

# 9.2 OAAP Reviewing In-Progress Applications

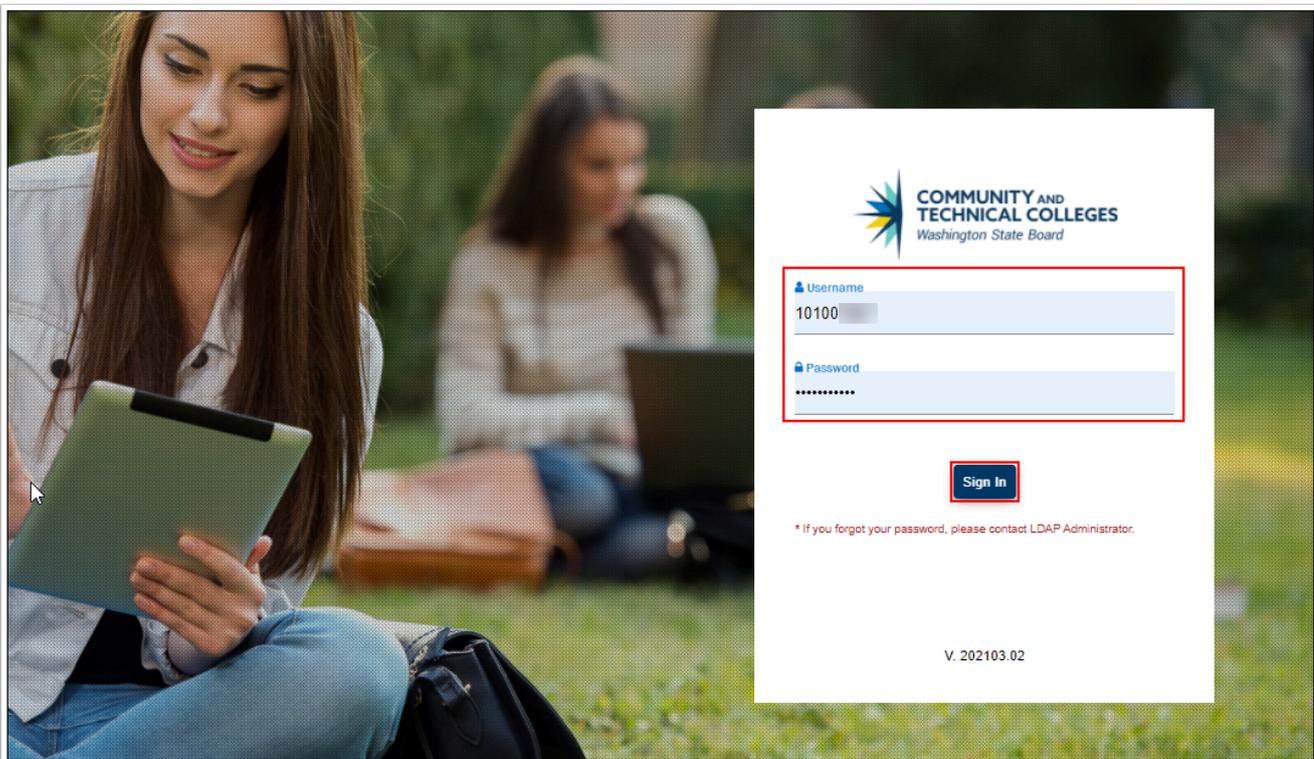
**Purpose:** Use this document as a reference for viewing in-progress applications using the OAAP Dashboard in ctLink.

