



# 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

- Step 1. **Search** for the Organization by External Org ID, Name, etc.
  - a. 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.
- Step 2. **Select** the Organization from the Search Results list at the bottom of the page. **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

- Step 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.
- Step 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.



**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:

- Step 1. **GPA Type:** 4PT (4PT Scale)
- Step 2. **Grading Scheme:** MSU
- Step 3. **Grading Basis:** TRN (Transfer Grading Basis)
- Step 4. **Level of Detail:** Detail
- Step 5. **Details to Print:** Internal Equivalent Course

Note: Always complete the Details to Print section, even if creating a high school where no courses will be transferred.

- Step 6. Click **Save**.

## Organization School Data

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

- Step 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.
- Step 2. **School Characteristics:**
- Step 3. **Accredited Checkbox:** Check the box if you know the school is accredited
- Step 4. **Transcript Translation:** Check the box if you know the transcript translation
- Step 5. **School Type:** Select from the drop-down (2-year, 4-year, High School, etc.)
- Step 6. **School Codes:** ATP (If this is a data load from College Board, the ATP Code would be reflected here)
- Step 7. **System Default Values:** Auto-populates
- Step 8. Click **Save**

## External System ID



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

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

Step 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

Step 2. Click **Save**