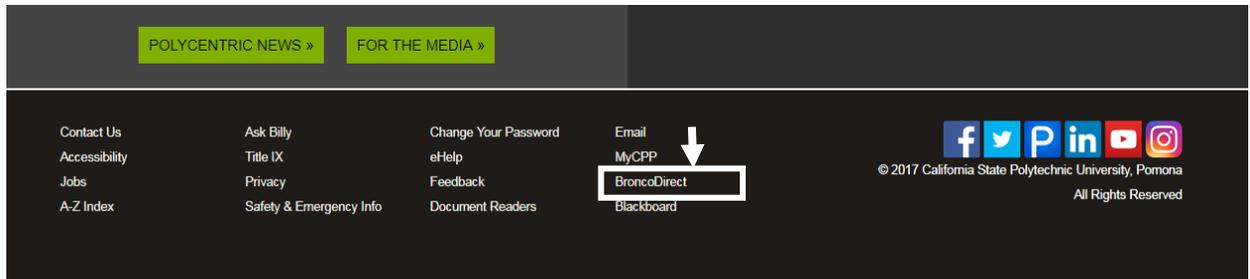


## PEOPLESOFT-Admissions Information

Most emails received through the EAP email account are inquiries about releasing scores to the university. Upon obtaining student EAP scores via ETS, you will then need to enter them to PeopleSoft so that student's EAP scores are reflected in the system.

### A. PeopleSoft Log In

1. Open a new browser or tab and go to our main website at [www.cpp.edu](http://www.cpp.edu).
2. Scroll all the way to the bottom of our home page and select **BroncoDirect**.



3. You will be redirected to a different page. Make sure to select the first hyperlink provided. It should state the following: [Click here for BroncoDirect/PeopleSoft](#).

## BroncoDirect/PeopleSoft

Home » BroncoDirect/PeopleSoft

The services provided previously through BroncoDirect are now available to you through PeopleSoft. Click on the BroncoDirect/PeopleSoft link below to access your self-service.

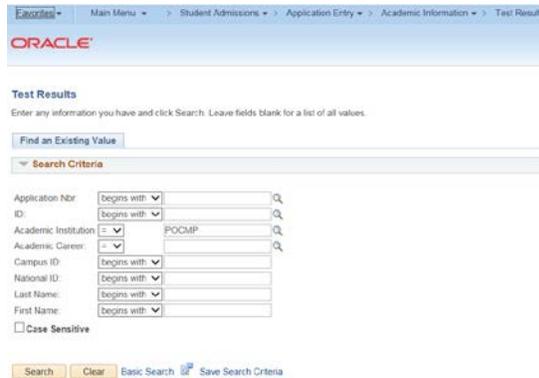
[Click here for BroncoDirect/PeopleSoft](#)

4. You will then be prompted to enter your credentials. Enter you credentials to see the home page of PeopleSoft.

\*Note: User ID will not be your Faculty ID number, it will be the same credentials used to log into the computer. Typically it would be the first letter of your **first name**, **full last name**, and your **password**.

## Uploading EAP Scores to PeopleSoft- Business Process Guideline

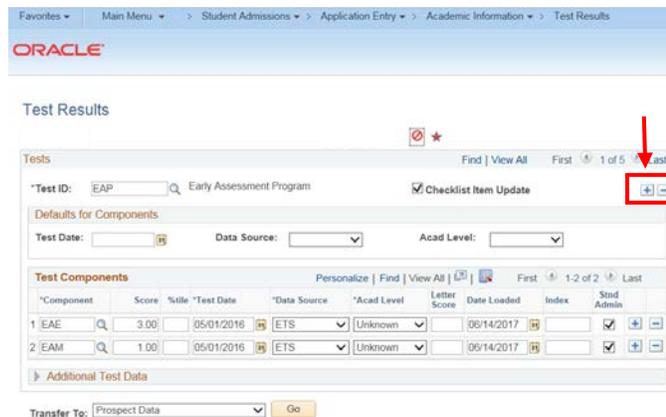
5. To enter an EAP score, you will need to have access to the “**Test Results**” page. This page will allow you to edit student’s test file. In this case, we would use it to enter the EAP scores we have gathered.



The screenshot shows the Oracle Test Results search criteria page. It includes a navigation breadcrumb: Favorites > Main Menu > Student Admissions > Application Entry > Academic Information > Test Results. Below the Oracle logo, the page title is "Test Results" with a subtitle: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button and a "Search Criteria" section with various search fields: Application Nbr, ID, Academic Institution (set to POCMP), Academic Career, Campus ID, National ID, Last Name, and First Name. Each field has a "begins with" dropdown and a search icon. A "Case Sensitive" checkbox is also present. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

\*Note: If you do not have access to the page, please contact your Supervisor/Director for further assistance.

6. Type in a student’s Bronco ID number under the box that states “**ID**”.
7. Upon selecting the student’s file, you will see an add section that is in a box with a plus sign like the following: 



The screenshot shows the Oracle Test Results page with a table of test components. A red arrow points to a plus sign icon in the top right corner of the table. The table has columns: Component, Score, Title, Test Date, Data Source, Acad Level, Letter Score, Date Loaded, Index, and Send Admin. The data rows are:

Component	Score	Title	Test Date	Data Source	Acad Level	Letter Score	Date Loaded	Index	Send Admin
1 EAE	3.00		05/01/2016	ETS	Unknown		09/14/2017	IS	<input checked="" type="checkbox"/>
2 EAM	1.00		05/01/2016	ETS	Unknown		06/14/2017	IS	<input checked="" type="checkbox"/>

Below the table, there is a "Transfer To:" dropdown menu set to "Prospect Data" and a "Go" button.

\*Note: This image has the EAP score entered. This is what your final result should look like.

## Uploading EAP Scores to PeopleSoft- Business Process Guideline

- Once you click on the plus icon, you will be prompted to enter the information.

- Select the **Magnifying Glass Icon** and select Early Assessment Program (EAP).
- Under the section **Defaults for Components**
  - Test Date:** Select the Calendar Icon and it will always be defaulted to May 1<sup>st</sup>, of the previous year.
  - Data Source:** Select the scroll down menu and choose ETS. This is the site we obtain EAP scores from.
  - Academic Level:** Select the scroll down menu and click on 11<sup>th</sup> grade.
- Under **Test Components**
  - Select the **Magnifying Glass Icon** and choose either EAE for Early Assessment English and/or EAM for Early Assessment Math depending on the score that needs to be entered.
  - Enter the score: 1, 2, 3, or 4
  - If there is another score you need to upload, select the + sign to add another row and continue with the same process. See image below

- To finalize the uploading process, click on **Save** and wait for the buffering icon to finish.
- Once the buffering icon has stop loading, you have completed the uploading process.