JOB AID
Admissions: Create and Maintain External Organizations
07/07/2021
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This job aid includes the following five sections for creating or maintaining external organizations: 1) Search for Organization, 2) Add/Update Organizational Information; 3) Organizational Affiliation; 4) Organization School Data; and 5) External System ID.

Search for Organization

**Navigation:** Campus Community > Organizations > Create/Maintain Organizations > Organization Table

1. **Search** for the Organization by External Org ID, Name, etc.
   - If you are searching for a school, you can enter the school name, the city or state, or change the search criteria in any field from *begins with* to *contains*, *not =*, etc.
2. **Select** the Organization from the Search Results list at the bottom of the page.

   ![Search for Organization](image)

   **Note:** If you are adding a new school to the system, use the Add a New Value tab to begin entering new organizational information.

Add/Update Organizational Information

1. In the **Organization Details** section complete the following:
   a. **Effective Date:** Defaults to today’s date
   b. **Description:** School name (limited field)
   c. **Long Description:** School name (longer field)
d. **Short Description**: You can either enter this or keep the Campus Solutions abbreviation

e. **Organization Type**: Select from the look up.

**Note**: The **Organization Type** is important because different types of external organizations may be entered into Campus Solutions by other MSU departments (i.e., Business, Non-Profit, etc.).

f. **Proprietorship**: Select from the drop-down (Private, Public, etc.). If unknown choose *Other* - do not guess.

2. In the **Active Locations** section, complete the following:

a. **Primary Location**: If the school has multiple locations, indicate which one is the primary.

b. **Locations**: Click the button to add an address, or to change the existing address if there is no address showing, or to change the existing address.

   i. To add a new address, click the **Add** button and enter details.

   ii. To edit the existing address, click **Location Details** to open the Location History page.
iii. Click the **Edit Address** hyperlink.

![Image of Edit Address page]

**Note**: To edit an existing address, you need to end the current address before entering the new information using the Effective Date, Description, Country, etc.

iv. Enter the new information on the **Edit Address** page.

v. Click **OK**. You will return to the Organization Details page.

**Organization Affiliation**

**Navigation**: Campus Community > Organizations > Create/Maintain Organizations > Organization Affiliation

For new organizations, complete the following:

1. **GPA Type**: 4PT (4PT Scale)
2. **Grading Scheme**: MSU
3. **Grading Basis**: TRN (Transfer Grading Basis)
4. **Level of Detail**: Detail
5. **Details to Print**: Internal Equivalent Course
   
   Note: Even if creating a high school where no courses will be transferred, always complete the Details to Print.
6. Click **Save**.

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### Organization School Data

**Navigation**: Campus Community > Organizations > Create/Maintain Organizations > Organization School Data

1. **Offers Courses Checkbox**: Check the box. If this is not checked, this school will not appear as a possible school to choose for an applicant.
2. **School Characteristics**:
   a. **Accredited Checkbox**: Check the box if you know the school is accredited
   b. **Transcript Translation**: Check the box if you know the transcript translation
   c. **School Type**: Select from the drop-down (2-year, 4-year, High School, etc.)
3. School Codes: **ATP** (If this is a data load from College Board, the ATP Code would be reflected here)
4. System Default Values: Auto-populates
5. Click **Save**

**External System ID**

Once the School Data is entered, we will go to the External System ID. This is where we are tying our SIS data with the Campus Solutions data.

**Navigation:** Campus Community > Organizations > Create/Maintain Organizations > External System ID

1. Enter the **External System** details:
   a. **Admission Entity:** Admission Entity ID (ENID)
   b. **Effective Date:** Defaults to the current date
   c. **External System ID:** Enter/verify the SIS legacy ID number
2. Click **Save**