### 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 Admissio	ns Applications	<ul> <li>Application F</li> </ul>
	Applications Recently Viewed	• •	
0 items	LIST VIEWS		
	Athletic Training Ap	oplications	
	Health Education a	pplications	
	Physical Ed sports	& Exercise Science	
	Physical Education	Applications	
	✓ Recently Viewed (P	inned 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

Training

Videos

Apply

Now

Informatio

n

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







# **Applicant view**

Grad	duate Application		() Log In
ALL PROPERTY.	WE	ARE LO	BOS
< ×	Image: Section Section         UPDATE APPLICATION TYPE	Sign In The Username is the email address that you used to "Sign up" for the UNM Portal. Username	
	Instructions Personal Details Contact Details	2 Password Sten UP   Erryst Password	
•	Demographic Data Race and Ethnic Background	< Sociology-Fell 2026	Checklist
	Military Information		Recommendation from recommender alle not incruised <u>Send Elements</u> al <u>Darcy Electromenter</u>
•	Residency		Becommendation from Becommender Two hot received jacot Recipcer M Childre Becomminder
•	Application Information	Your Decision is Ready	Becommentation Rom Recommender Trives not received <u>Jand Besidder</u> of <u>Cologias Becommender</u>
•	Program Information	ARM ADDIN DECISION	
-	Educational Background	Broten Yos Andusten	
•	Test Scores		
•	Optional Video Submission		
1	Assistantship Interest		
1	Request Five Recommendations		GRADUATE
1	Letter of Intent		GRADUATE STUDIES
Ĩ	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 👳	Revener Teams 🐱	Reviewer Questions. ~	Reviewer Toam	Questions v						
Applications Education Applicatio	ns v 🕖								New	Printable View		Sign Label
3 items + Sorted by Application Number +	of these based of the day							Q. Search this list.		\$· 0.	c /	0 7



- 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.

