View Transfer/Test Credit or Run Report for Orientation

- From NYU Home, navigate to the Work tab and the Admin Login

- Enter your Net ID and Password

- Select SIS Access
View the Transfer Evaluation

Navigation: Records and Enrollment > Transfer Credit Evaluation > Course Credits – Automated

- Enter the student’s PeopleSoft ID or conduct a name search and select Search
• View the evaluation summary

• Use the “Show All Columns” button to view more data on the page
- Use the “Edit Equivalent Course” push button to view additional title information related to each equivalency.
• Use the View All link or scroll through the Model Numbers if the student has incoming courses from multiple institutions.
Use the second page, Transfer Summary, to view the total number of units transferred from each incoming institution.
View the Test Credit Evaluation

Navigation: Records and Enrollment > Transfer Credit Evaluation > Test Credits – Automated

- Enter the student’s PeopleSoft ID or conduct a name search then select the Search push button

- View the student’s test credit evaluation
- Use the Edit Equivalent Course push button to view additional information related to the test credit that has been awarded.
- Use the Test Credit by Term tab to view the total number of test credits awarded to the student
View the Transfer Credit Summary and View/Generate a Report

**Navigation:** Records and Enrollment > Transfer Credit Evaluation > Transfer Credit Summary

**NOTE:** If you have never run a report or process before in PeopleSoft, when you select Search, you will receive a message that indicates no values were found. Select the Add a New Value tab to add a new Run Control ID.

- To be sure your Run Control ID is unique, use your Net ID. When you return to run this report again, the system will save your Run Control ID so you will not have to use Add a New Value again.

- Enter your Net ID and select Add.
Enter the student’s PeopleSoft ID or use the search button (magnifying glass push button) to conduct a search.

If you use the magnifying glass to conduct a search, the Campus ID field will be available for you to enter the student’s N-number.

Once the ID field is populated, select the Submit button.
- You will be able to view the transfer and test equivalency data without the summary total of units; use the View All links to see the data for all incoming institutions and/or test credit.

- To view the student's transfer and test credit report select the Generate Report push button.
- Select the Report Manager link

It will take a few seconds for the system to generate the report; use the Refresh button until you see the Student Transfer Credit Eval link below; clicking Refresh multiple times does not make the report run faster so it is advisable to wait at least 20 seconds between clicking the Refresh button.
- If you run the report multiple times, the latest run will always appear first in your list.

- Select the Student Transfer Credit Eval link to view the report.