### Quick Guide

#### App Fee USM GradSchool/CollegeNet App

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

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