



JOB AID

Admissions: Find and View Recruiting Category

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Admission Processors generally will not have to assign Recruiting Categories but will need to know where to view them.

Navigation: Student Admissions > Application Maintenance > Maintain Applications

- Step 1. **Search** for student by Last Name, First Name, etc.
- Step 2. **Select** the student from the Search Results list at the bottom of the page.
- Step 3. On the Maintain Applications page, click the **Application School/Recruiting** tab.
- Step 4. In the **Recruiting Categories** section, you can see all categories assigned to the student, based on the interests the student included in their initial application.

If there is more than one recruiting category, use the navigational arrows to scroll through the pages or click **View All**.