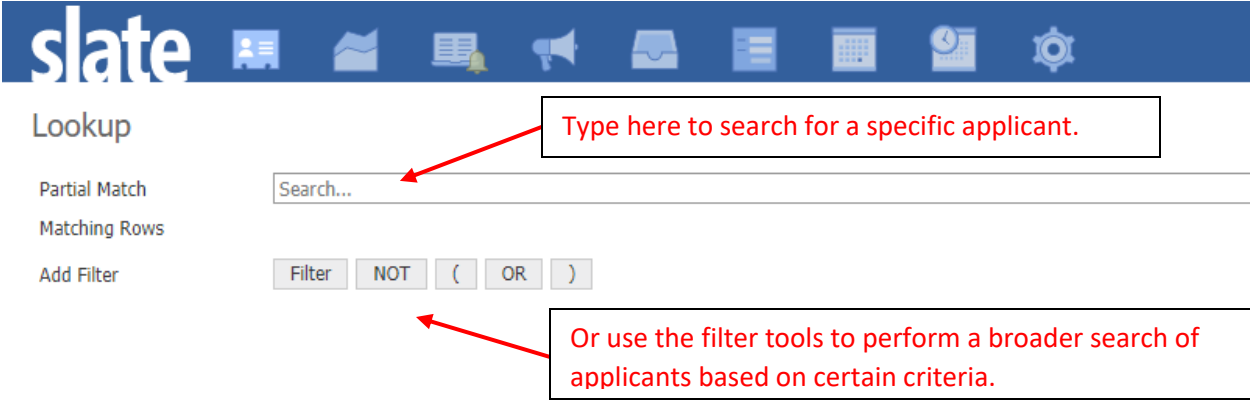
To look up an applicant record, you can either type a name, e-mail, or applicant ID number into the search bar at the top right of the screen:



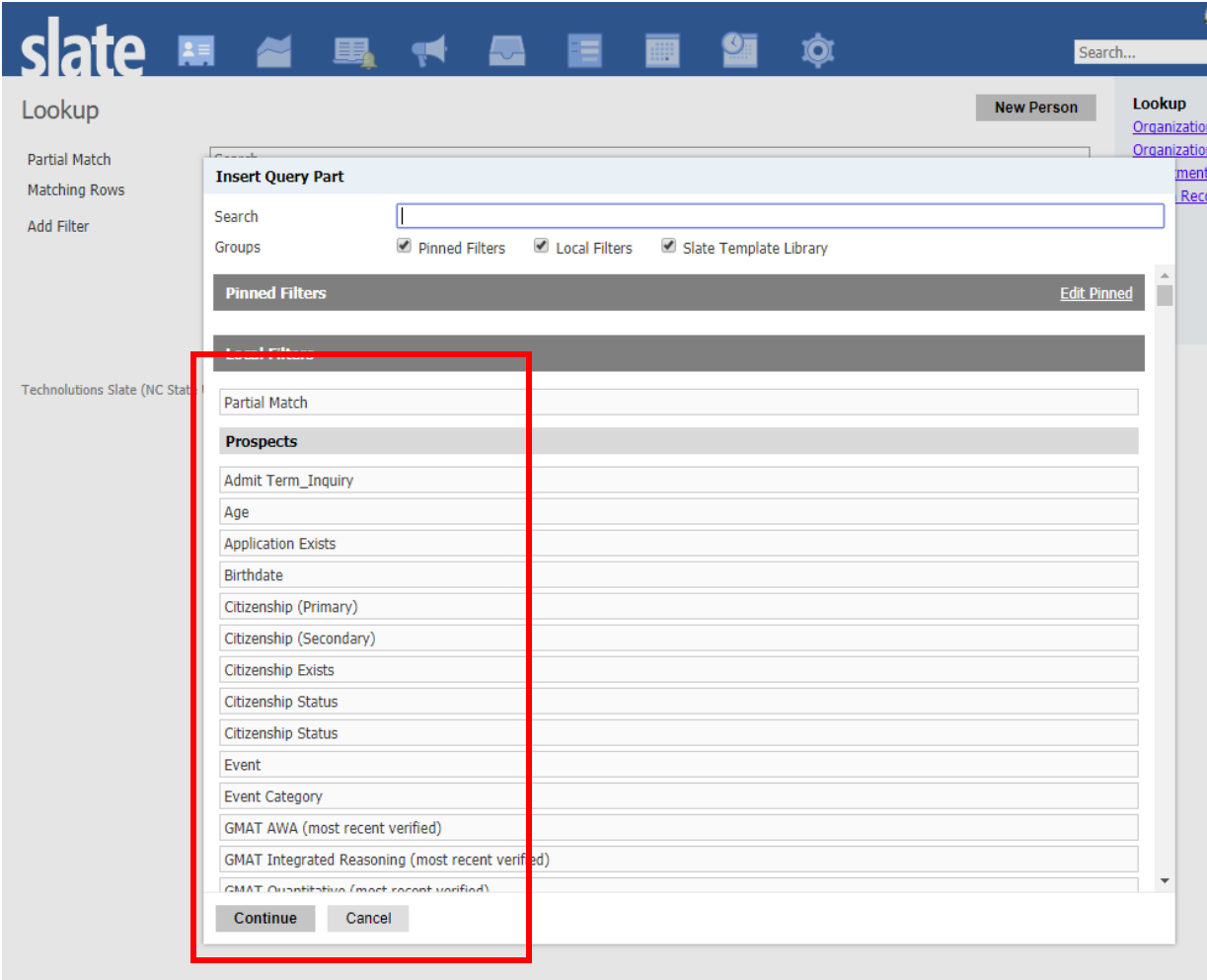
Or you can hover over the first icon (Records) and select "Search Database."



