

Instructions for the Admissions Outreach Academy Portal

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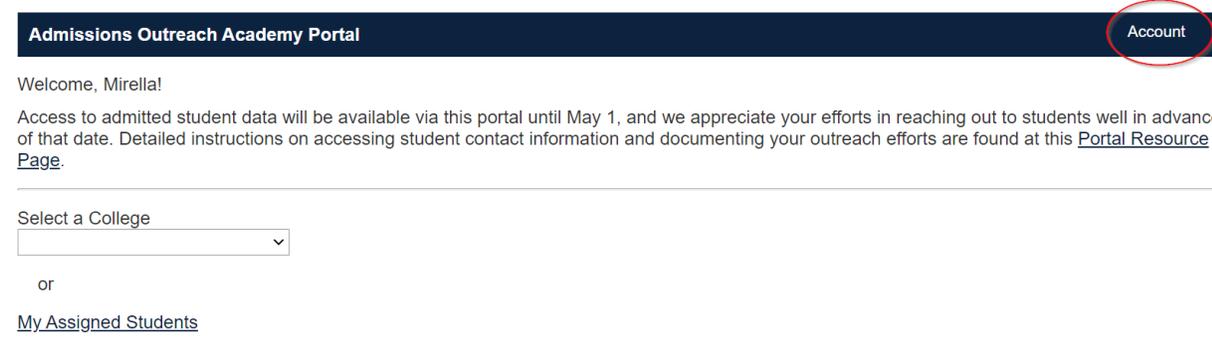
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Accessing the Portal

- Link to portal: <https://enrollment.nd.edu/portal/acad>
- Bookmark the site for future use

Portal Login Information

- Initial Okta login to portal will redirect you to this page:



Admissions Outreach Academy Portal Account

Welcome, Mirella!

Access to admitted student data will be available via this portal until May 1, and we appreciate your efforts in reaching out to students well in advance of that date. Detailed instructions on accessing student contact information and documenting your outreach efforts are found at this [Portal Resource Page](#).

Select a College

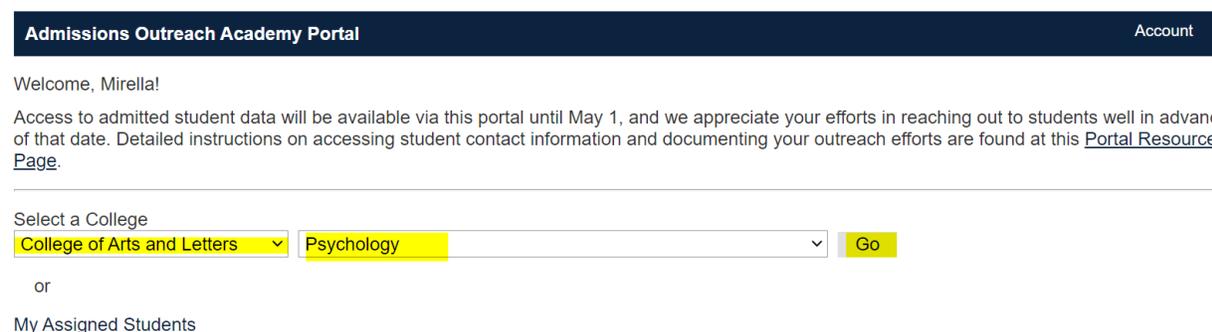
or

[My Assigned Students](#)

- Hover over Account and one option will be Home. Selecting Home will return you to this page as you are using the portal.

Select College and Major

- To see a list of all admitted students from your college or school, select College and click “Go”.
- All admitted students for the selected major will be listed



Admissions Outreach Academy Portal Account

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Select a College

College of Arts and Letters Psychology Go

or

[My Assigned Students](#)

View List of Admitted Students

- To sort details, click on the column header. Data will list in ascending or descending order.

- A key is provided at the end of this document containing the descriptions of the data points
- Filter views: Search for specific data points (e.g., Search “Asian” to see all students who have indicated Asian on their application)

Admitted Students

Select a College

College of Arts and Letters

Count: 27

Name	Rnd	Status	Gen	Race ▲	Hsp	1st Gen	QB	Merit	#	Assigned
[REDACTED]	REA	Admit	M	Asian	N	N				<input type="text"/>
[REDACTED]	REA	Admit	F	Asian	N	Y	A			<input type="text"/>
[REDACTED]	REA	Admit	F	Asian	N	N				<input type="text"/>

View Student Details and Make Contact

- To view contact information and data about a student, click on their name to access a pop-up student details page.
- You may navigate to other student details pages on your list by clicking on “Prev” or “Next” at the top right corner of this page.
- NOTE: The top right navigation buttons do not work on filtered lists. In these instances it will be necessary to exit the details page and find the next student from the student list.
- Students can be contacted by email, phone, or personal note.

