

## Document Management System

# Admissions: Accessing WebNow via PeopleSoft

## Description

This process can be used to access documents in the Admissions document imaging system from PeopleSoft Admissions screens. A link to WebNow is provided on many Application, Checklist, and Education screens.

## Process Steps

**Navigation: PeopleSoft > Student Admissions > Application, Checklist, or Education Page; then ImageNow Button > WebNow**









### Step 1: Access a Search in Student Admissions

After logging in to **PeopleSoft**, click on the **Student Admissions** link. Access a search from one of the Admissions pages. These searches can be found on most Student Admissions pages, including **Application**, **Checklist**, and **Education**—for example, Maintain Applications.

#### Maintain Applications

Enter any information you have and click Search. Leave fields blank for a list of all values.

#### Find an Existing Value

<b>Application Nbr:</b>	begins with	<input type="text"/>	
<b>ID:</b>	begins with	<input type="text"/>	
<b>Academic Institution:</b>	=	<input type="text"/>	
<b>Academic Career:</b>	begins with	<input type="text"/>	
<b>Application Program Nbr:</b>	=	<input type="text"/>	
<b>Academic Program:</b>	begins with	<input type="text"/>	
<b>Admit Term:</b>	begins with	<input type="text"/>	
<b>Application Center:</b>	begins with	<input type="text"/>	
<b>Campus ID:</b>	begins with	<input type="text"/>	
<b>National ID:</b>	begins with	<input type="text"/>	
<b>Last Name:</b>	begins with	<input type="text"/>	
<b>First Name:</b>	begins with	<input type="text"/>	

Include History     Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

## Document Management System

### Step 2: Conduct a Search for a Specific Student

Determine what student you want to search for and conduct a search. The required fields in the search are usually Academic Institution (UMS01-07), Academic Career (UGRD or GRAD), and an ID. The search will bring you to the student's application page.

Application Program Data		Application Data		Application School/Recruiting		Application Student Response	
<b>Academic Institution:</b>	University of Maine	<b>Application Number:</b>	[REDACTED]	<b>Career Number:</b>	0		
<b>Academic Career:</b>	Undergraduate						
<b>Program Data</b>				Find   View All   First 1 of 1 Last			
<b>Program Number:</b>	0	<b>Effective Date:</b>	01/12/2007				
<b>Admit Term:</b>	0810 2007 Fall	<b>Effective Sequence:</b>	1				
<b>Academic Program:</b>	LAS LAS	<b>Expected Graduation Term</b>					
<b>Academic Load:</b>	Full-Time	<b>Campus:</b>	UM UM				
<input type="checkbox"/> Joint Program							
<b>Program Status</b>							
<b>Status:</b>	Applicant	<b>Action Date:</b>	01/12/2007				
<b>Program Action</b>	Application	<b>Action Reason</b>	Evaluation				
<b>Plan Data</b>							
<b>Academic Plan:</b>		COM-BA	Communication	Major	BA		
<b>Sub-Plan Data</b>							
<b>Sub-Plan:</b>							

Transfer To: Education

Go

Save

Return to Search

Notify


Refresh

Update/Display

Include History

[Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#) | [Application Student Response](#)

### Step 3: Access WebNow from the Student's Application Page










To access a student's documents in WebNow from the student's application page, click on the  **ImageNow** button. If you are not logged in, you will be brought to the WebNow login page. If you are logged in, a new browser window will open displaying all the student's admissions documents in WebNow.

## Document Management System

**webnow**  
powered by ImageNow

 Disconnect  Help

Current User: james.stevensiii

Status	Drawer	Student ID	Name	Aid Yr (yy...	SSN	FA Doc Type	Pages
	O ADM APP ...	[REDACTED]	[REDACTED]	APP	[REDACTED]	0810	7
	O ADM APP ...	[REDACTED]	[REDACTED]	APP FEE PAID	[REDACTED]	0810	2
	O ADM APP ...	[REDACTED]	[REDACTED]	TRAN HS HS...	[REDACTED]	0112815	1
	O ADM APP ...	[REDACTED]	[REDACTED]	APP SUPPLE...	[REDACTED]	0810	1
	O ADM APP ...	[REDACTED]	[REDACTED]	INTERVIEW	[REDACTED]		5
	O ADM APP ...	[REDACTED]	[REDACTED]	REC LETTER	[REDACTED]	0810	5
	O ADM APP ...	[REDACTED]	[REDACTED]	TRAN HS HS...	[REDACTED]	0112815	2
	U ADM TRA...	[REDACTED]	[REDACTED]	TRAN HS HS...	[REDACTED]	0112815	1
	U ADM TRA...	[REDACTED]	[REDACTED]	TRAN HS HS...	[REDACTED]	0112815	2

From here, you can view a document's status/information or open a document by double-clicking it.

**Note:** For every student you access in WebNow via Peoplesoft, a new browser window will open. Also, for every document you open in WebNow, a new browser window will open. It is recommended that you close each WebNow or PowerView window before you begin a new PeopleSoft search or open a new document, respectively.