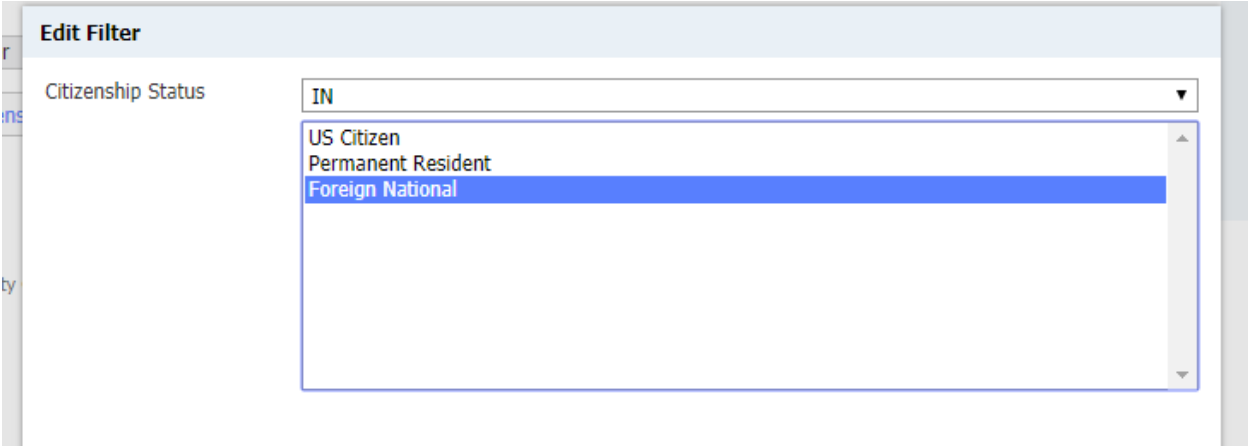
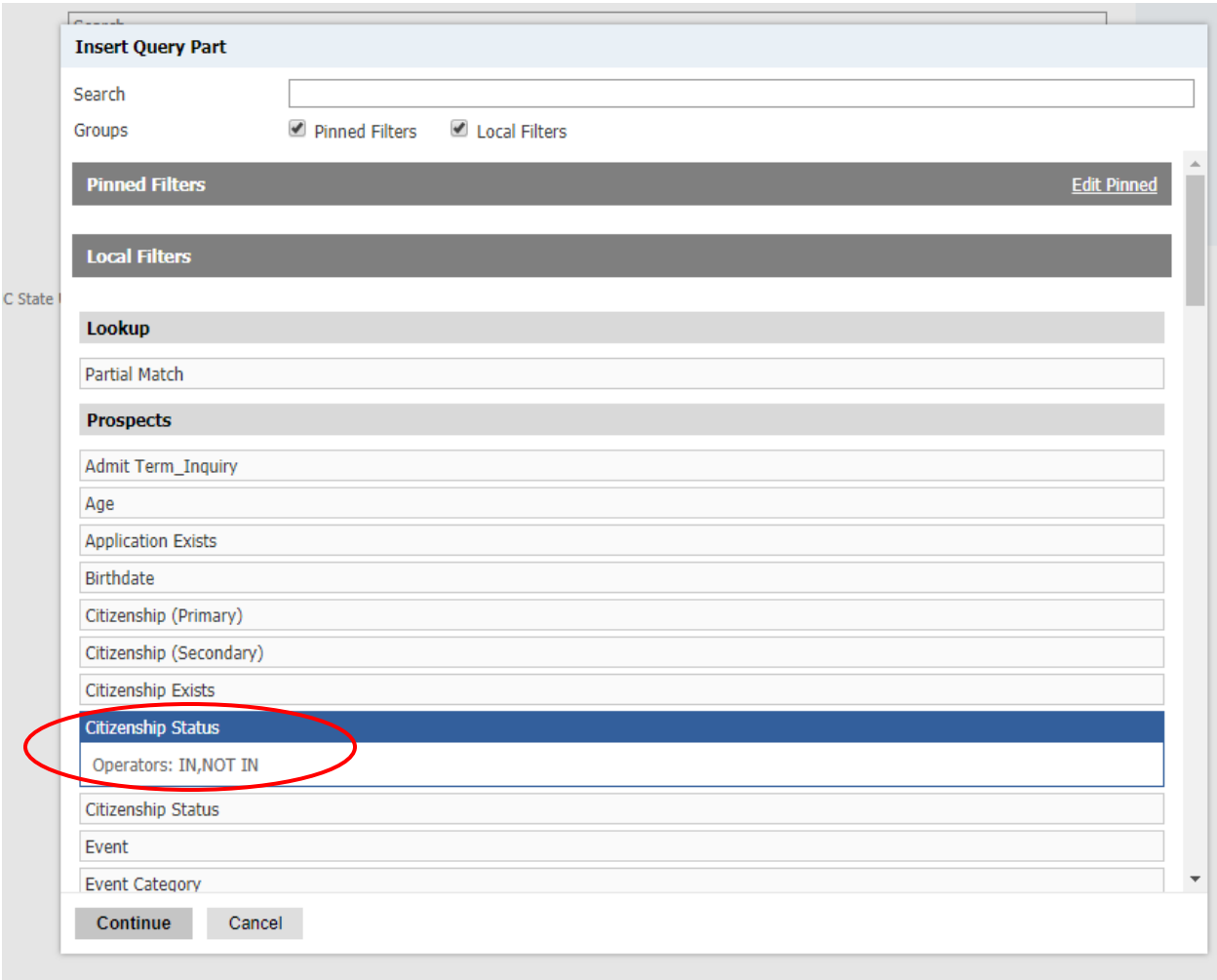
On the “Search Database” or “Lookup” page, you can type in an applicant’s name, email, or ID in the search bar, just as you can in the primary search bar. If you aren’t searching for a specific applicant, you can add a filter to produce search results based on specific criteria.



Select your desired categories (citizenship, program, admit term, etc.) to filter your search:



Some categories may need additional configuration in order to return the anticipated search results:



After entering the filter settings, you will only see applicants who match the selected criteria:

Partial Match

Matching Rows **4**

Add Filter

name	birthdate	application
Sleeth, P. Andrea (Andrew)	11/11/2011	Master's and Doctoral Programs, Awaiting Materials
Test, H1B	01/01/1982	Master's and Doctoral Programs, Awaiting Materials
Test, Kamon	01/01/2000	Master's and Doctoral Programs, Awaiting Decision
Woelker (TEST), Eric (TEST)	01/23/1982	Master's and Doctoral Programs, Decided

If you have any questions or need assistance, please contact The Graduate School.