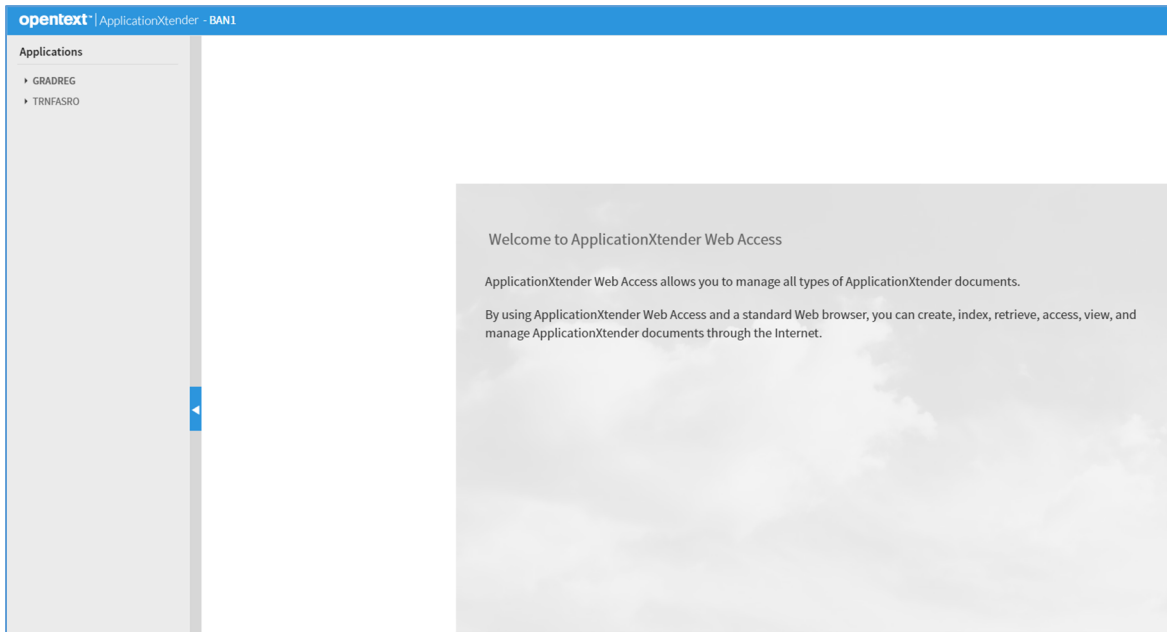


## VIEWING STUDENT DOCUMENTS IN APPXTENDER

View-only access: <https://bannerappx.yale.edu/AppXtender/?sso=true> (Allow pop-ups)

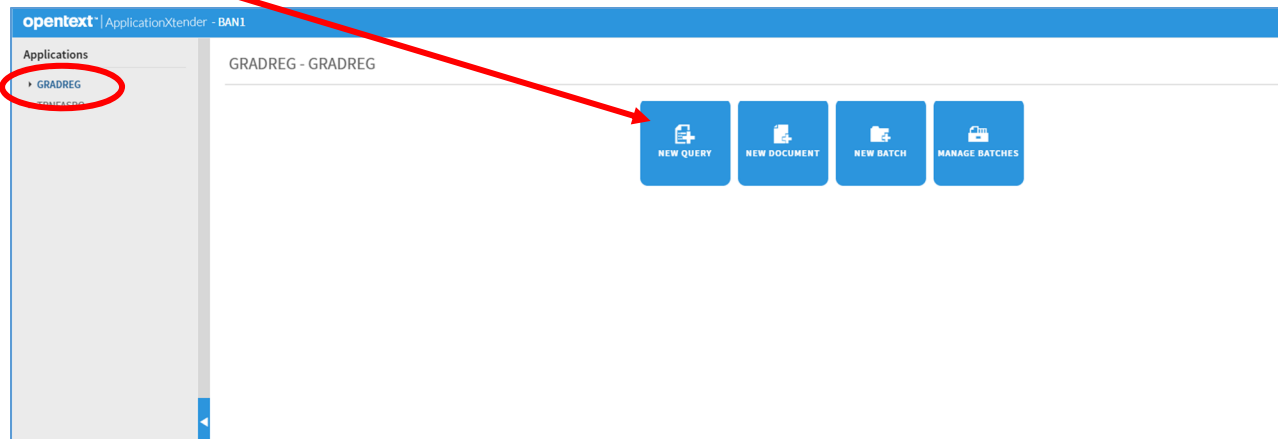
Login = NetID and password

Landing page:



