THREE RIVERS SYSTEMS ®

CAMS® Enterprise

Application Portal

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Published: 18 September 2015

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 9 or greater and Firefox 5.x or greater
- Mac – Safari 4 (or greater) and Firefox 5.x or greater

Note: *When viewing non-English languages, users browsing the portals must set their browser to UTF-8 encoding. Internet Explorer's Compatibility View should be turned off.*

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

The Login page displays when accessing the Application Portal. If your browser is set to block pop-ups, you will be presented with a message indicating you need to allow pop-ups. This is necessary as the Application Portal utilizes pop-ups in its functionality. You will need to disable all pop-up blockers or allow pop-ups for this site.
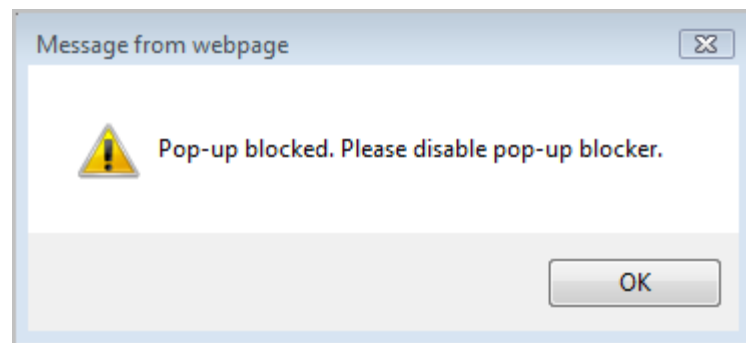

Figure 1: Pop-up blocked message

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

Figure 2: Create Account

Step-By-Step: Create an Account

1. Click **Create An Account**. The Create an Account screen displays.

Figure 3: 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. Complete the CAPTCHA Validation then click **Create an Account**.

*Note: 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. The new account is created immediately and 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.

Note: 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 Application.Value("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 4: 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 5th 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 each failed attempt:
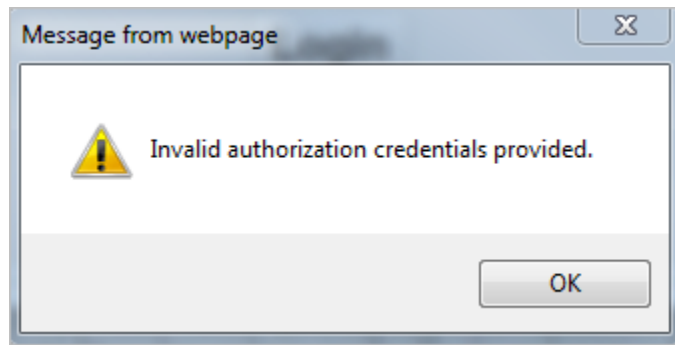
Figure 5: Incorrect Login attempt

Upon closing the pop-up the fifth time, the user will be taken to the goodbye.asp page.

Figure 6: Logout display after unsuccessful attempts

If the user attempts to navigate away from the page and then returns, they will be redirected to the goodbye.asp page until the associated IP address is unlocked:

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

Change Theme & Font Size

Portal theme colors and font size can be easily changed by simply clicking one of the colored squares or one of the letters "A" in the left side menu.
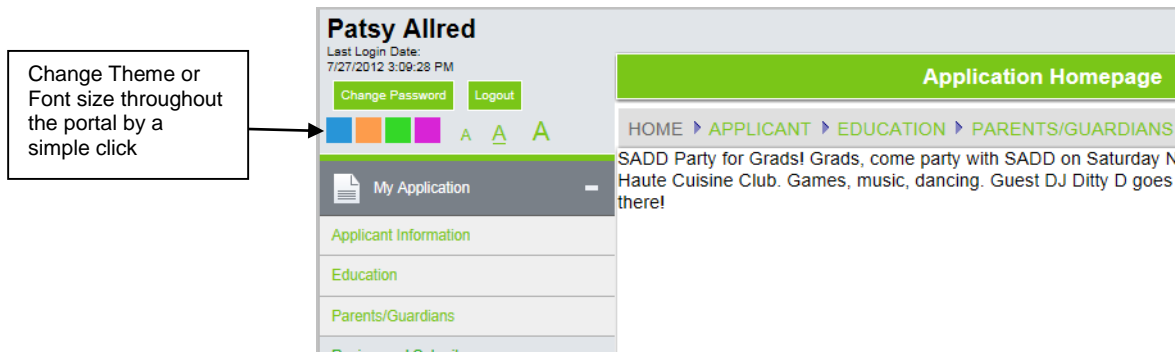
Change Theme or Font size throughout the portal by a simple click

