



## ADVISOR PORTAL USER GUIDE

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You will only see applicants in your portal who have answered “Yes” to the question, “Would you like to release your information to the health professions advisor at any school(s)?” and then also selected your school to release to.

The Advisor Portal Main Menu contains the following links:

**SEARCH:**

Allows you to search all applicants from your school who have released their information to you. You can filter by ethnicity, gender, specific school, specific school status, etc.

**DASHBOARD:**

Gives quick overview of applicant data. Total applied, Total at each school, Total submitted, etc.

**DOCUMENTS:**

Will be able to search entire pool for document information. Will not be active in the portal until June.

**REPORTS:**

Where you will go to run reports on your applicant group.

### Search for Applicants

An applicant search can be performed in two ways.

1.

Click on the [Search] link from the main menu. You can find applicants by searching on multiple fields; a few examples are listed below. This search is cumulative, meaning that the more fields that are used in the search, the more narrow the search result will be.

- Last Name (including Other Last Name)
- First Name (including Other First Name)
- TMDSAS ID
- Email
- Gender
- Phone
- Application Status
- School Status
- Etc.

2. Using the [Quick Search] box in the top right corner of every screen. You can search by full Last Name (including other/former last names) or TMDSAS ID.

## Note:

Clicking on the [Search] button will display all applicants from your school who have released their information to you.

Search results display the TMD SAS ID, last name, first name, various dates, school status for transmitted applicants, and a link to go directly to view the application for the selected applicant. These results may be exported to Excel by clicking on the link at the top right, [Export to Excel].

Results are sorted by TMD SAS ID. Results can be resorted by clicking one of the column headings. Clicking a column heading twice reverses the sort order.

An example of the search results screen can be seen below:

The screenshot shows the TMD SAS Advisor Portal search results page. The page title is "Advisor Portal Search Results for University of Texas at Austin". The search criteria are "College: University of Texas at Austin". The search results are displayed in a table with the following columns: Select, Last, First, Start, Submit, Paid, Transmit, DM, GM, HM, SM, AM, TL, NT, EP, BD, HD, SD, AV, LTR, Tests, Trans, Valid, and a "View Application" link. The search results are as follows:

Select	Last	First	Start	Submit	Paid	Transmit	DM	GM	HM	SM	AM	TL	NT	EP	BD	HD	SD	AV	LTR	Tests	Trans	Valid	View Application
11518	Buckingham	Debra	4/8/2010																Y	N			View Application
11539	Dubuque	Nicole	4/12/2010	4/27/2010															N	N			View Application
11550	brown	Jack	4/13/2010	4/13/2010															N	N			View Application
17134	belle	lulu	4/22/2010	4/22/2010															N	N			View Application

Search Criteria: College: University of Texas at Austin  
Date: 5/24/2010  
Export to Excel  
Modify Search  
New Search

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Abbreviations used on the search results page:

DM = UT Southwestern Medical Center at Dallas

GM = UT Medical Branch at Galveston

HM = UT Health Science Center at Houston Medical School

SM = UT Health School of Medicine at San Antonio

AM = Texas A&M Health Science Center, College of Medicine

TL = Texas Tech University Health Sciences Center School of Medicine

NT = University of North Texas—Texas College of Osteopathic Medicine

EP = Texas Tech University Health Sciences Center Paul L. Foster School of Medicine at El Paso

BD = Texas A&M HSC Baylor College of Dentistry

HD = The University of Texas Dental Branch at Houston

SD = The University of Texas Dental School in San Antonio

AV = Texas A&M University College of Veterinary Medicine

LTR = Letters – indicates whether or not any letters have been received on the applicant’s behalf.  
Trans = Transcripts – indicates whether or not any transcripts have been received on the applicant’s behalf. Will indicate the number received if transcripts have been received.  
Valid = Validated – indicates if applicant’s coursework has been final validated.

### **View Applicant Detail**

When you click the TMDSAS ID, you will be taken to the Applicant Review page for the applicant.

The Applicant Sub-Menu is located under the main menu at the top of the screen. The Applicant Sub-Menu will show you the different views of information that are available for the specific applicant that you selected. The sections are:

- Profile w/Pic - shows the Applicant Profile report, containing certain summary data. Also includes applicant photo. Will be viewable only after application is submitted.
- Profile - shows the Applicant Profile report, containing certain summary data. Will be viewable only after application is submitted.
- Application – shows the printable version of the applicant data as entered in the application. It is divided into the same sections that appear in the applicant view. Click on the section under [Bookmarks] to go straight to a specific section of the application.
- RCW – Record of College Work. Lists all course work taken. Will be viewable only after application is submitted.
- PCR – Prescribed Course Report. Lists all courses which count towards satisfying the required coursework. Will be viewable only after application is submitted.
- Test Scores - shows the applicant’s planned and taken test dates as reported by the applicant. Official scores as reported by the applicable testing service will appear if received.
- Letters - shows letters of evaluation expected and their received status. Click on the ID in the [View] column to view the document.
- Transcripts - shows transcripts expected and their received status.
- Other - shows other documents expected and their received status. Examples are residency documentation, visas, updates, etc.
- SES - shows answers to questions that result in the Socioeconomic rating.

