

2010 ADEA AADSAS Admissions Officers Portal Guidebook

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CREATE A NEW ACCOUNT

To access the 2010 ADEA AADSAS **Admissions Officers** portal, go to ADEA's website, www.adea.org or go directly to www.adea.org/dental_education_pathways/aadsas/Pages/AdmissionsOfficers.aspx.

First-Time Users Only

To access the 2010 Dental School Admissions Officers Portal:

1. Send an email to Jamesc@adea.org requesting permission to use the portal.
2. ADEA AADSAS will request permission from the designated contact person for your institution.
3. After permission is granted, you will receive an email with the subject line "2010 ADEA AADSAS DSAO Portal Login." Use the "Forgot Your Password?" feature to receive your new **USERNAME** and **PASSWORD**.
 - It is strongly recommended that after your initial login, you change your password to something easy for you to remember.

Admissions Officers with Accounts

Enter your **USERNAME** and **PASSWORD** in the web portal to log in to your dental school's account.

- If you have forgotten your password, enter the information in "Forgot Your Password?" and you will receive your account information immediately via email.

ADEA AMERICAN DENTAL EDUCATION ASSOCIATION **AADSAS**
2010 ADEA AADSAS Dental School Admissions Officers

User Name:
Password:
SUBMIT
Forgot Your Password?
ADEA AADSAS Home

2010 ADEA AADSAS Admissions Officers Portal

Welcome to the Associated American Dental Schools Application Service (AADSAS) Admissions Officers Portal. AADSAS' commitment is to provide you with the highest quality service.

If you have any requests or questions, please contact Ms. Chonté James (jamesc@adea.org).

For the optimal browsing of this site, please use the Microsoft Internet Explorer 6.0, Mozilla Firefox 1.5, or a later release.

My Profile > Account Information

1) Your **Account Information** displays the information that was entered to set up your account with AADSAS.

The screenshot displays the user interface of the 2010 ADEA AADSAS Dental School Admissions Officers Portal. At the top left, the ADEA logo is shown next to the text "AMERICAN DENTAL EDUCATION ASSOCIATION | AADSAS". The user's name, "Chonte James", is displayed in the top right corner, along with a "LOGOUT" button. Below the header, the page title is "2010 ADEA AADSAS Dental School Admissions Officers".

The main content area is titled "My Profile > Account Information". It features a "Required Information" section with the following fields:

- First name: Chonte
- Last name: James
- Phone Number: 202 289-7201
- Email: jamesc@adea.org
- Username: Chonte

At the bottom of the form are "SAVE" and "CANCEL" buttons. On the left side, there is a "My Tools" sidebar with the following categories:

- MY APPLICANTS**
 - Home
 - Submitted Applicants
- MY PROFILE**
 - Account Information
 - Change Password
- SEARCH APPLICANTS**
 - Search
 - Set Local Status
- MAILINGS**
 - View Latest
 - History
- ADMISSIONS**
 - View All
 - Global Status Update
 - Local Interpretations

Below the sidebar is a "LEGEND" section with the following items:

- Applications In Progress
- Applications Submitted
- Applications Verified
- Applications Mailed
- Applications On Hold
- Applications Undelivered

The browser's status bar at the bottom shows "Done", "Internet", and "100%".

My Profile > Account Information

2) Change Password allows you to revise your **Password**:

- Enter the *Old Password* (password that is currently being used)
- Enter the *New Password* (what you would like the password to be) twice for confirmation
- Click *SAVE* to retain the changes that were made

The screenshot displays the user interface of the 2010 ADEA AADSAS Dental School Admissions Officers Portal. At the top left, the ADEA logo is shown next to the text 'AMERICAN DENTAL EDUCATION ASSOCIATION | AADSAS'. The user's name, 'Chonte James', is displayed in the top right corner, along with a 'LOGOUT' button. The main header reads '2010 ADEA AADSAS Dental School Admissions Officers'. The page title is 'My Profile > Change Password'. On the left side, there is a 'My Tools' sidebar with categories: MY APPLICANTS (Home, Submitted Applicants), MY PROFILE (Account Information, Change Password), SEARCH APPLICANTS (Search, Set Local Status), MAILINGS (View Latest, History), and ADMISSIONS (View All, Global Status Update, Local Interpretations). Below this is a 'LEGEND' section with color-coded circles for Applications In Progress, Submitted, Verified, Mailed, On Hold, and Undelivered. The main content area is titled '- Required Information' and contains three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. A note below the 'New Password' field states: 'Create a unique password that is 6 to 15 digits long. Use only letters and numbers (password is case-sensitive). Try to create a password that is easy to remember, but not easily guessed by others'. At the bottom of the form are 'SAVE' and 'CANCEL' buttons. The browser's address bar shows 'Internet' and a zoom level of '100%'.

