



## Application Portal

*Three Rivers Systems, Inc*  
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### **Abstract**

This document is designed to provide you with information necessary to receive prospective student applications submitted directly from the Internet, saving data entry time and allowing more prospective students to apply to the institution. The Application Portal is designed to be user-friendly and easily customizable. Its integration with CAMS Enterprise allows real-time reporting on new applicants.

The Application Portal allows applicants to post questions and receive answers without the need for email allowing recruiters and counselors to quickly meet the needs of the applicants.

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# Application Portal

The Application Portal allows student applicants and prospects to submit their application online with or without the interaction of a recruiter or counselor. At a college fair, a kiosk could be set up that will allow all interested prospects to directly enter their information into the Application Portal automatically creating an account.

Web Browsers supported for the Application Portal are:

- Windows – Internet Explorer 7 & 8 and Firefox 2.x & 3.x
- Mac – Safari 3.01 (or greater) and Firefox 2.x & 3.x



**Note:** When viewing non-English languages, users browsing the portals must set their browser to UTF-8 encoding.

Applicants can enter:

- Personal data, including demographic and residency information
- Educational data, including high school and colleges attended
- Parents / Guardian data, or other contacts
- Ask questions and view the answers directly in the application portal

## Creating an Application Portal Account

Applicants must create an account before they can access the application portal.

Figure 1: Create Account



### Step-By-Step Create an Account

1. Click **Create an account here**. The Create an Account screen displays.

Figure 2: Create an Account

2. The applicant must complete all required fields. The Username field cannot be the same as an existing username. A pop-up will display if the Username has already been used to create an account.
3. CAPTCHA Validation has been added as an additional security feature. See the “Step-By-Step: Set Up Portal Web Services Virtual Directories on Windows Server 2003 IIS 6” in the **Managing CAMS Enterprise.pdf** for specific instructions regarding what changes need to be made for this to function properly when separate portal servers are in place.
4. Click **Create an Account**. The applicant will enter the application portal.  
An email will also be sent to the applicant with the URL to the applicant portal for future reference. The text of the email can be modified in the code of the cePortalProcess.asp page. The system also sends an email to the admissions office with the applicant information. This email is specified in the Application Portal global.asa file. This is located under the AdmissionEmailAddress setting. It is recommended that applicant information be sent to a group and not an individual.



**Note:** If an applicant already has created an account, they will only need to log in with their username and password. If the applicant forgets their password they can click the *Forgot Password* link and enter their username and email address to receive their login information. CAPTCHA Validation is used as an additional security feature. The emailed link expires after one hour or after it is first used.

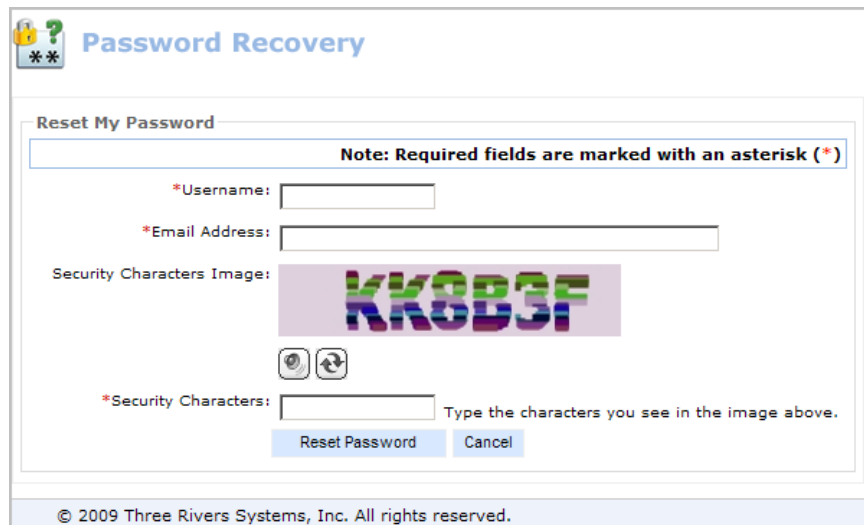


Figure 3: Forgot Username/Password



**WARNING:** To avoid denial of service attacks, if an applicant attempts to log in unsuccessfully, the next 4 successive login attempts will be delayed. After the 5<sup>th</sup> attempt, the IP address will be locked from further access. See the CAMS Manager document for instructions to enable/disable the IP lockout function. The following pop up will display after the 5<sup>th</sup> failed attempt:



Figure 4: Login attempt exceeded

Upon closing the pop up, the portal will display the following:

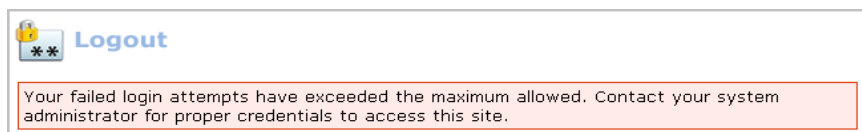


Figure 5: Logout display after unsuccessful attempts

If the user attempts to navigate away from the page and then returns, the following error will display until the associated IP address is unlocked:

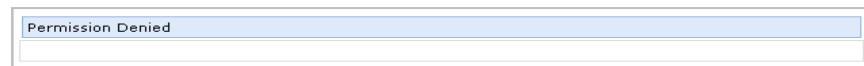


Figure 6: Return to Portal log in before IP unlocked

Please refer to CAMS Manager.pdf for instructions to unlock a user’s IP address.

## Begin the Application Process

The first screen will display the Applicant News page. This is similar to the student and faculty portal news pages, where the institution can post items of interest to applicants.

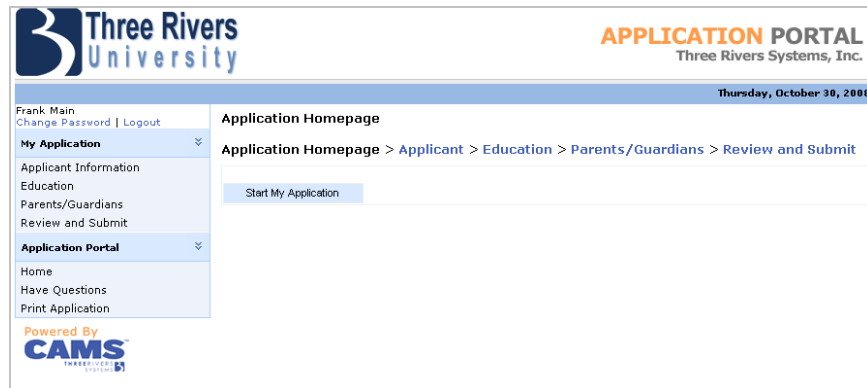


Figure 7: Application News

The menu will allow prospects to begin creating their application, change password, ask questions, and log out.

An applicant can complete their application over time allowing them time to gather information.

When the applicant returns to the Application Portal, they need only log in and continue completing their application.

To begin the application the applicant can begin with any of three sections:

- Applicant Information
- Education
- Parents/Guardians

Applicants can also post questions to the admissions office and view the answers directly from the portal.

## Applicant Information



### Step-By-Step: Enter Applicant Information

The applicant information page has several sections. Individual items in the sections can be designated as required by the institution.

1. Enter applicant information ensuring all required fields are completed.



**Note:** If an applicant marks U.S. Citizen as Yes, the Visa Type, Expires date and Alien Registration Number fields will not be displayed.



**Mark Casper**  
Last Login Date:  
12/2/2008 2:19:48 PM  
[Change Password](#) | [Logout](#)

**My Application** ▾

- Applicant Information
- Education
- Parents/Guardians
- Review and Submit

**Application Portal** ▾

- Home
- Have Questions
- Print Application

Powered By  
**CAMS**  
Three Rivers Systems, Inc.

**Applicant**

[My Home Page](#) > [Applicant](#) > [Education](#) > [Parents/Guardians](#) > [Review and Submit](#)

**Applicant Information**

**Note: Required fields are marked with an asterisk (\*)**

Application Status: Applicant  
Expected Entrance Term: SP-09

Previously Applied: No  if yes, which term?