**Audience:** Admissions Staff.

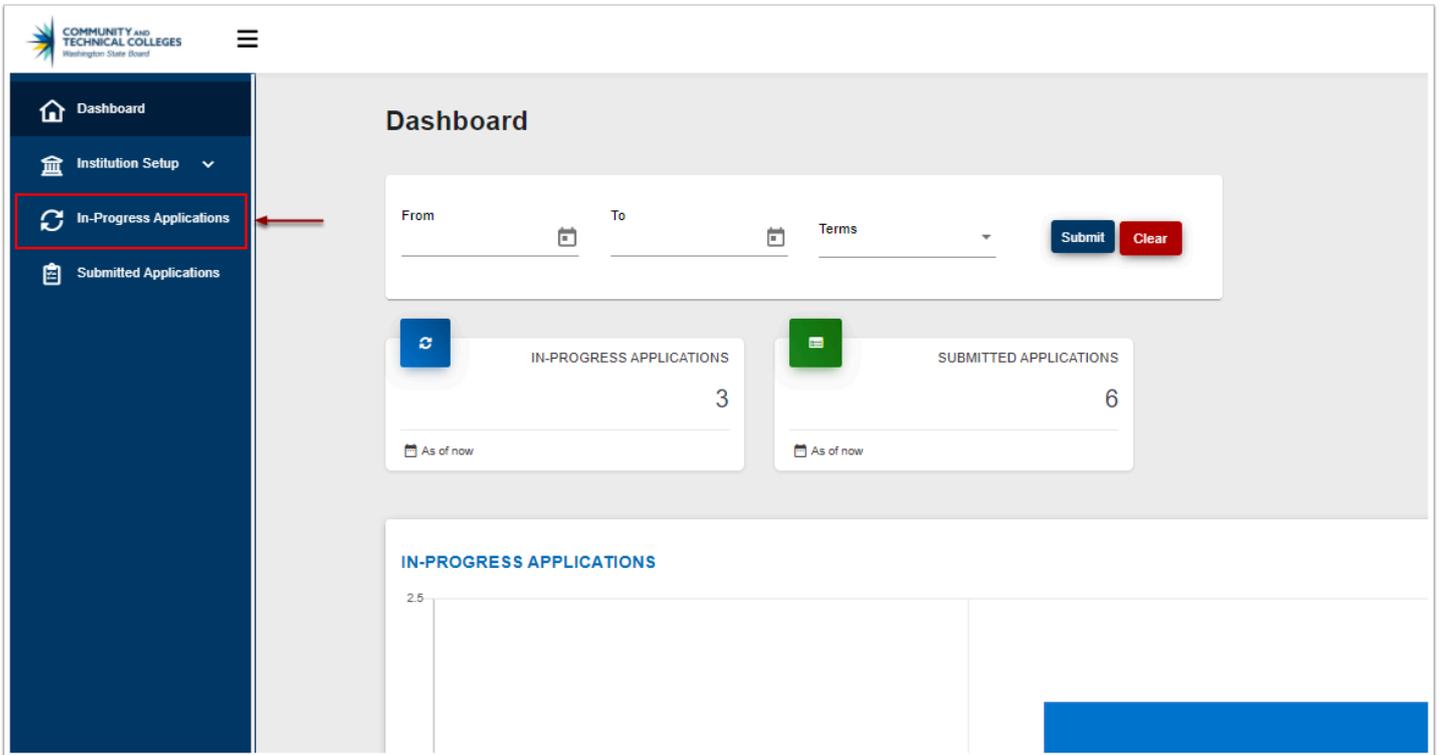
**i** *The In-Progress Dashboard displays the count of the In-Progress Applications. In addition to providing counts, staff can view a student's in-progress application. Viewing a student's in-progress application will allow staff to assist further students who are having difficulties submitting their application.*

