JOB AID

Admissions: Find and Review Test Scores

07/07/2021
1. **Search** for student by EMPLID, Last Name, First Name, etc.
2. **Select** the student from the Search Results list at the bottom of the page.

The **Maintain Application** page will appear displaying the student’s **Biographical Details**. Additional tabs across the top of the page allow you to easily navigate to other components of the student’s application.

3. Click the **Application Program Data** tab.
4. Click the **Transfer To** drop-down at the bottom of the page.

5. Select **Test Results** (you may need to scroll to the bottom of the list).

6. Click **Go**.

7. On the **Test Results** page, review the following:
   a. Test ID (ACT, Converted ACT, SAT, etc.)
   b. Test Components (Component, Score, Test Date, etc.)
Note: If the individual has multiple tests, use the navigation arrows in the upper right corner of the Tests section to advance to the next test, or click View All to display all of the tests for the individual.

If all of the Test Components are not displayed, use the navigation arrows in the upper right corner of the Test Components section to advance to the next component, or click View All.