Initial Program: Business Administration

\* First Name: Mark  
Middle Name:  
\* Last Name: Casper  
Preferred Name:  
Salutation:  
Suffix:

---

**Demographics**

\* Gender: Male  
\* Birth Date: 1/1/1979 (MM/DD/YYYY)  
Birth City:  
Birth State: [Birth State]  
\* Birth Country: USA  
Native Language: [Native Language]  
Ethnic Group: [Ethnic Group]  
Religion: [Religion]  
Social Security Number: (ex.123-45-6789)

Enter your United States Social Security Number (if one has been assigned). Providing a Social Security Number is voluntary, however, it will assist us in matching test scores and transcripts with your admission application and facilitate the administrative process if you are admitted. Financial support is required to provide a valid United States Social Security Number prior to receiving stipends. This information will be used only as a highly confidential, personal identifier for statutory reporting purposes. If you do not have a valid Social Security Number or do not wish to report it, please leave this field blank. Entering an invalid number will delay your application processing.

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**Residency Status**

You do not need to fill out the Visa Type, Expiration Date and the Alien Registration Number if you select U.S. Citizen

U.S. Citizen:  Yes  No  
U.S. Permanent Resident:  Yes  No  
Visa Type: [Visa Type] Expires: (MM/DD/YYYY)  
Alien Registration Number:  
Resident State: [Resident State]  
\* Country of Citizenship: USA

---

**Home Address**

\* Address Line 1: Hunter Street  
Home Address 2:  
Home Address 3:  
Home City:  
Home County:  
Home State: [Home State]  
Home Zip:  
Home Country: [Home Country]  
Home Phone:  
Home Email: stacy@threerivers-cams.com

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**Local Address**

Same as Home Address  
Local Address 1: Hunter Street  
Local Address 2:  
Local Address 3:  
Local City:  
Local County:  
Local Zip:  
Local State: [Local State]  
Local Country: [Local Country]  
Local Phone:  
Local Email: stacy@threerivers-cams.com

[Save and Next](#)

Figure 8: Applicant Information and Demographics

2. Click **Save and Next** to save the applicant information and move to the next section.

# Education



## Step-By-Step Enter Education Information

The education section allows applicants to enter the high school and/or colleges they attended and enter in unofficial ACT, SAT, and TOEFL test scores.

1. Enter applicant information ensuring all required fields are filled in.

**Education**

[My Home Page](#) > [Applicant](#) > [Education](#) > [Parents/Guardians](#) > [Review and Submit](#)

---

**Education Information**

High School Name:  (lookup)

Click on lookup to find your High School

Graduation Date:  (MM/YYYY)

GPA:  of

Rank:  of

---

**Transfer College Information**

[Add new transfer college information](#)

Actions	College Name
No transfer college information was found	

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**( ACT ) American College Test Scores**

Test Date:  (MM/DD/YYYY)

ACT Composite:

ACT Math:

ACT Science:

ACT Reading:

ACT English:

ACT Writing:

---

**( SAT ) Scholastic Aptitude Test Scores**

Test Date:  (MM/DD/YYYY)

SAT Composite:

SAT Math:

SAT Writing:

SAT Critical Reading:

---

**( TOEFL ) Test of English as a second language**

TOEFL Date:  (MM/DD/YYYY)

TOEFL Score:

[Previous](#) [Save and Next](#)

Figure 9: Education

2. To enter a high school, click the “lookup” link next to High School Name. The search screen will display.

**Three Rivers University**

**APPLICATION PORTAL**  
Three Rivers Systems, Inc.

---

**Jerry Farrar**  
[Change Password](#) | [Logout](#)

**My Application**

- Applicant Information
- Education
- Parents/Guardians
- Review and Submit

**Application Portal**

- Home
- Have Questions
- Print Application

Powered By

Wednesday, December 03, 2008

**High School Lookup**

High School Lookup

High School Name:

CEEB Code:

City:

State:  [All States]

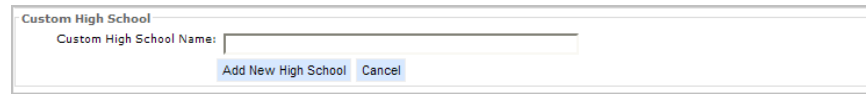
Zip:

Country:  [All Countries]

[Lookup High School](#) [Clear](#) [Cancel](#)

Figure 10: High School Lookup

3. Look up the high school using any of the combination of the criteria fields. If the high school cannot be found then click the **Can't find your High School in the search?** link and enter the high school name. See Figure 11 below.