SET YOUR LOCAL STATUS

Search > Set Local Status

1) Set Local Status

- Name of local status: allows you to search by any status you choose (for example, you can search by applicant last name). You can enter all of your local statuses in this location.
- Local status: allows you to write a description for each status (see page 14).

The screenshot displays the ADEA AADSAS portal interface. At the top left is the ADEA logo (American Dental Education Association) and the AADSAS logo. The user's name, Chonte James, is shown in the top right corner. Below the logos, the page title reads "2010 ADEA AADSAS Dental School Admissions Officers".

The main content area is titled "Search > Set Local Status". It features a "Required Information" section with two input fields:

- "Name of local status:" followed by a text input box.
- "Local status (max 100 characters):" followed by a larger text area with a vertical scrollbar.

Below the input fields are two buttons: "SAVE" and "CANCEL".

On the left side, there is a "MY TOOLS" sidebar with the following categories and links:

- MY APPLICANTS**
 - Home
 - Submitted Applicants
- MY PROFILE**
 - Account Information
 - Change Password
- SEARCH APPLICANTS**
 - Search
 - Set Local Status
- MAILINGS**
 - View Latest
 - History
- ADMISSIONS**
 - View All
 - Global Status Update
 - Local Interpretations

Below the sidebar is a "LEGEND" section with a list of application statuses, each represented by a colored circle:

- Applications In Progress (orange circle)
- Applications Submitted (yellow circle)
- Applications Verified (green circle)
- Applications Mailed (dark green circle)
- Applications On Hold (red circle)
- Applications Undelivered (red circle)

The browser's address bar at the bottom shows "Done" and "Internet". The zoom level is set to 100%.

VIEW YOUR APPLICANTS' INFORMATION

Applicant

Under My Tools > **My Applicants** and > **Submitted Applicants**.

- 1) The **Applicant Pool Status** is a great tool to use on a daily basis. The Applicant Pool Status provides a cumulative list and allows you to review applicants' information through links.

Submitted Applicants: Allows you to produce an Excel spreadsheet showing all applicants in "unverified" status at any given time.

Application Status	Count
Applications in Progress	872
Applications Submitted	126
Applications Verified	566
Applications Mailed	347
Applications On-Hold	3
Applications Undelivered	10

LEGEND

The legend is color coded and specifies the status of each section in the Admissions Officers Portal.

Applications In Progress: Applicant is working on the application and has not electronically delivered it to AADSAS. These applicants have not yet submitted their applications but have indicated they will apply to your school.

Applications Submitted: Applicant has electronically delivered the application to AADSAS. These applicants have applied to your school and can also be viewed by application processing status.

Applications Verified: Coursework has been verified and the GPA has been calculated. These applicants have applied to your school and can also be viewed by application processing status.

Applications Mailed: Coursework has been verified, GPA has been calculated, and the paper application will be mailed to your school within 2 – 3 weeks. These applicants have applied to your school and can also be viewed by application processing status.

Applications On-Hold: AADSAS has placed the application on hold due to discrepancies in the application, payment, coursework, or transcripts.

Applications Undelivered: AADSAS has returned the application to the applicant for corrections to the coursework section.

2) **Search > Applicants** will take you to an applicant's application. You can search for an applicant by name, AADSAS identification number, state of residency, admissions decision, local status, verified status, or academic update status.

The screenshot displays the 2010 ADEA AADSAS Dental School Admissions Officers Portal. At the top left is the ADEA logo, and to its right is the text "AMERICAN DENTAL EDUCATION ASSOCIATION AADSAS". In the top right corner, a user profile box shows "Chonte James" from the "University of Southern California (USC)" for the "2009-2010" session, with a "LOGOUT" button. Below the header is a navigation bar with "2010 ADEA AADSAS Dental School Admissions Officers" and a "LOGOUT" button. The main content area is titled "Search > Applicants". On the left is a "MY TOOLS" sidebar with sections: "MY APPLICANTS" (Home, Submitted Applicants), "MY PROFILE" (Account Information, Change Password), "SEARCH APPLICANTS" (Search, Set Local Status), "MAILINGS" (View Latest, History), and "ADMISSIONS" (View All, Global Status Update, Local Interpretations). Below this is a "LEGEND" section with color-coded circles for: Applications In Progress (orange), Applications Submitted (yellow), Applications Verified (green), Applications Mailed (dark green), Applications On Hold (red), and Applications Undelivered (pink). The search form includes fields for: Last Name, First Name, ADEA AADSAS ID, State of Residency (dropdown), Admissions Decision (dropdown), Local Status (dropdown), Verified (checkbox), and Academic Update (dropdown). At the bottom of the form are "SUBMIT" and "CANCEL" buttons. The browser status bar at the bottom shows "Done", "Internet", and "100%".

