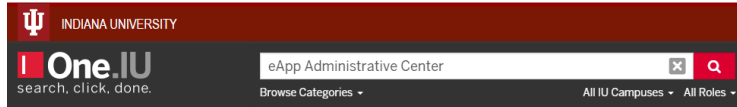


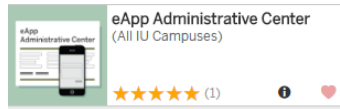
USING THE EAPP ADMINISTRATIVE CENTER

Search for in-progress and completed applications. Locate errors and check submission status.

1. Go to One.IU
 - a. Search for the “eApp Administrative Center” task.



- b. Click on the icon. **Add this task to your Favorites for future use.**



2. You will see the screen below when you open up the application.
 - a. Change the **App Status** to “All”.
 - b. Search for applicants by application number or name. Leave the “IU” in front of the application number.
 - i. Leave the other fields blank.
 - c. Click on the link for the application number once the application you are looking for appears.

IU eApp Administrative Summary

Filters / Selectors

Campus: Career: Appl Center: Prog Cd:
 App Status: Submit Dt From: To: Term:
(mm/dd/yyyy)
 Pay Status: Create Dt From: To:
(mm/dd/yyyy)
 Admit Type: Acad Obj: Email:
 Application Nbr: Name(Last): Name(First): Birth Dt:
(mm/dd/yyyy)

List

App Nbr	Applicant Name	Birth dt	E-mail Addr	Campus	Career	Appl Center	Prog Cd	Term	Admit Type	Acad Obj	CreateDt	SubmitDt	App Status	Pay Status
LINK	Miller,B [REDACTED]	[REDACTED]	[REDACTED]	IUPUI	GRAD	GRAD	GCND9	4175	VSG	Non-degree	03/29/2017	03/29/2017	Submitted	Credit Card
LINK	Miller,A [REDACTED]	[REDACTED]	[REDACTED]	IUPUI	GRAD	GRAD	SWK5	4178		Degree-seeking	03/19/2017	03/23/2017	Submitted	Credit Card

3. You can download the eApp, find payment information, and review submission information on the Detail page.

IUPUI INDIANA UNIVERSITY - PURDUE UNIVERSITY INDIANAPOLIS

Administrative Detail - eApp

Detail for Application IU001618221

App Nbr: [REDACTED]	App Group: ADM-GRAD	Name: [REDACTED]
Status: Submitted	Last Update: 80000901081	Last Update Dt: 12/25/2014 01:46:05
App ID: IUIINA-GRAD-INTL-DEGR-MASTER-V4	Payment Status: Credit Card	Pay Click Dt: 12/25/2014 01:46:05
Create ID: [REDACTED]	Submit Dt: 12/25/2014 01:47:12	Institution: IUIINA
App Fee: 65.00	E-Mail Addr: [REDACTED]	Cr Card Status:
Cr Card Resp: 445191	Cr Card Rslt Msg: 1	Cr Card Conf ID: [REDACTED]
Cr Card Refund Dt:		

Actions

View PDF Download All Docs **Combine All Docs** View eApp attachments

Read Only View Submit Application Add Recommendation Return

Check payment and application status

View the eApp

Monitor an applicant's progress

Do NOT use this option! Please contact the Graduate Office if the student is experiencing issues submitting their application.

4. Within the eApp, you can monitor an applicant's progress and figure out which sections still need to be completed by looking at **Read Only View**.

a) The "Submit & Pay Fee" tab shows incomplete areas of the application. If a student calls asking for information on why their application will not submit, this is a good place to begin troubleshooting.

Personal Information
 Additional Information
 Application Information
 Department Information
 Affirmation Statement
 Submit & Pay Fee

Submit & Pay Fee not visited complete error

An * marks a required field.
 You may save your responses by clicking the save button at the bottom of the screen. If you log out and intend to return to the application at a later time, please click save prior to logging out to ensure your work up to that point has saved.
 When a date is requested, please use Month, Day, Year (mm/dd/yyyy), to input the value. Additionally you may use 01 as the day if you are unsure of an exact date.

Check My Application

If your application contains any errors, they will be listed below. All errors must be corrected before your application can be submitted.

Page	Question	Error Message	Action
Application Information	From which college/university did you or will you receive your bachelors degree/bachelors equivalent degree?	Invalid college information: Anderson University [Anderson, IN, USA] 'Were you classified as an in-state resident?' is required. 	FIX
Department Information	Request a recommendation	A response to this question is required. This program requires at least 1 recommendation.	FIX

5. If the applicant reports that they have submitted their application and it is not in your Action List, it is likely that they have not successfully submitted a payment. Look for a confirmation number at the bottom of the eApp.

Application Fee
 Your fee for this application was: \$60.00
 Confirmation Number: 442 [REDACTED]

QUESTIONS?
 Contact us at gradoff@iupui.edu