Custom High School

Custom High School Name:

[Add New High School](#) [Cancel](#)

Figure 11: Custom High School Name

4. Click **Add New High School**. An email is sent to the designated address, usually an admissions person's or admissions group email. The new High School can be entered into CAMS Enterprise and then assigned to the new prospect.
5. The same steps can be used to enter in a transfer college. More than one college can be entered into the prospect's record.
6. Enter in test scores.
7. Click **Save and Next** to save the education information and move to the next section or **Previous** to save the education information and return to the previous section.

## Parents/Guardians



### Step-By-Step Enter Parent or Guardian Information

The Parent or Guardian section allows prospects to enter this information or other contact types such as Spouse, Emergency, etc.

**Parent/Guardian**

[My Home Page](#) > [Applicant](#) > [Education](#) > [Parent/Guardian](#) > [Review and Submit](#)

[+ New Parent/Guardian](#)

Name	Type	Address	Employer
No Parents or Guardians were found, please click on New Parent/Guardian to add one. You must have at least one parent/guardian record in order to submit your application.			

Parent/Guardian Information

**Note: Required fields are marked with an asterisk (\*)**

\*Contact Type:

\*First Name:

\*Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip Code:

Country:

Phone:

Fax:

Title:

Institution:

Figure 12: Contact Information

1. Select the **Contact Type** and then enter the contact information ensuring that all required fields are completed.
2. You **MUST** click the **Save** button immediately under the Institution field to save this contact information. Clicking **Cancel**, **Previous**, or **Next** before clicking Save will result in the loss of the contact information.
3. If there is more than one contact to be entered click Save, then select the **New Parent/Guardian** link and enter additional contact information.
4. When all contacts are entered click **Next** to move to the next section.

## Pay Application Fee Online

If your institution charges application fees and has instituted Pay Online via the Application Portal, click the **Pay Online** link. Select the payment method to be used, enter your information in the required fields, and click **Make Payment**.

The screenshot displays the 'APPLICATION PORTAL' interface for Three Rivers University. The user is logged in as Jerry Sampson. The main content area is titled 'Payment Method' and contains two sections: 'Payment Information' and 'Billing Address'. In the 'Payment Information' section, the user has selected 'Application Fee' as the payment method, with an amount of \$2.00. The 'Billing Address' section includes fields for Name on card, Address, City, State (set to AK), and Zip. A 'Make Payment' button is located at the bottom right of the form.

Figure 13: Online Payment Example

## Submit Application

The submit application section allows you to review all sections and fields at one time to ensure that you have completed the entire application. If necessary, you can click the **Edit** link for a particular section. Until all required fields are complete, the Submit Application button will not display.

To submit the application click **Submit Application**. If application fee online payment is required, a pop-up will display indicating that you must pay the application fee before submitting the application.

## Have Questions

If you have questions about the application process you can post questions to the admissions office directly from your application.



### Step-By-Step Ask an Admissions Question

1. Click **Ask New Question**.

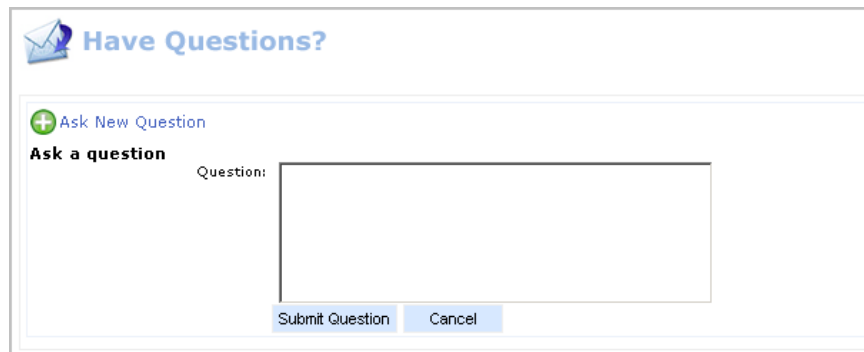


Figure 14: Ask New Question

2. Enter your question in the text box and click **Submit Question**. Click **Cancel** to exit without sending the question.

After submitting you will see the question listed.



Figure 15: Previously Asked Questions

3. Check your application to see if a response has been submitted for your question.



Figure 16: Question with Answer

## Print Application

The application can be printed at any time by clicking on the **Print Application** link on the menu.

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