2) Applications > Mailed lets you view each applicant's information.

ID	Applicant	Date E-Submitted	Application Status	Payment	Documents	Local Status	Decisions	Supplemental Materials	Mailing Number	Print
20100214332	Gabrelow, Grant	06/22/2009	●	✓	06/11/2009	+	+	+		Ⓜ
20100213395	Abbasi, Maryam	06/10/2009	●	✓	06/22/2009	+	+	+		Ⓜ
20100214139	Abbasi, Summy	06/08/2009	●	✓	06/15/2009	+	+	+		Ⓜ
20100212540	Adabi, Sara	06/02/2009	●	✓	06/22/2009	+	+	+		Ⓜ
20100212972	Aggarwal, Khushbu	06/05/2009	●	✓	06/09/2009	+	+	+		Ⓜ
20100213601	Aghajani, Kiavash	06/04/2009	●	✓	06/12/2009	+	+	+		Ⓜ
20100212733	Ahern, Jessica	06/04/2009	●	✓	06/04/2009	+	+	+		Ⓜ
20100213488	Ali, Ayub	06/10/2009	●	✓	06/15/2009	+	+	+		Ⓜ
20100212548	Altawaty, Rashad	06/03/2009	●	✓	06/22/2009	+	+	+		Ⓜ
20100212647	Aramphongphan, Taneenop	06/02/2009	●	✓	06/08/2009	+	+	+		Ⓜ
20100213228	Arritt, Kirk	06/15/2009	●	✓	06/15/2009	+	+	+		Ⓜ
20100213171	Austin, Philip	06/02/2009	●	✓	06/09/2009	+	+	+		Ⓜ
20100214067	Avendano, Pablo	06/11/2009	●	✓	06/04/2009	+	+	+		Ⓜ
20100212604	Averill, Gordon	06/17/2009	●	✓	06/15/2009	+	+	+		Ⓜ
20100213639	Baek, Jaegyun	06/03/2009	●	✓	06/18/2009	+	+	+		Ⓜ
20100213514	Baker, Austin	06/29/2009	●	✓	06/16/2009	+	+	+		Ⓜ
20100213478	Baker, Ryan	06/08/2009	●	✓	06/04/2009	+	+	+		Ⓜ

DESCRIPTION OF TOOLBAR HEADINGS ON “APPLICATIONS > MAILED” SCREEN

AADSAS ID: Each applicant has an identification number that begins with the entering class cycle, “2010.”

Applicant: Click on this link and you can order names alphabetically.

Date e-Submitted: Click on this link to see applications in the order they were submitted to AADSAS. This link can also be ordered by the date the application was submitted to AADSAS.

Application Status: Lists various statuses for applicants: application status, date e-submitted, complete date, verified, local status, academic update, comments, revisions, mailings, and GPA.

Payment: If the AADSAS application fee has been paid, a (check) appears. An (X) indicates no payment has been received.

Documents Transcripts: Indicates the name of the college or university and the date(s) each transcript is received at AADSAS.

- Documents Letters of Evaluation:** This is the list of evaluators that has been supplied by the applicant:
- a. Date applicant entered the evaluator's name
 - b. Name of the evaluator
 - c. School or institution name
 - d. Type (paper or electronic)
 - e. Waived (yes or no)
 - f. Date Received – the date the letter was received by AADSAS
 - g. Mailing # Date – the date letters were mailed to designated dental schools
 - h. View Evaluation

(Letters of evaluation are sent to schools with applications, if received by the date AADSAS processes the application. Letters received after the application has been sent are forwarded in the next mailing.)

Local Status: Refer to page 14.

Decisions: There are 13 decision codes schools can use to communicate application status changes to applicants.

Supplemental Information: Admissions officers can use this option to communicate with applicants regarding items that have not been submitted or to convey comments. Information provided appears in the applicant portal.

Mailing Number: The mailing number assigned when the application was mailed to the dental school.

Print Profile: Permits you to print the applicant's file (biographical and coursework information), including personal essay and additional information, on 8½ x 11 paper.