### BASIC SEARCH

**Step 1** - Search for a student. Double-click on the GRADREG folder (upper, left corner), or open the GRADREG folder, and select “New Query.”



**Step 2** - Enter query criteria. The search works best using the “ID” field (student IDs available in FSA). Searching using other fields often takes longer to process and can return too many results. You may type directly into the criteria field or copy & paste.

Click the “Run” button at the bottom of the page to initiate the search.

**opentext** | ApplicationXtender - BAN1

**Applications**

- GRADREG
  - New Query
- TRNFASRO

**New Search - GRADREG**

**Search Criteria**  
Enter a search term in the index fields to filter your results.

ID:

PIDM:

DOCUMENT TYPE: Multiple select / Input and enter

LAST NAME:

FIRST NAME:

BIRTH DATE:


DEPT:

ROUTING STATUS: Multiple select / Input and enter

ACTIVITY DATE:

Include previous document revisions

**RUN** **SAVE** **CANCEL**

**Step 3** - Document results for the student will be displayed (information redacted below). The number of pages in each folder appears on the right. Hover over the document image  for a page preview or click on the document icon to open the full file.

**opentext** | ApplicationXtender - BAN1

**Applications**

- GRADREG
  - New Query
- TRNFASRO

**Query Results**

GRADREG > New Search > Query Results

| ID         | PIDM       | DOCUMENT TYPE       | LAST NAME  | FIRST NAME | BIRTH DATE | DEPT | ROUTING STATUS | ACTIVITY DATE       | Document ID | Pages |
|------------|------------|---------------------|------------|------------|------------|------|----------------|---------------------|-------------|-------|
| [Redacted] | [Redacted] | DEGREE              | [Redacted] | [Redacted] | [Redacted] | E&PH |                | 2014-01-10 14:27:07 | 153686      | 6     |
| [Redacted] | [Redacted] | ACAD-PROSPCTS       | [Redacted] | [Redacted] | [Redacted] | E&PH |                | 2012-05-30 09:02:39 | 96764       | 25    |
| [Redacted] | [Redacted] | ACAD-EVENTS         | [Redacted] | [Redacted] | [Redacted] | E&PH |                | 2009-11-06 13:02:48 | 42807       | 7     |
| [Redacted] | [Redacted] | TRANSCRIPT-OFFICIAL | [Redacted] | [Redacted] | [Redacted] | E&PH |                | 2009-11-05 10:46:54 | 42628       | 6     |
| [Redacted] | [Redacted] | ADM-APP             | [Redacted] | [Redacted] | [Redacted] | E&PH |                | 2009-08-21 14:52:22 | 38174       | 8     |
| [Redacted] | [Redacted] | ADM-RECLTR          | [Redacted] | [Redacted] | [Redacted] | E&PH |                | 2009-08-20 19:09:33 | 25380       | 8     |
| [Redacted] | [Redacted] | ADM-ADMITLTR        | [Redacted] | [Redacted] | [Redacted] | E&PH |                | 2009-08-19 14:45:20 | 23545       | 2     |
| [Redacted] | [Redacted] | REGISTRATION        | [Redacted] | [Redacted] | [Redacted] | E&PH |                | 2009-07-21 11:38:22 | 22445       | 11    |

Documents 1 - 8 of 8

◀ Previous | 1 | Next ▶ Items per page: 25

Possible Document Types (not all students will have the same document types):

