#### **FAU**

# **Graduate College**

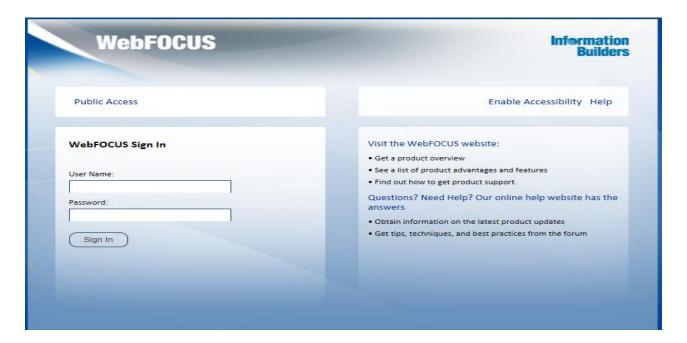
## Instructions on How to Access Graduate Applicant Reports through Leap Ahead

Applicant report templates are available through Leap Ahead. In order to gain access to Leap Ahead, FAU employees need to submit a ticket to OIT utilizing the OIT ticketing system available at: http://fau.teamdynamix.com/TDClient/Requests/ServiceCatalog?CategoryID=1391

In addition to gaining access, employees may also attend training sessions offered by OIT. For information on training sessions please contact Patricia Espada at 297-2007 or <a href="mailto:pespada@fau.edu">pespada@fau.edu</a>.

## **Accessing Leap Ahead:**

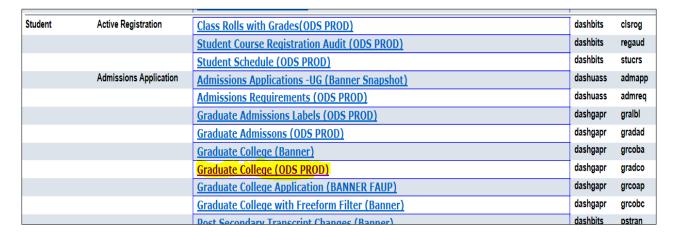
- 1. Go to <a href="http://www.fau.edu/banner/">http://www.fau.edu/banner/</a>
- 2. Select <Leap Ahead> from the selection menu
- 3. A WebFcus sign in will prompt. Enter your username and password, click <sign in>



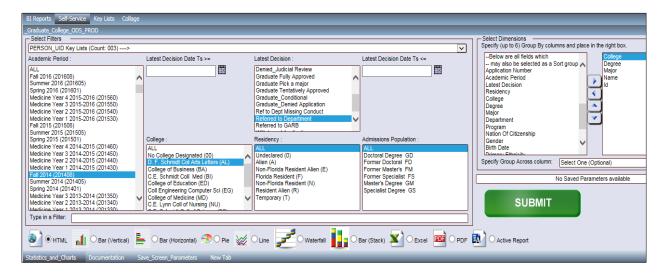
4. Signing in will take you to a page containing all Leap Ahead Templates <a href="https://ibiweb4.fau.edu/ibi\_apps/bip/portal/AAccessLeapAhead">https://ibiweb4.fau.edu/ibi\_apps/bip/portal/AAccessLeapAhead</a>

#### **Report Selection:**

- 1. Scroll down to locate the Admissions Application section
- 2. Once on that section, select Graduate College (ODS PROD)



Once you select the Graduate College (ODS PROD), the following will appear:



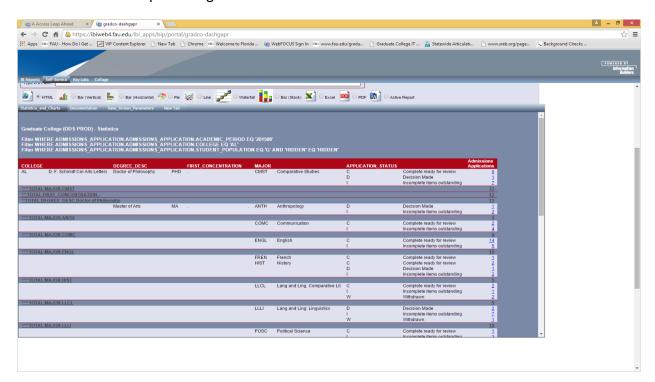
#### **Select Report Data:**

- 1. Enter your selections under this section:
  - a. Academic Period: Applicant's entry term
  - b. <u>Latest Decision</u>: (can be specify FROM and TO date/ or by decision code)
    If you select Referred to Department, those are the applications that are ready for you to act on (that is, to review by the acceptance committee)
  - c. College: D.F. Schmidt Col Arts & Letters
  - d. Residency: Applicant's residency status
  - e. Admissions Population: Program level selected on the application
  - f. On the right hand side, under <u>Select Dimensions</u>, specify Group and place in the right box:

- o College
- o Degree
- Major
- o Name
- o ID
- o Academic Period , or any other combination of groups
- g. Select the report's format including but not limited to excel, PDF or HTML

## **Generate and Save the Report:**

- 1. Generate report by clicking the "Submit" button in green and to the right of the screen
- 2. The entire report will generate:



- Click on the number in blue to the right of the report in order to access the applicant's information
- 4. Once the list of applicant's is available save it as an excel document for sorting and future access