DOWNLOAD AADSAS MAILINGS

An automatic email notification is sent when a new mailing has been delivered to your portal.

To securely download the electronic file, select **View History** from the Mailings option on the main menu of the portal. A list of the AADSAS mailings appears, along with corresponding links to download the electronic files.

The horizontal toolbar under **Mailing History** provides a list of mailings that have been generated by AADSAS.

Mailing No.	Date Created	Electronic Release Date	Scheduled Shipping Date	Total Number Of Applicants	Folders			New References	Download File	Last Download
					New	Revised	Total			
11	09/09/2009	09/11/2009	09/14/2009	95	25	70	95	124		
10	09/01/2009	09/04/2009	09/08/2009	173	89	84	173	122	Download File	Sep 4 2009 11:12 AM by B. S.
9	08/25/2009	08/28/2009	09/01/2009	214	114	100	214	122	Download File	Aug 31 2009 11:10 AM by B. S.
8	08/18/2009	08/21/2009	08/24/2009	181	111	70	181	115	Download File	Aug 21 2009 11:23 AM by B. S.
7	08/11/2009	08/14/2009	08/17/2009	206	127	79	206	137	Download File	Aug 14 2009 11:05 AM by B. S.
6	08/04/2009	08/07/2009	08/10/2009	252	162	90	252	126	Download File	
5	07/27/2009	08/03/2009	07/31/2009	310	221	89	310	161	Download File	
4	07/17/2009	07/27/2009	07/24/2009	368	329	39	368	132	Download File	
3	07/08/2009	07/16/2009	07/17/2009	307	307	0	307	41	Download File	
2	07/07/2009	07/08/2009	07/10/2009	337	325	12	337	46	Download File	Sep 2 2009 1:44 PM by C. J.
1	06/29/2009	06/30/2009	07/02/2009	347	347	0	347	0	Download File	Sep 2 2009 1:44 PM by C. J.

Mailing No: Select the mailing number to view the list of applicants including in that mailing.

Date Created: Date the applicant created an account to complete an application.

Electronic Release Date: The date the applicant's application is available electronically.

Scheduling Shipping Date: The date the application folders and materials are mailed to your dental school. You should receive the hard copy in a few weeks.

Total Number of Applicants: The total number of applicants per mailing.

Folders - New: Count of new applications in the mailing.

Folders - Revised: The total number of revised applications in the mailing (if any).

Folders - Total: The total number of applications in the mailing.

New References: Provides a count of letters of evaluation.

Download File/Last download: See further instructions below for download file. The last download displays the initials and date the file was downloaded at your school.

Download A Mailing

- 1) Select the mailing you want to process.
- 2) **Save** the file to your computer. The file name will be your school abbreviation along with the mailing number (for example, AZ001.ZIP).
- 3) The file stored on your computer is ZIPPED, so if you cannot open the file you may need to install PKZIP software on your computer.

YOUR DOWNLOAD IS COMPLETE!

View Latest Mailings shows all applicants included in the most recent mailing. Detailed information and the option to print are available.

2010 ADEA AADSAS Dental School Admissions Officers

Chonte James
University of Southern California (USC)
2009-2010

LOGOUT

My TOOLS

- MY APPLICANTS
 - Home
 - Submitted Applicants
- MY PROFILE
 - Account Information
 - Change Password
- SEARCH APPLICANTS
 - Search
 - Set Local Status
- MAILINGS
 - View Latest
 - History
- ADMISSIONS
 - View All
 - Global Status Update
 - Local Interpretations

LEGEND

- Applications In Progress
- Applications Submitted
- Applications Verified
- Applications Mailed
- Applications On Hold
- Applications Undelivered

Mailings > Details for Mailing #1

Count	ID	Applicant	Status		Applicant Record	Print
			New	Revised		
1	20100214332	Gabrelow, Grant	✓		+	ⓑ
2	20100213395	Abbasi, Maryam	✓		+	ⓑ
3	20100214139	Abbassi, Summy	✓		+	ⓑ
4	20100212540	Adabi, Sara	✓		+	ⓑ
5	20100212972	Aggarwal, Khushbu	✓		+	ⓑ
6	20100213601	Aghajani, Kiavash	✓		+	ⓑ
7	20100212733	Ahern, Jessica	✓		+	ⓑ
8	20100213488	Ali, Ayub	✓		+	ⓑ
9	20100212548	Altawaty, Rashad	✓		+	ⓑ
10	20100212647	Aramphongphan, Taneenop	✓		+	ⓑ
11	20100213228	Arritt, Kirk	✓		+	ⓑ
12	20100213171	Austin, Philip	✓		+	ⓑ
13	20100214067	Avendano, Pablo	✓		+	ⓑ
14	20100212604	Averill, Gordon	✓		+	ⓑ
15	20100213639	Baek, Jaegyun	✓		+	ⓑ
16	20100213514	Baker, Austin	✓		+	ⓑ
17	20100213478	Baker, Ryan	✓		+	ⓑ