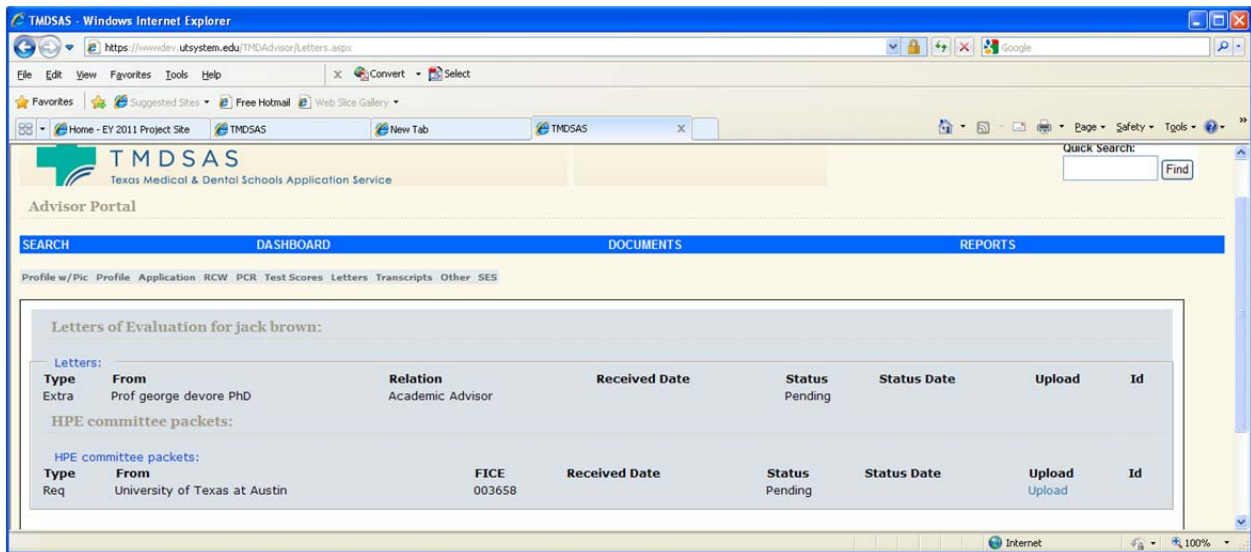
## Working with the PDF views

The application, both profiles, the PCR and RCW are all PDF files to make these documents easier to work with. The menu at the top of the PDF display allows you to

- Print the PDF to your local system
- Save the PDF locally or
- Email the PDF
- Page through the PDF by clicking the up or down arrow
- Magnify the document for easier viewing by using the – or + buttons
- Search for a word or phrase within the PDF by entering a search term in the text box

## How to Upload HP Committee Packet

1. Search for the applicant by going to the [Search] screen or by using the [Quick Search].
2. Click on [Letters] from the sub-menu.
3. Click the [Upload] link next to your school name under the HPE Committee Packets heading.
4. Browse for the document to be uploaded and click the [Upload] button.
5. You will receive the message “Document was successfully uploaded!” once the document has been successfully uploaded.
6. The document will now be made available for TMDASAS to review and approve.



The screenshot shows the TMDASAS Advisor Portal interface. The page title is "TMDASAS Texas Medical & Dental Schools Application Service Advisor Portal". The navigation menu includes SEARCH, DASHBOARD, DOCUMENTS, and REPORTS. Below the navigation, there are links for Profile w/Pic, Profile, Application, RCW, PCR, Test Scores, Letters, Transcripts, and Other. The main content area displays "Letters of Evaluation for jack brown:" and a table of letters. Below the letters table, there is a section for "HPE committee packets:" with another table.

Type	From	Relation	Received Date	Status	Status Date	Upload	Id
Extra	Prof george devore PhD	Academic Advisor		Pending			

Type	From	FICE	Received Date	Status	Status Date	Upload	Id
Req	University of Texas at Austin	003658		Pending		Upload	

## Reports

To access the reporting section, click on the [Reports] link from the main menu. Click on the link of the report that you want to run. Click the [Find] button to generate the master report for all applicants in the portal. \*Currently only the Master Report is available. All other reports will be available beginning in June.

