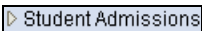



















## App Fee USM GradSchool/CollegeNet App

1.	Click the <b>Student Admissions</b> link. 
2.	Click the <b>Application Entry</b> link.
3.	Click the <b>Add Application</b> link.
4.	Enter or look up and select the appropriate <b>Academic Institution</b> . 
5.	Click on <b>UMS06</b> to select it. 
6.	Click the Look up <b>Academic Career</b> button to lookup and select the appropriate Academic Career. 
7.	Click on <b>GRAD</b> to select it. 
8.	Enter the applicant's first name into the <b>First Name</b> field.
9.	Enter the applicant's last name into the <b>Last Name</b> field.
10.	Click the <b>Application Program Data</b> tab to open the <b>Application Program Data</b> page. 
11.	On the <b>Application Program Data</b> page, complete the following steps:  Click the Look up <b>Admit Term</b> button to lookup and select the <b>0910</b> Admit Term.  Click the Look up <b>Academic Program</b> button to lookup and select the appropriate Program.  Click the Look up <b>Academic Plan</b> button to lookup and select the appropriate Academic Plan.
12.	When ready, click the <b>Application Data</b> tab to open the <b>Application Data</b> page. 
13.	Click the Look up <b>Application Center</b> button the lookup and select the appropriate Application Center. 
14.	Click on <b>GWEB</b> to select it. 
15.	Click the Look up <b>Admit Type</b> button to lookup and select the appropriate Admit Type. 
16.	Click on <b>GR6</b> to select it. 
17.	Click on the drop-down arrow in the <b>Application Method</b> field to select the appropriate Application Method.

18.	<p>Click on <b>Web Appl</b> to select it.</p> 
19.	<p>You will process the application fee payment in the <b>Application Fee Information</b> section.</p> <p>The <b>Calc. Status</b> field will appear blank. The application fee will be automatically calculated during the payment process. <b>Do Not</b> click on <a href="#">Calculate Application Fees</a>.</p> <p>The <b>Fee Status</b> will show as <i>Pending</i> and the <b>Fee Type</b> will default to <i>Standard</i>.</p> <p>When ready to process the payment, click on the <b>Post A Payment</b> button to open the <b>Group Posting</b> page.</p> 
20.	<p>Click on the lookup <b>Item Type</b> button to select the appropriate Item Type.</p> <p>Select <b>Application Fee CollegeNet</b> from the list.</p> 
21.	<p>Click on the drop-down arrow in the Payment Method field to select the appropriate payment method.</p> <p>Select <b>3rd Party</b> from the list.</p> 
22.	<p>Click on the lookup <b>Origin ID</b> button to lookup and select the appropriate Origin ID.</p>
23.	<p>When ready, click the <b>OK</b> button to return to the <b>Application Data</b> page.</p> 
24.	<p>Notice the <b>Calc. Status</b> now shows as <i>Calculated</i> and the <b>Fee Status</b> shows as <i>Received</i>. Since the app fee payment is now set as paid, the <b>Post A Payment</b> button and the <b>TouchNet</b> buttons are grayed-out.</p> <p>Click the <b>Transaction Summary</b> link review summary information about the transaction.</p> 
25.	<p>Note that the <b>Status</b> shows <i>Received</i>, the fee amount of \$50 was paid in full and the <b>Item Description</b> of <i>Payment Posting Pending</i>.</p> <p>Click the <b>Return</b> link.</p> 
26.	<p><b>End of Procedure.</b></p>