Admissions Outreach Academy Portal Account

Admi [REDACTED] [Prev](#) [Next](#) ×

Address	[REDACTED]	Round	REA	First Gen	N
	[REDACTED]	Status	Admit		QB
Race	Asian, White	High School	[REDACTED]		Merit
Hispanic	N	College	College of Arts and Letters		Legacy Y
Gender	F	Major	Psychology		
Email	[REDACTED]	Phone	[REDACTED]		Assigned

+ Add Outreach Activity

Log Outreach Activity

- After you have contacted the student, select “Add Outreach Activity”.
- This will present a form for you to complete. Please select the type of outreach that was made, along with additional comments (optional).
- **Only check the “Send comments to Admissions/FinAid” if you have comments or a question that you would like reviewed by Admissions or Financial Aid.**
- **If a student is not planning to attend ND, please note this in your comments and advise the student to officially withdraw through their application portal.**
- General interactions that do not need review will still be viewable by admissions staff.

Admissions Outreach Academy Portal Account

Admi [REDACTED] [Prev](#) [Next](#) ×

Address	[REDACTED]	Round	REA	First Gen	N
	[REDACTED]	Status	Admit		QB
Race	Asian, White	High School	[REDACTED]		Merit
Hispanic	N	College	College of Arts and Letters		Legacy Y
Gender	F	Major	Psychology		
Email	[REDACTED]	Phone	[REDACTED]		Assigned

+ Add Outreach Activity

Admitted Students

Select a College

College of Arts and Letters

Count: 27

Name	QB	Merit	#
[Redacted]			

Add Outreach Activity ✕

Outreach Type
Email ▼

Comments (optional)

Send comments to Admissions/FinAid

Submit

- After you submit the outreach activity, you will see confirmation of your activity in the form of another pop-up.
- Closing out of this confirmation pop-up, will take you back to the student details page.
- If you have multiple interactions with a student, you should submit a form each time.

REA	Admit	M	White	N	N	A
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Add Outreach Activity ✕

Your outreach activity has been added.
Upon closing this window, it will not be reflected in the Student Details pop-up until the pop-up is re-loaded.

REA	Admit	F	White	Y	N	
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- Note that you will not immediately see the outreach activity on the student details page, but the documented activity will be viewable the next time you access the student details page.
- Submitting the outreach will also be documented as a count under the # column on the list of admitted students when that dashboard is refreshed.

Admissions Outreach Academy Portal Account

902195141 Colleen Cordell [Prev](#) [Next](#) ✕

Address [Redacted]	Round REA	First Gen N
	Status Admit	QB
Race Asian, White	High School [Redacted]	Merit
Hispanic N	College College of Arts and Letters	Legacy Y
Gender F	Major Psychology	
Email [Redacted]	Phone [Redacted]	Assigned

+ Add Outreach Activity

Date	User	Type	Comments	Counselor Notes
12/17/2021	Mirella Riley	Email	Student responded with question about options to double major. Responded to her inquiry.	
12/16/2021	Mirella Riley	Email		

REA	Admit	F	Asian, White	N	N	2
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Email a Student

- We assume that the most popular way to reach out to a student will be through email.
- On the student details page, the email is a hyperlink.
- Clicking on the hyperlink will automatically start a draft in your email (note: Gmail should be your default program for this functionality).
- You will notice that the email will Bcc: the Slate Gateway, which will record the email in our CRM system for reference, and will be viewable by admissions staff. **Please do not delete or edit the bcc: field.**
- Emailing via the hyperlink **will not** automatically record the interaction in the Outreach section. You will still need to log your activity in the “Add Outreach Activity” form after you send your email communication.

Assigned Students

- As a way to follow up with designated students, you may assign students to yourself or other users within the list view of students. The dropdown list for assignments will include users who have been granted access permissions.
- Once you have followed up with the student, you may unassign them by selecting the blank from the same dropdown list.
- Note that only one assignment is allowed at a time. Assigning a student who is already assigned to a different user will override the previous assignment. It is recommended that you communicate with colleagues on a preferred approach if the outreach will be shared.

Admitted Students

Select a College
College of Arts and Letters

Count: 27

Name	Rnd	Status	Gen	Race ▲	Hsp	1st Gen	QB	Merit	#	Assigned
[REDACTED]	REA	Admit	M	Asian	N	N				Riley, Mirella
[REDACTED]	REA	Admit	F	Asian	N	Y	A			Riley, Mirella
[REDACTED]	REA	Admit	F	Asian	N	N				[REDACTED]

- Once students are assigned, a portal user may also access those students who are assigned to them by clicking the My Assigned Students link on the home page.