Figure 7: Change Theme and Font Size

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.
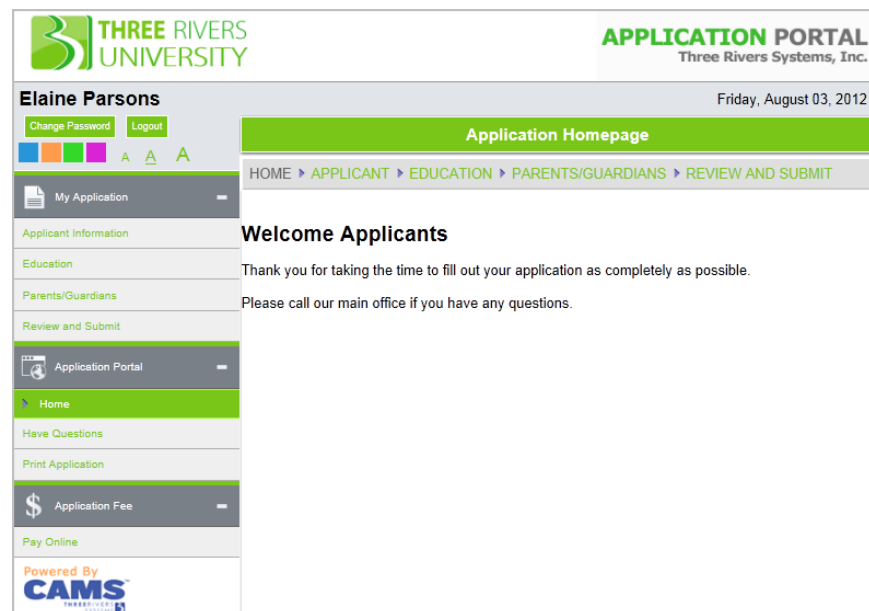

Figure 8: Application News

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.

Figure 9: 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 schools and/or colleges they attended and enter in unofficial ACT, SAT, and TOEFL test scores. Multiple high schools and/or colleges may be entered.

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

Figure 10: Education

2. To enter a high school, click **Add New High School Information**. The search screen will display.

Figure 11: High School Lookup

3. Look up the high school using any of the combination of the criteria fields. Enter a partial name in **High School Name** to then click **Lookup High** School to locate high schools with that combination of letters anywhere in the school name.

4. If the high school cannot be found click the **Can't find your High School in the search?** link and enter the **Custom High School Name**.

Figure 12: Custom High School Name

5. 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. More than one high school can be entered into the prospect's record.

6. The same steps can be used to enter in a transfer college. More than one college can be entered into the prospect's record.

7. Enter in test scores.

8. 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.

Figure 13: 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**.

Figure 14: 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.

Document Tracking

Applicants can view a list of documents that are required to be provided to the institution and the status of each document that have been added from the CAMS Enterprise Document Tracking module. Click the **IMG** link to view the document. Right-click the **IMG** link and choose **Save As** to save the document. Documents that a student would find helpful or are required reading can also be made available to them via Document Tracking, such as a student handbook or campus directory.

My Documents

☑ Include Completed Items?

List of Documents

Image	Department	Date	Document	Description	Document Status	Completion Date
	ADMISSIONS	7/7/2015	Application	Admissions Application	COMPLETE	7/7/2015
IMG	ADMISSIONS	7/7/2015	ADM-ACT SCORES	ACT Scores	INCOMPLETE	
	ADMISSIONS	7/7/2015	ADM-COL TRANSCRIPT	College Transcript	INCOMPLETE	

Notes:
- Some images may require a browser plug-in to be installed in order to view the image in your browser.
- To save a document to your hard drive, right click on IMG and select "Save Target As".

Figure 15: Document Tracking List

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 16: 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 17: Previously Asked Questions

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

Figure 18: 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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