



# JOB AID

## Admissions: Create and Maintain External Organizations

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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.

Organization Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

External Org ID: begins with 180049891

Search Name: begins with

Organization Type: contains

ATP Code: =

FICE Code: not =

City: in

State: >=

Country: >=

Include History in history  Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

External Org ID	Description	Search Name	Organization Type	ATP Code	FICE Code	City	State	Country
180049891	Manarat Al Riyadh Internl Sch	MANARATALRIYADHINTRNTLSCHL	SCHL	(blank)	(blank)	Riyadh	(blank)	SAU

Find an Existing Value | Add a New Value

**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.).

The screenshot shows the 'Organization Table' form for External Org ID 100045091. The 'Organization Details' section is highlighted with a red box. It includes fields for:
 

- \*Effective Date: 04/13/2020
- \*Status: Active
- \*Description: Manarat Al Riyadh Interm Schl
- Long Description: Manarat Al Riyadh Interm Schl
- Short Description: Manarat Al
- \*Organization Type: SCHL (School)
- \*Proprietorship: Private

 Below this section is the 'Active Locations' table with one entry:
 

Location	Description	Address	Effective Date	Primary
1	Manarat Al Riyadh Interm Schl	Exit 8 Al Izdhar Area North Ring Road Po Box 3835 Riyadh 11481	01/01/1901	<input checked="" type="checkbox"/>

 A red box highlights the 'Primary Location' field with the value '1'. Other sections include 'Active Contacts', 'Active Departments', and 'Vendor Information'.

- 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

The screenshot shows the 'Location Summary' form for Org ID 100045091. It displays a table with one location entry:
 

Location	Description	Address	Effective Date	Status
1	Manarat Al Riyadh Interm Schl	Exit 8 Al Izdhar Area North Ring Road Po Box 3835 Riyadh 11481	01/01/1901	Active

 A red box highlights the 'Add' button at the bottom right of the table. The 'Location Details' button is also visible above the 'Add' button.



iii. Click the **Edit Address** hyperlink.

The screenshot shows the 'Organization Table' interface. The 'Location History' section is active, displaying details for 'Location 1'. The 'Address' field is highlighted with a red box, and the 'Edit Address' link is visible next to it. Other fields include 'Effective Date' (01/01/1901), 'Status' (Active), 'Description' (Manarat Al Riyadh Intnl Sch), 'Short Desc' (Manarat Al), and 'Country' (SAU - Saudi Arabia). There are also sections for 'Electronic Addresses' and 'Location Phones'.

**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.

The screenshot shows the 'Edit Address' form. It includes fields for 'Country' (Saudi Arabia), 'Address 1' (Exit 8 Al Izdhar Area), 'Address 2' (North Ring Road Po Box 3835), 'Address 3', 'Address 4', 'City' (Riyadh), 'State', 'Postal' (11481), and 'County'. There is a 'Change Country' link next to the country field. The form has 'OK' and 'Cancel' buttons at the bottom.

- 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**.

**Organization Affiliation**

Org ID 180049891 Manarat Al Riyadh Intnrl Schl

**Affiliation Details**

**Affiliation with Institution**

\*Academic Institution Michigan State University

\*GPA Type 4PT 4PT Scale

\*Grading Scheme MSU Michigan State University

\*Grading Basis TRN Transfer Grading Basis

Transfer Credit Transcript Print

\*Level of Detail Detail  Include Transfer Credit in GPA

Details to Print Internal Equivalent Course

**Organization Groups**

*Group Type	*Group Code	
High School Cluster	Priv Serv Affluent Rac Div	+ -
Income Factor	6	+ -
% Need Financial Aid	6 %	+ -
% High School Yield (3 year)	0 %	+ -
Landscape Factor	19	+ -
% Non-white	69 %	+ -
% Out-of-state Apps	65 %	+ -

Save Return to Search Notify

## 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**