Print AADSAS File Folder Labels

After accessing the **2010 AADSAS Dental School Admissions Officers** portal from www.adea.org:

- Under My Tools, in the Mailings section, click **History**.
- A list of AADSAS mailings will display. Select the mailing you want to download and click **Download File**. You have the option to OPEN or SAVE the file.
- Extract the Microsoft Word document from the zipped file; for example, **USC001-1.doc**.
- To access applicant file labels, open the appropriate **Microsoft Word** document. For example, the **USC001-1.doc** document contains applicant folder labels (one per applicant).
- Click **File > Print** and choose Avery 5160 labels.
- Use manila file folders with three tabs (left, center, or right).
- Each label will contain the applicant's AADSAS ID, name, and state of residence. If the applicant chooses "NO STATE," state of residence will appear as "ZZ" on the label.

Print AADSAS Mailing Address Labels

After accessing the **2010 AADSAS Dental School Admissions Officers** portal from www.adea.org:

- Under My Tools, in the Mailings section, select **History**.
- A list of AADSAS mailings will display. Select the mailing you want to process and click **Download File**. You have the option to OPEN or SAVE the file.
- To access mailing addresses, extract the appropriate Microsoft Word document from the zipped file. For example, choose **USC001-6.doc to print six labels per page** or **USC001-12.doc** to print 12 labels per page.
- Click File > **Print** and choose Avery 5160 labels.

SET UP YOUR LOCAL INTERPRETATION

Admissions Decisions

This section of the Admissions Officers portal permits admissions officers to provide each applicant with updated information about the status of his or her application. Through their portal, applicants are able to monitor admission status at each of the schools to which they have applied. If you have AClient, you do not need to set up local interpretation (see AClient instructions).

- 1) In the left toolbar on the home page, click **Admissions > View All** to view the admissions status of all applicants.
- 2) Select an **Admissions Decision** Code for the each applicant.
- 3) Select **SAVE**. Each applicant is now able to see the admission status code, the local interpretation, and the date it was entered by the school.
- 4) **Date Set** will display the date the admission is set.
- 5) **Set By** will display the initials of the person who set the decision code.
- 6) **Applicant Record** will display the applicant's complete application.

2010 ADEA AADSAS Dental School Admissions Officers

Chonte James
University of Southern California (USC)
2009-2010

LOGOUT

Admissions > Decisions

'View All' lists all applicants that are verified, mailed, or on hold.

ID	Applicant	Admissions Decisions (Codes)	Date Set	Set By	Applicant Record
20100214332	Gabrelow, Grant			.	+
20100216197	Aalai, Marriam			.	+
20100215518	Aalam, Sohrab			.	+
20100213395	Abbasi, Maryam			.	+
20100214139	Abbassi, Summy			.	+
20100214412	Abdelfattah, Mohamad			.	+
20100215158	Abdoulin, Arthur			.	+
20100216242	Abraham, Jency			.	+
20100217083	Abu-Seraj, Nader			.	+
20100212540	Adabi, Sara			.	+
20100215663	Adams, Lachelle			.	+
20100217049	Adcock, Scott			.	+
20100220862	Afsari, Nima			.	+
20100215018	Afzal, Shaheera			.	+
20100212972	Aggarwal, Khushbu			.	+
20100213601	Aghajani, Kiavash			.	+
20100216703	Ahmed, Hani			.	+

LEGEND

- Applications In Progress
- Applications Submitted
- Applications Verified
- Applications Mailed
- Applications On Hold
- Applications Undelivered

Set Local Interpretation

Because admission status codes can have different meanings at each dental school, admissions officers are encouraged to provide a “local interpretation” for each status code. Local interpretation information is conveyed to the applicant, along with the particular status code.

Local interpretation information is helpful to applicants, and may reduce the number and frequency of applicant phone calls and inquiries regarding application status.

Several examples below show the kinds of messaging that can be included with “local interpretations.”

Admissions officers are encouraged to provide explanations of their status codes.

