

### Introduction

There are two ways to review an applicant's information: the long way, and the short way.

### Long Version of Reviewing Registration (Application) Materials

- + Click the Programs icon
- + List your department's view
- + Locate the desired registration record
- + Click the Registration Status for that record – not the student's name
- + Scroll to the bottom "Related Information" section
- + Click Requirements and scroll down
- + Click Action
- + Click View
- + The requirements details appears
- + Click Attachments
- + Click the name or click Action/View to open the document in .pdf

Continue this process to review other Related Information Sections.

### Short Version of Reviewing Registration (Application) Materials

This feature converts all registration data and files it into one .pdf for review.

- + Click the Programs icon
- + List your department's view
- + Locate the desired registration record
- + Click the Registration Status for that record – not the student's name
- + Click Print
- + Click Print Application Registration
- + Select the list items you wish to see. If you're not familiar, select them all until you get used to this.
- + Click Print to begin creating the .pdf. It does not "print" at your printer.

- + Everything the applicant submitted is collected into one .pdf file.

### Selecting more than one student

In the list view, click to put a check mark in the box to the left of the students names to select more than one. Then click Print. One large .pdf file will be created which includes all students.

### Reviewing Recommendations

After you review a student and want to make a recommendation to accept or reject their application:

- + Click Programs
- + Open your registration/department view
- + Locate the record for the prospective student
- + Click the registration status
- + Scroll to the Related Information section at the bottom
- + Click Recommendations
- + Each recommendation has a status: pending (it has not been submitted yet) or Received.
- + You can review the recommendation's details:
- + Click the Action icon
- + Select View

### Making a Recommended Decision

- + Locate the registration record you wish to make a recommendation
- + Click Registration Status

The top of the form contains the Faculty Decision Section

- + Click Edit for each field to enter your recommended decision
- + Click Save

You can make notes regarding your decision by clicking Edit in the notes field.

- + Type the date, your note, and your name.
- + Click Save



# *Intelliworks - Registrations*

## Quick Start Guide

### Notes

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