

<b>Question</b>	<b>Answer</b>
Where would transcripts appear on this?	In the enrollment history section. If uploaded, they appear after clicking on the school listed.
For the letter of recommendation submissions, is the ratings form still going to be used?	No, the ratings form has been removed due to confusion and misinterpretation.
What will happen to the current applications in app review for our next application cycle?	Incomplete applications must be resubmitted in the new system; fees will be waived. Complete applications must be reviewed by June 27.
Who informs the student the fee has been waived?	Robben will notify the student via email from the UNM Grad email.
Will we have to upload recommendations often or occasionally?	Ideally, only occasionally. The new system allows direct uploads, reducing the runaround.
How easy is it for students to go back and add materials?	After submission, students cannot add recommenders or materials.
Is the application link the same for domestic and international students?	Yes.
If we request supplemental material from an applicant, will they get an email?	No automatic email, but they'll see a notification when they log in. It's recommended to email them directly.
Can the system trigger an email by re-entering the applicant's email?	Yes, re-entering the email can trigger a system email.
Can the admissions fee waiver apply to students who have deferred?	Yes, but only for those who applied in the old system.
Will the new application stop applicants from applying after the deadline?	Yes, it opens and closes based on preset dates.
Is the new system more accessible per Title II requirements?	The change was due to contract expiration, not accessibility, but the new system is already in use elsewhere at UNM.
Can applicants apply to more than one program at a time?	Yes, they can apply to multiple programs simultaneously.
Is there a special process for UNM undergrad students applying to grad programs?	No special process, but using different emails can create duplicate accounts.
Are fee waivers available for deferrals to summer 2026?	Only if the original application was in the old system.
Can recommenders submit after the deadline?	Yes, but applications should not be reviewed until all recommendations are in.
Will we have access to run reports for student data?	Not in Target X; reports are run through MyReports.

Can we request a deadline change for rolling admissions?	Yes, via the Google form and an email to Robben.
Is this the same application for non-degree grad students?	No, they must use the separate non-degree application link.
Can a Grad Committee Co-chair be a coordinator in the system?	Yes, email Robben to update roles.
What's the difference between cancel and refuse in OnBase?	Refuse notifies the student; Cancel does not. Cancel is used for deferrals or withdrawals.
How do faculty and graduate coordinators sign into the app?	Via a direct link using SSO login. It will be added to the myUNM portal soon.
If we refuse or cancel, is the student notified?	Refuse = notified; Cancel = not notified.
For incomplete applications, is it better to cancel or refuse?	Cancel, especially if the student might still be interested.
Does the "Check here if you are a readmit" option still exist?	Yes, and it allows submission with minimal materials if the department agrees.
Do we need new BAR roles to access the new system?	No.
Can we download an Excel sheet from the new bundles?	Robben will follow up with instructions if possible.
Can we change a refusal to an admit later?	Yes, but coordination with IT and Banner is needed.
What if a student applies to a certificate but wants the MA instead?	Requires a program change via email to <a href="mailto:apply@unm.edu">apply@unm.edu</a> and Robben.
Are there tutorials for students on the new system?	No, but the system is intuitive. Guidelines remain unchanged.
For readmit applications needing recommendations, can students provide reference info?	No, but staff can add recommenders or request supplemental materials.
Can we download bundles to Excel?	Not yet, but reporting is available through "My Reports." TargetX is a CRM and is essentially a live excel sheet. Please consider what would be exported and why. There's a feature for "printable view" within your list(s) which may be what you're looking for.
How do I log in to the new application system?	Use your UNM NetID and password via MyUNM. Click on "Target X Grad App Review" and log in using Azure SSO.
What if I can't log in?	Ensure you're using the correct NetID and password. If issues persist, try the "Forgot Password" option or contact support.

Can faculty or directors get coordinator-level access?	Yes, email Robben Brown to request access.
Can we upload letters of recommendation ourselves?	Yes, departments can now upload recommendation letters directly.
Can we nudge recommenders or request supplemental materials?	Yes, both actions are available in the new system.
Can we edit errors in applications?	Yes, many fields can be edited directly. However, changes like switching from MA to PhD must go through admissions.
Can we print or download applications?	You can print using your browser from the “View Submitted App” screen, but there are known issues with incomplete printing. Robben will follow up.
Can we download application lists in Excel?	Not yet, but reporting is available through “My Reports.” TargetX is a CRM and is essentially a live excel sheet. Please consider what would be exported and why. There’s a feature for “printable view” within your list(s) which may be what you’re looking for.
What does the applicant interface look like?	Applicants have a navigation panel, can update application types, and see recommender statuses.
What if an applicant is recognized as a duplicate?	They should use “Forgot Password” to reset and access their account.
Can applicants see their admission decision?	Yes, after the decision is processed in OnBase, it syncs overnight to Target X.
Where are uploaded documents like essays and CVs found?	Under the “Essays” section or “Test and Enrollment History.” Ignore .JSON files.
How do we create and assign reviewer teams or bundles?	Use the “Reviewer Teams” tab. Some users reported issues with visibility—Robben will investigate.
What if tutorial videos don’t match what we see?	Robben will review and update the tutorials if needed.
What happens if someone checks the “readmission” box incorrectly?	You can request missing documents via supplemental requests and clarify with the applicant.
How do we update committee members or coordinators?	Email Robben directly or use the admissions email (unmgrad@unm.edu).
Does using the scorecard affect OnBase decisions?	No, the scorecard is for internal use only. Final decisions must be entered in OnBase.