The screenshot shows the '2010 ADEA AADSAS Dental School Admissions Officers' portal. The user is logged in as Chonte James from the University of Southern California (USC) for the 2009-2010 session. The page title is 'Admissions > Set Local Interpretation'. A sidebar on the left contains navigation menus for 'MY TOOLS', 'MY APPLICANTS', 'MY PROFILE', 'SEARCH APPLICANTS', 'MAILINGS', and 'ADMISSIONS', along with a 'LEGEND' section. The main content area is a table with the following columns: 'Default Description', 'Abbreviation', and 'Local Interpretation'. The table contains the following rows:

Default Description	Abbreviation	Local Interpretation
Received/Under Review	RR	<input type="text"/>
Received/Waiting Additional Information	RW	<input type="text"/>
Received/Application Complete	RC	<input type="text"/>
Application Denied	AD	<input type="text"/>
Invited for Interview	II	<input type="text"/>
Withdrew Before Action	WB	<input type="text"/>
Offer Made	OM	<input type="text"/>
Wait Listed	WL	<input type="text"/>

Example of possible local interpretations

RR We have received your AADSAS application and are reviewing it now. You will be contacted by our office regarding next steps.

RW Follow-up information has been requested, and you will be contacted when your file is complete. Allow two weeks from the date you submit information for your file to be considered complete.

ACLIENT USERS

SEE DOWNLOAD INSTRUCTIONS AT
<http://www.academicmanagement.com/admit2010/CClient.htm>



- [AClient 2010 Download](#)
- [AClient 2010 Installation Instructions](#)
- [AClient 2010 User Guide](#)
(PDF file) - Updated 5/14/2009
- [FAQ](#)
Frequently Asked Questions
- [AClient 2010 Features](#)
- [AClient 2010 Enhancements](#)
- [AClient 2010 Reports Summary](#)
Brief summaries of the reports and PDF samples
- [Custom Export NEW Overview](#)
(PDF file)
- [AClient 2010 Custom Export \(new\) Data Dictionary](#)
(PDF file)
- [AClient 2010 Custom Export \(old style\) Data Dictionary](#)
(PDF file)
- [MS Word 2007 Insert Merge Field Solution](#)
- [Microsoft Security Update \(KB 951207\) Word Solution](#)
- [About AClient](#)

The AADSAS Client was released by AADSAS on July 29, 1998 and is now in its eleventh year of operation in the field. The software meets the specifications set by the AADSAS Task Force and is designed to automate the admissions process at any dental school.

The AADSAS Client streamlines the admissions process by importing the AADSAS data and organizing the information into a visual, easy to access database. The program offers many customization features. It is generic and easily adapted to support your school's admissions process. It can even assist in the process of updating applicant information or your supplemental application, on the web and tracking applicant and matriculant trends over time.

Admissions personnel interested in learning more about the program can use [this website](#) to review the list of features that are available within the program or view a sampling of screen images found on the screen shots page.

[Academic Management Systems](#) created and supports AADSAS Client in addition to other academic software for administrators and course directors of health professions schools.

Development and Support
admit2support@academicmanagement.com

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Buffalo, NY 14228
Phone: 716.204.0464
Fax: 716.204.0466



© 2008 Academic Management Systems

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311 Arsenal Street
Watertown, MA 02472
Phone: 617.926.0504
Fax: 617.926.0341

QUICK REFERENCES

Applications Submitted

Applications > Submitted shows all applicants who have e-submitted dental school applications to AADSAS.

2010 ADEA AADSAS Dental School Admissions Officers

Chonte James
University of Southern California (USC)
2009-2010

LOGOUT

Applications > Submitted

ID	Applicant	Date E-Submitted	Application Status	Payment	Documents	Local Status	Decisions	Supplemental Materials	Mailing Number	Print
20100215518	Alam, Sohrab	06/22/2009								
20100221142	Akhavan, Jonathan	06/29/2009			06/29/2009					
20100216508	Ali, Akber	06/21/2009			06/30/2009					
20100213439	Anwar, Omar	06/16/2009			06/03/2009					
20100216661	Athari, Christopher	06/24/2009			07/01/2009					
20100217222	Awadi, Mona	06/04/2009								
20100216286	bakhtiari, bahareh	06/22/2009			06/29/2009					
20100217612	Balazadeh Minouei, Hanieh	06/15/2009			06/30/2009					
20100218091	Bastawros, Amy	06/28/2009								
20100214619	Bedilo, Elena	06/30/2009			06/22/2009					
20100219973	Bennett, Ashley	06/10/2009								
20100215896	Blackburn, Marc	06/28/2009								
20100216374	Boudaie, Jessica	07/01/2009								
20100219992	Brenman, Jacob	06/23/2009								
20100221062	Bui, Giao	06/19/2009			06/30/2009					
20100215809	Carrazana, Vincent	06/15/2009			06/18/2009					
20100215893	Carrillo, Emilio	07/01/2009			06/09/2009					

Applications > Verified

Verified Applications show all applicants whose coursework has been verified and whose GPA has been calculated.

The screenshot displays the user interface of the 2010 ADEA AADSAS Dental School Admissions Officers Portal. At the top, the ADEA and AADSAS logos are visible, along with the user's name, Chonte James, and their affiliation with the University of Southern California (USC) for the 2009-2010 academic year. A 'LOGOUT' button is located in the top right corner.

The main content area is titled 'Applications > Verified'. On the left side, there is a 'MY TOOLS' sidebar with several sections: 'MY APPLICANTS' (Home, Submitted Applicants), 'MY PROFILE' (Account Information, Change Password), 'SEARCH APPLICANTS' (Search, Set Local Status), 'MAILINGS' (View Latest, History), and 'ADMISSIONS' (View All, Global Status Update, Local Interpretations). Below these is a 'LEGEND' section with color-coded icons for 'Applications In Progress' (orange), 'Applications Submitted' (yellow), 'Applications Verified' (green), 'Applications Mailed' (light green), 'Applications On Hold' (red), and 'Applications Undelivered' (dark red).

The central part of the page features a table listing 20 verified applications. Each row contains the following information: ID, Applicant Name, Date E-Submitted, Application Status (green circle with checkmark), Payment (green checkmark), Documents (date), Local Status (blue plus), Decisions (blue plus), Supplemental Materials (blue plus), Mailing Number, and a Print button (orange circle with 'B').

ID	Applicant	Date E-Submitted	Application Status	Payment	Documents	Local Status	Decisions	Supplemental Materials	Mailing Number	Print
20100216197	Aalai, Marriam	06/21/2009	✓	✓	06/19/2009	+	+	+		B
20100214412	Abdelfattah, Mohamad	06/19/2009	✓	✓	06/24/2009	+	+	+		B
20100216242	Abraham, Jency	06/23/2009	✓	✓	06/19/2009	+	+	+		B
20100217083	Abu-Seraj, Nader	06/20/2009	✓	✓	06/30/2009	+	+	+		B
20100215663	Adams, Lachelle	06/15/2009	✓	✓	06/26/2009	+	+	+		B
20100220862	Afsari, Nima	06/25/2009	✓	✓	07/01/2009	+	+	+		B
20100215018	Afzal, Shaheera	06/18/2009	✓	✓	06/12/2009	+	+	+		B
20100216702	Ahdab, Hani	06/18/2009	✓	✓	06/22/2009	+	+	+		B
20100218507	Ahluwalia, Mehak	06/19/2009	✓	✓	06/09/2009	+	+	+		B
20100215227	Ahmad, Tara	06/02/2009	✓	✓	06/19/2009	+	+	+		B
20100217111	Ajiello, Alisha	06/26/2009	✓	✓	06/18/2009	+	+	+		B
20100217435	Ajanaku, Olakunle	06/17/2009	✓	✓	06/24/2009	+	+	+		B
20100213117	Akel, Reem	07/01/2009	✓	✓	06/09/2009	+	+	+		B
20100214810	Akhavan Malayeri, Amir	06/15/2009	✓	✓	06/16/2009	+	+	+		B
20100214754	Al Salayta, Muhannad	06/29/2009	✓	✓	06/03/2009	+	+	+		B
20100216544	Al Shaib, Tarek	06/02/2009	✓	✓	06/03/2009	+	+	+		B
20100214621	Alaghebandzadeh, Shadi	06/30/2009	✓	✓	06/30/2009	+	+	+		B

The bottom of the page shows a taskbar with 'Done', 'Internet', and '100%' zoom level.

Applications > On Hold

ON HOLD shows a list of applicants placed on hold due to discrepancies in the application, payment, coursework, or transcript.