Welcome, Mirella!

Access to admitted student data will be available via this portal until May 1, and we appreciate your efforts in reaching out to students well in advance of that date. Detailed instructions on accessing student contact information and documenting your outreach efforts are found at this [Portal Resource Page](#).

Select a College

or

[My Assigned Students](#)

- The dashboard view will show only the students assigned to you, and you will be able to easily navigate through your assigned list.

My Assigned Students

Count: 4

Name	Rnd	Major	Status	Gen	Race	Hsp	1st Gen	QB	Merit	#	Assigned
[REDACTED]	REA	Psychology	Admit	M	Asian	N	N				Riley, Mirella
[REDACTED]	REA	Neuroscience and Behavior (Bachelor of Arts)	Admit	F	Black, White	Y	N				Riley, Mirella
[REDACTED]	REA	Psychology	Admit	F	Asian	N	Y	A			Riley, Mirella

View List of Users and Add New Users to the System

- Go to Account > Home

[User Access Changes](#)

Use this form to request access for a new user or to change or terminate access for an existing user.

Users by Permission

Select a College

Home

Users 

Logout

- This will allow you to view who has access to the student populations by college and major
- Your view will depend on your level of access
- Submit the User Access Changes form to add a new user, or to change or terminate access for an existing user

Data Points Presented - List of Admitted Students

Note: In order to guide faculty efforts toward students who may still be deciding on Notre Dame, recruited student-athletes are not included in the outreach portal.

Data Point	Definition
Name	First (Preferred) Last Name
Rnd	Round REA: Restrictive Early Action (Decisions typically released in late December) RD: Regular Decision (Decisions typically released in late March)
Status	Admit = student has been admitted Confirm = student has sent their deposit and is planning to attend Confirm Pending = deposit is processing Cancel = student was admitted, but decided not to attend and has withdrawn
Gen	F = Female M = Male Null = Student did not respond to the question
Race	Students have the option to provide the information on the application. Multiple races are presented in alphabetical order.
Hsp	Hispanic Y = Yes; N = No
First Gen	First Generation (parents/guardians did not receive a four-year college degree): Y = Yes, first generation; N = No, not first generation
QB	Notre Dame has partnered with QuestBridge , a non-profit which connects the nation's most exceptional, low-income youth with leading colleges and opportunities. Students are admitted through the Match process, or through the regular admissions process. M = QuestBridge Match (decision is binding) A = Admitted through regular admissions process (decision is not binding)
Merit	If offered, accepted, or declined merit scholarship, field will show: O = offered merit scholarship A = accepted merit scholarship D = declined offer of merit scholarship Note: Merit awards will begin to appear in early April
#	Number of times Outreach form on Student Details page has been completed by users of the portal
Assigned	Drop-down of users in the system who could contact that student (menu is based on their permissions)

Data Points Presented - Student Details

NDID	Student's NDID (top left, adjacent to name)
Name	First (Preferred) Last Name
Address	Address provided on the application
Gender	F = Female M = Male Null = Student did not respond to the question
Race	Students have the option to provide the information on the application. Multiple races are presented in alphabetical order.
Hispanic	Hispanic Y = Yes; N = No
Email	Email provided on the application
Phone	Primary and Mobile phone provided on the application
Round	Round REA: Restrictive Early Action (Decisions typically released in late December) RD: Regular Decision (Decisions typically released in late March)
Status	Admit = student has been admitted Confirm = student has sent their deposit and is planning to attend Confirm Pending = deposit is processing Cancel = student was admitted, but decided not to attend and has withdrawn
High School	High School student currently attends
College	Intended College
Major	Intended Major
First Gen	First Generation (parents/guardians did not receive a four-year college degree): Y = Yes, first generation; N = No, not first generation
QB	Notre Dame has partnered with QuestBridge , a non-profit which connects the nation's most exceptional, low-income youth with leading colleges and opportunities. Students are admitted through the Match process, or through the regular admissions process. M = QuestBridge Match (decision is binding) A = Admitted through regular admissions process (decision is not binding)
Merit	If offered, accepted, or declined merit scholarship, field will show: O = offered merit scholarship A = accepted merit scholarship D = declined offer of merit scholarship Name of merit scholarship received Note: Merit awards will begin to appear in early April
Legacy	Indicates if parent, step-parent, or legal guardian holds degree from Notre Dame Y = Yes, N = No