ACAD-EVENTS – paperwork related to Language Proficiencies, Qualifying Exam, Prospectus Certification, Admission to Candidacy

ACAD-PROSPCTS – the student’s submitted dissertation prospectus

ADM-ADMITLTR – admission acceptance letter and reply form

ADM-APP – student’s application for admission

ADM-RECLTR – admission recommendation form and letters

ADM-TRNSCRP – transcript(s) provided with admission application

BIO-DEMO – miscellaneous demographic information

DEGREE – degree petition, degree recommendation form, other paperwork related to degree conferral

DSR – paperwork related to visiting, non-degree seeking students

ESL – information regarding English language proficiency

FINANCIAL – paperwork specifically regarding financial aid or tuition


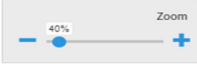
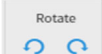
MISCELLANEOUS – paperwork or correspondence that does not fit another category

- REGISTRATION – paperwork related to early start, change of status (e.g. absentia)
- TEACHING – specific information regarding teaching assignments
- TRANSCRIPT-OFFICIAL – final, official transcripts from other schools

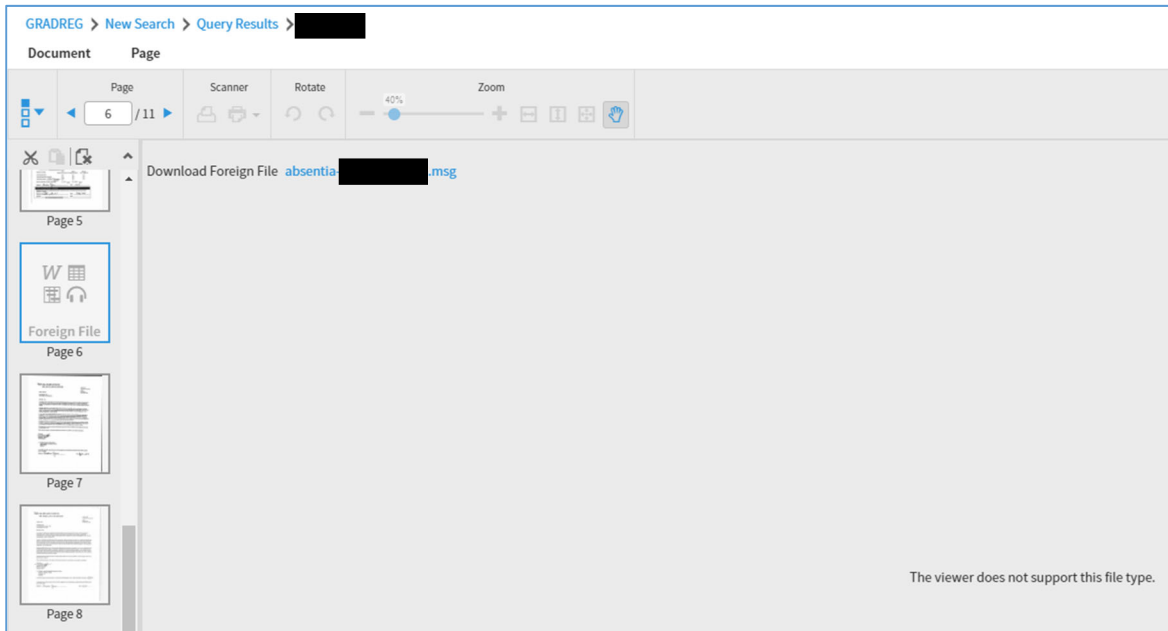
### NAVIGATING THROUGH PAGES AND DOCUMENTS

After selecting the document type to view in Step 3, the first page will display along with a new navigation menu

When viewing a document you can:

1. Navigate page by page or go to a specific page using the navigation arrows  or page preview on the left side of the screen.
2. Increase or decrease the size of the document using the Zoom option 
3. Rotate the document using either the rotate icons 

4. Download and open an email message when prompted



Return to your search results or begin a new query by clicking an option on the breadcrumb menu:

