TargetX Salesforce

Graduate Application

Graduate Studies (application questions) <u>unmgrad@unm.edu</u> EM Admissions <u>apply@unm.edu</u> GEO International Admissions <u>goglobal@unm.edu</u>



Objectives

- Review applications
- Request supplemental material from an applicant
- Create Reviewer Groups and assign applications for review
- Update Recommendation
 requirement



Agenda

- Logging in
- Get the look & feel
- Customization
- Accessing videos/tutorials

- New features/abilities
- See the applicant perspective
- Questions?







Multiple program

You can use the "pin" icon to come back to the same list each time you login.

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|---------|--------------------------------|-----------------|---------------|--|--|--|--|
| | Graduate Admissions | Applications 😽 | Application R | | | | |
| | Applications Recently Viewed - | Ŧ | | | | | |
| 0 items | . LIST VIEWS | | | | | | |
| | Athletic Training Applic | ations | | | | | |
| | Health Education appli | cations | | | | | |
| | Physical Ed sports & Ex | rercise Science | | | | | |
| | Physical Education App | plications | | | | | |
| | V Recently Viewed (Pinne | d list) | | | | | |
| | | | | | | | |



New features to highlight

- You're able to upload Letters of Recommendation if you receive them directly.
- You're able to add a recommender or nudge a recommender.
- You can request supplemental material from the applicant.



Training Videos

Faculty/Staff Resources

- Social Justice and Anti-Racism Resources for Graduate Education
- Holistic Program Review
- Program Assessment
 Mentoring Resources
- · Mentoring Resources
- Thesis and Dissertation Committee Instructions
 Graduate Faculty and Directors
- Graduate Studies NET
- Create or Update Graduate Advisors or Degree Listings on the Grad Studies Website
- Create or Update Program Application Instructions on the Grad Studies Website
- Gradforms Report of Examination
- WRGP Program Application

TargetX Graduate Application (Grad App) Trainings

Apply Now

Graduate Studies does not process applications for admission. The Dean of Graduate Studies must approve petitions for waivers or exceptions to admissions requirements. Individual graduate programs have specific requirements for admissions, as well as different deadlines. Before applying, be sure to review the departmental **requirements and instructions**. All questions about the admission process itself should be directed to the **Office of Admission**, the **International Admissions Office** (for international applicants), and to the **graduate advisor** in the graduate program to which you are applying.

To apply for admission, begin by selecting the Apply Now button below and the Sign-up link at the bottom of the next page to create your username and password. An email with your username and a link to create your password will be sent to the email address you provide. This username and password is so that you can return to work on your application over several sessions. Your information is transmitted through a secured server and is not reviewed for admission until you submit your application.

When you have completed your application and are ready to submit it, you will be required to pay an application fee (\$60 for domestic applications, \$70 for international applications) via credit card online. No application will be processed until the correct application fee is paid. Please carefully read the instructions that appear throughout the application pages. You can only submit your application one time. Please go here for information about undocumented application requirements.

Email: unmgrad@unm.edu. For international admissions, email: goglobal@unm.edu





Apply Now Informatio n

Training

Videos



Applicant view

| Grad | uate Application | | () Log In |
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| < × | Monopolication Application Sections UPDATE APPLICATION TYPE | Sign In The Username is the email address that you used to "Bign up" for the UNM Portal. Username | |
| • | Instructions Personal Details Contact Details | Password Store IN Sign.Up I Exropt Password | |
| • | Demographic Data | < Sociology-Fall 2026 | Checklist |
| | Military Information | | Recommendation from recommender one not received <u>Seriel Remains</u> of <u>Daryal Recommender</u> |
| • | Residency | | Becommendation from Recommender Two roll-received Jana Removal & Childre Recommender. |
| • | Application Information | Your Decision is Ready | Recommentation Noti Recommenter Trive not received. <u>Send Bestinger</u> of <u>Captor Recommenter</u> |
| ٠ | Program Information | VEW YOUR DECISION | |
| • | Educational Background | Breiten Yout Accelerates | |
| • | Test Scores | | |
| • | Optional Video Submission | | |
| • | Assistantship Interest | _T_1 | |
| • | Request Five Recommendations | | GRADUATE |
| • | Letter of Intent | | |
| - | Writing Sample | | |
| | CV/Resume | | |

Office/Drop-in Hours

Wednesday June 11, 11-Noon <u>Teams</u>



Office/Drop-in Hours

Monday June 16, 9-10am <u>Teams</u>



Training Review

Tuesday June 24, 10-2:30pm <u>Teams</u> Drop-in: Wednesday June 25, 2:30-3:30 Teams



Tips...

• You can get a printable list of your applications.

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| Graduate Admissions | Applications v Application Reviews v | Reviewer Tourns 🗸 Reviewer Questions 🗸 | Reviewer Team Questions 🐱 | | |
| Applications Education Applications | .* # | | | | New Printzble View Aulign Label |
| 5 items + Sorted by Application Number + 51 | Fiters Applied + Updated a few seconds ago | | | Q. Search this list. | \$ · E · C / C Y |



- Not seeing all your applications? Change your List View and "pin" the one you want to display each time you come back.
- Applicant answered they're being readmitted by mistake, and you need the materials to review? You can add a Supplemental Form and email the applicant asking them for the number of recommenders (name and email) needed; then add them to the application.

