Adding and Viewing Comments

Navigation: Menu → Campus Community → Comments → Comments – Person → Person Comment Entry

Prerequisite – perform a Search/Match to locate person ID.

1a. You can navigate to the comment page by clicking the checklist icon from any of the following application pages:
   - Application Program Data
   - Application Data
   - Application School/Recruiting
   - Application Student Response

1b. Or you can navigate from the main PeopleSoft menu, click the Campus Community link on the left hand navigation bar.

2. Click the Person Comment link.

3. Click the Person Comment Entry link.

4. Confirm the person ID has been carried to the ID field.
   ID: begins with 0000010467

5. Click the Add New Value Tab to add a New Comment
   Find an Existing Value  Add a New Value
   Click Search to append an Existing Comment.

Adding and Updating Comments

6. Enter ADMA in the Administrative Function field.

7. Click the Variable Data button.

8. Enter Academic Career
   - UGRD = undergraduate
   - GRAD = Graduate

9. Enter Application Nbr. If you do not know the application number, click the magnifying glass to view the application look up table. Click on the application to which you wish to add the checklist.
10. Click OK.

11. Select the **Comment Code**. All comments are stored as Admission Comments. Enter ADM in the Comment Code field.

12. Enter your PeopleSoft ID in the **Comment ID** field.

13. Type your comment in the **Comments** field.

14. Click Save.

**Viewing Comments**

1. **Navigation:**
   - Campus Community → Comments → Comments – Person → Person Comment Detail

2. Confirm the person ID has been carried to the **ID** field.

3. Click Search.

4. Choose the *first* comment in the sequence. You will be able to scroll through once you get on the page.

5. To view the next comment, click Next In List at the bottom of the comment.

6. **End Procedure**