Chonte James
University of Southern California (USC)
2009-2010

2010 ADEA AADSAS Dental School Admissions Officers [Logout](#)

My Tools

- MY APPLICANTS
 - Home
 - Submitted Applicants
- MY PROFILE
 - Account Information
 - Change Password
- SEARCH APPLICANTS
 - Search
 - Set Local Status
- MAILINGS
 - View Latest
 - History
- ADMISSIONS
 - View All
 - Global Status Update
 - Local Interpretations

LEGEND

- Applications In Progress
- Applications Submitted
- Applications Verified
- Applications Mailed
- Applications On Hold
- Applications Undelivered

Applications > On Hold

ID	Applicant	Date E-Submitted	Application Status	Payment	Documents	Local Status	Decisions	Supplemental Materials	Mailing Number	Print
20100219545	Lam, Lap	06/23/2009	●	✓	06/24/2009	+	+	+		ⓑ
20100212873	Lim, Daniel	06/03/2009	●	✓	06/19/2009	+	+	+		ⓑ
20100216471	Srinivasan, Jayashree	06/06/2009	●	✓	06/05/2009	+	+	+		ⓑ

Done Internet 100%

Application Status

- Status – color code providing the status of an application
- Date E-Submitted
- Date Completed
- Verified (yes or no)
- Local Status
- Academic Update
- Comments
- Revisions
- Mailings
- GPA

The screenshot displays the ADEA AADSAS portal interface. At the top left, the ADEA logo is shown next to the text 'AMERICAN DENTAL EDUCATION ASSOCIATION' and 'AADSAS'. Below this is the text '2010 ADEA AADSAS Dental School Admissions Officers'. On the right side, the user's name 'Chonte James' and affiliation 'University of Southern California (USC) 2009-2010' are displayed. The main content area shows a 'Status' window for 'Sohrab Aalam 20100215518'. This window is divided into two panes: 'APPLICANT' and 'APPLICATION'. The 'APPLICANT' pane shows the email 'sohrab.aalam@gmail.com'. The 'APPLICATION' pane displays the following information:

Status:	Submitted	→ Academic Update:
Date E-Submitted:	06/22/2009	→ Comments:
Complete Date:		→ Revisions:
Verified:	No	→ Mailings:
Local Status:		→ GPA:

At the bottom of the application details, there is a 'CLOSE' button.


Supplemental Materials

This section allows admissions officers to update an applicant's file and make comments.

The screenshot displays the 'Supplemental Materials' section of the ADEA AADSAS portal. At the top left, the ADEA logo is shown next to the text 'AMERICAN DENTAL EDUCATION ASSOCIATION' and 'AADSAS'. Below this is the title '2010 ADEA AADSAS Dental School Admissions Officers'. On the right side, the user's name 'Chonte James' and affiliation 'University of Southern California (USC) 2009-2010' are displayed. The main form area is titled 'Supplemental Materials' and features a dropdown menu for the applicant, currently showing 'Sohrab Aalam 20100215518'. Under the 'Category:' label, there is a list of checkboxes for various materials: Application Fee, Official DAT Scores, New (updated) DAT Scores, 2 x 2 Photograph, State or University Questionnaire, Application Survey, TOEFL Score, MELAB Score, and WICHE Certification. Below the category list is a 'Contact with School:' dropdown menu. The 'Official Comments:' section contains a text area with a character limit of 255. The 'General Comments:' section also contains a text area with a character limit of 255. A vertical scrollbar is visible on the right side of the form.

View Transcripts and Letters of Evaluation

This section displays official documents received at AADSAS.



**AMERICAN
DENTAL
EDUCATION
ASSOCIATION**

AADSAS

2010 ADEA AADSAS Dental School Admissions Officers

Chonte James
University of Southern California (USC)
2009-2010

Documents

Sohrab Aalam 20100215518

Transcripts

Name Of College Or University	Date Received
GRPCA5 - CA - SAN DIEGO MESA COLLEGE	07/06/2009
001286 - CA - SANTA MONICA COLLEGE	07/02/2009
001315 - CA - UNIVERSITY OF CALIFORNIA - LOS ANGELES	
001317 - CA - UNIVERSITY OF CALIFORNIA - SAN DIEGO	
340106 - CA - UNIVERSITY OF CALIFORNIA - SAN DIEGO (EXTENSION)	07/06/2009
GRPC01 - CO - UNIVERSITY OF COLORADO - BOULDER	

Evaluations

Date Requested	Name	School / Institution	Type	Waived	Date Received	Mailing # Date	View Evaluation
06/08/2009	Dr. Sandra Brown	UCSD	Electronic	✗	06/09/2009		Ⓜ
06/08/2009	Dr. Ravinder Mittal	UCSD	Electronic	✗			
06/08/2009	Dr. James Mahooti	James Mahooti, D.D.S.	Electronic	✗			
06/08/2009	Dr. Nader Vafaie	EndoArt Endodentistry	Electronic	✗	06/11/2009		Ⓜ

[X CLOSE](#)