## In-Progress Applications

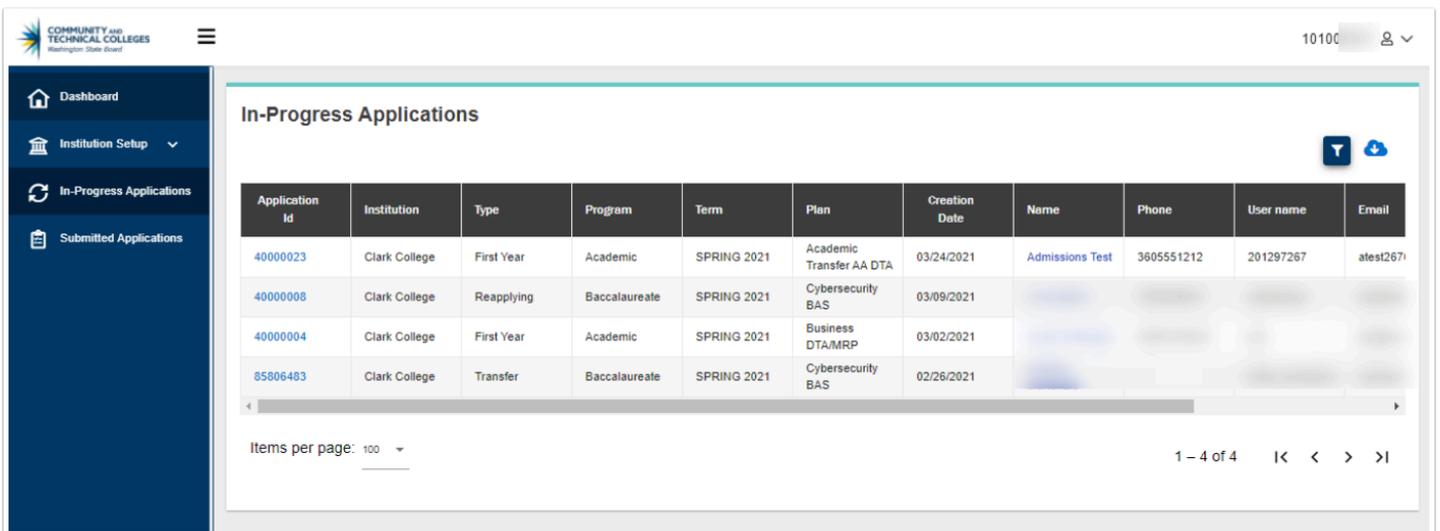
1. The Admin user will be able to login using their ctLink **Username** and **Password**.
2. Select the **Sign In** button. The **OAAP Dashboard** displays for the Admin.



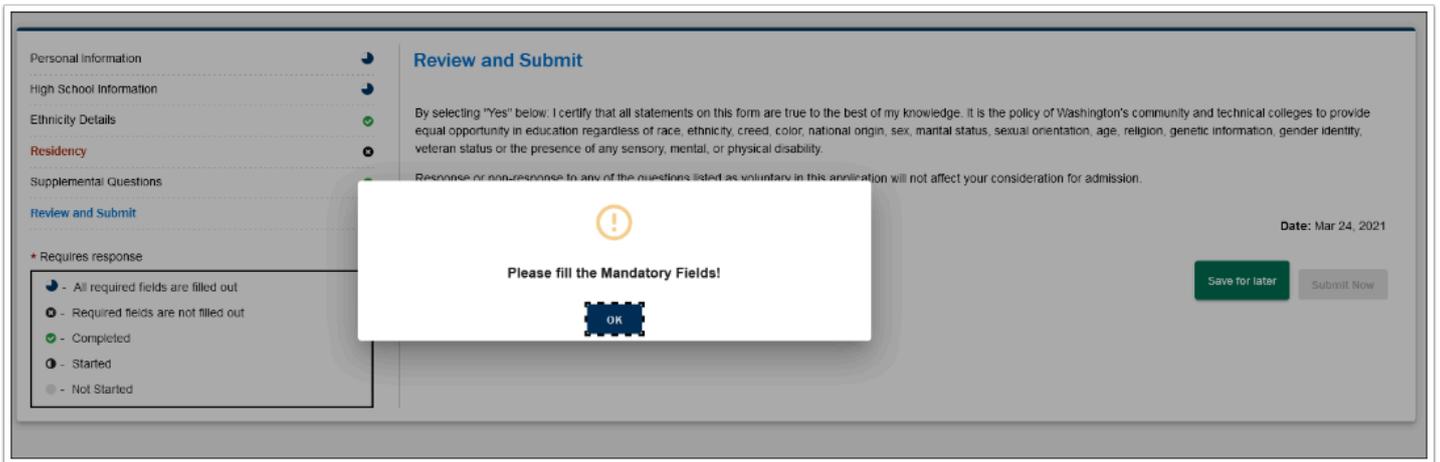
3. Select **In-Progress Applications** from the left-side vertical navigation.



4. The **In-Progress Applications** page displays.



**i** There will be instances when a student will receive the **"Please fill the Mandatory Fields!"** message when submitting their admissions application. If the student cannot locate the mandatory field(s), they can save the application and contact your admissions office. The next few steps will illustrate how staff can view the **In-Progress** application and assist the student with identifying mandatory fields.



5. On the **In-Progress Applications** page, to view a student's In-Progress application, search for their name in the **Name** column.
6. Once you've located the student, select the **Application ID** number hyperlink in the Application ID column (*the first column on the page*).

**In-Progress Applications**

Application Id	Institution	Type	Program	Term	Plan	Creation Date	Name	Phone	User name	Email
<a href="#">40000023</a>	Clark College	First Year	Academic	SPRING 2021	Academic Transfer AA DTA	03/24/2021	Admissions Test	3605551212	201297267	atest267
<a href="#">40000008</a>	Clark College	Reapplying	Baccalaureate	SPRING 2021	Cybersecurity BAS	03/09/2021				
<a href="#">40000004</a>	Clark College	First Year	Academic	SPRING 2021	Business DTA/MRP	03/02/2021				
<a href="#">85806483</a>	Clark College	Transfer	Baccalaureate	SPRING 2021	Cybersecurity BAS	02/26/2021				

Items per page: 100

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7. The student's In-Progress application displays.

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Dashboard  
Institution Setup  
In-Progress Applications  
Submitted Applications

< Clark College (Application ID: 40000023) Creation Date: 03/24/2021

**Admissions Information**

Admit Type :	First Year	Academic Program :	Academic	Admit Term :	SPRING 2021
Academic Plan :	Academic Transfer AA DTA	Academic Sub-Plan :	None		

**Personal Information Details**

Personal Details

Name Prefix :	First Name :	Admissions	Preferred First Name :	
Middle Name :	Last Name :	Test	Preferred Last Name :	
Name Suffix :	National ID Type:	PR	National ID :	123456789
Date Of Birth :	01/01/1988	Sex :	F	

Phone

Phone Type :	HOME	Country Code :	Telephone :	3605551212
Phone Extension :		Preferred Phone :		

Email Address

8. Review In-Progress application to assist student--e.g., *student missing residency information*.

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**Residency**

Do you understand your response to residency questions will not affect your consideration for admissions?

Are you a U. S. Citizen?

Have you lived in the State of Washington for the past 12 consecutive months?

Do you have a driver's license or state ID?

Do you have a registered vehicle?

Are you under the age of 24 years old?

Are you getting financial assistance from another state?

Are you an active duty member of the U.S. Armed Forces or Washington National Guard?

Are you the spouse or dependent of an active duty military person stationed in Washington or a spouse or dependent of an active duty member of the Washington National Guard?

Have you separated from active duty in the last 12 months?

**The student did not answer the Residency questions.**

**Supplemental Questions**

Have you been in Washington state, federal, or tribal foster care for at least one day since your 13th birthday? Former Foster Youth may qualify for educational benefits and support services.

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9. Select the arrow at the top of the page to access the **In-Progress Applications** page.

**Clark College (Application ID: 40000023)** Creation Date: 03/24/2021

**Admissions Information**

Admit Type :	First Year	Academic Program :	Academic	Admit Term :	SPRING 2021
Academic Plan :	Academic Transfer AA DTA	Academic Sub-Plan :	None		

**Personal Information Details**

Personal Details

Name Prefix :	First Name :	Admissions	Preferred First Name :	
Middle Name :	Last Name :	Test	Preferred Last Name :	
Name Suffix :	National ID Type:	PR	National ID :	123456789
Date Of Birth :	01/01/1988	Sex :	F	

Phone

Phone Type :	HOME	Country Code :	Telephone :	3605551212
Phone Extension :		Preferred Phone :		

Email Address

10. The **In-Progress Applications** page displays.

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**In-Progress Applications**

Application Id	Institution	Type	Program	Term	Plan	Creation Date	Name	Phone	User name
40000023	Clark College	First Year	Academic	SPRING 2021	Academic Transfer AA DTA	03/24/2021	Admissions Test	3605551212	201297267
40000008	Clark College	Reapplying	Baccalaureate	SPRING 2021	Cybersecurity BAS	03/09/2021			
40000004	Clark College	First Year	Academic	SPRING 2021	Business DTA/MRP	03/02/2021			
85806483	Clark College	Transfer	Baccalaureate	SPRING 2021	Cybersecurity BAS	02/26/2021			

Items per page: 100

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11. Process complete.