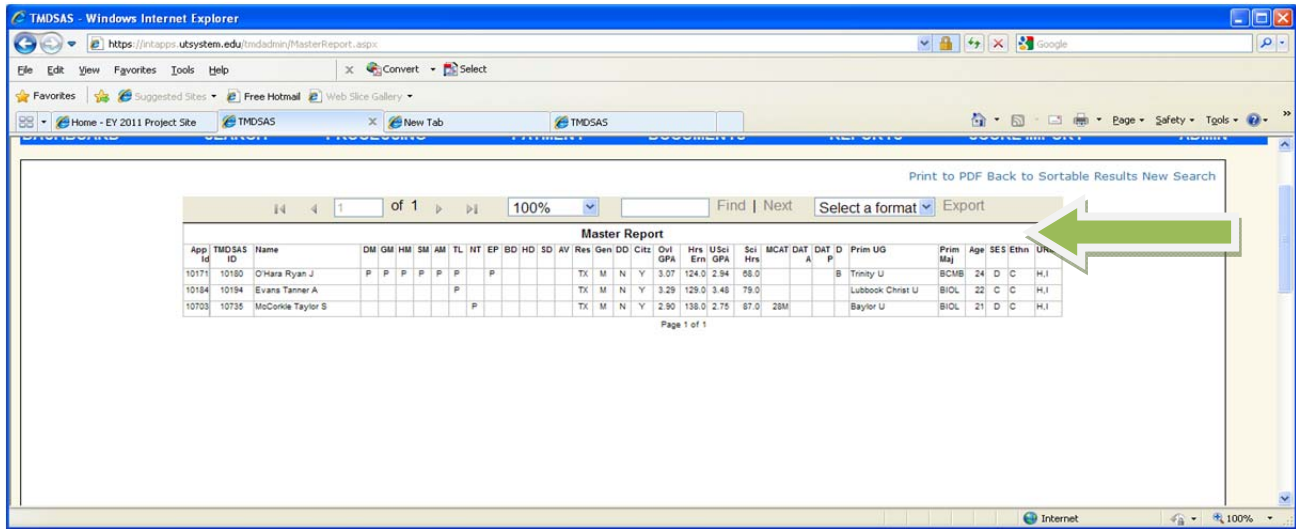
You can also run the report by searching only for certain information. This search is cumulative, meaning that the more fields that are used in the search, the more narrow the search result will be.

The following reports will be available in the reporting section.

- Master Report: Core data - filter by ethnicity, gender, specific school or specific school status
- Status of Applications: Core data about applicant Status
- Applicants and Applications: Core data about how many applicants are applying to various school types
- Personal Stats Summary: Total number of applicants by various personal characteristics such as gender, residence, ethnicity, age
- Medical Statistics: Distribution of medical school applicants by GPA & MCAT scores
- Dental Statistics: Distribution of dental school applicants by GPA & DAT scores
- Medical Summary: Applicant academic characteristics in relation to application status
- Dental Summary: Applicant academic characteristics in relation to application status
- Socioeconomic Summary: Summary information on SES groups and test scores/ethnicity
- Socioeconomic Master: Applicant socioeconomic groups and test scores
- Applicants by Academic Major

An example of the report results is shown below. You can print a report by clicking the [Search and Export Options] link in the upper-right hand corner above the report results. From this page, you can print the report to PDF, you can begin a new search and you can export the results.

To export the report results to Excel, select "Excel" from the [Select a format] drop-down menu. Next, click the [Export] link.



The screenshot shows a web browser window displaying a 'Master Report' table. The table has the following columns: App Id, TMD SAS ID, Name, DM, GM, HM, SM, AM, TL, NT, EP, BD, HD, SD, RV, Res, Gen, DO, Citz, Ovt GPA, Hrs, U.Sol, Sci, MCAT, DAT, DAT, D, Prim UG, Prim Maj, Age, SES, Ethn, and U.Sol. The table contains three rows of data for applicants O'Hara Ryan J, Evans Tanner A, and McCorkle Taylor S. In the top right corner of the report area, there is a navigation bar with links for 'Print to PDF', 'Back to Sortable Results', and 'New Search'. Below these links is a 'Select a format' dropdown menu and an 'Export' button. A green arrow points to the 'Export' button.

App Id	TMD SAS ID	Name	DM	GM	HM	SM	AM	TL	NT	EP	BD	HD	SD	RV	Res	Gen	DO	Citz	Ovt GPA	Hrs	U.Sol	Sci	MCAT	DAT	DAT	D	Prim UG	Prim Maj	Age	SES	Ethn	U.Sol
10171	10180	O'Hara Ryan J	P	P	P	P	P	P											3.07	124.0	2.94	68.0				B	Trinity U	BCMB	24	D	C	H,I
10184	10194	Evans Tanner A							P										3.29	129.0	3.48	79.0					Lubbock Christ U	BIOL	22	C	C	H,I
10703	10735	McCorkle Taylor S							P										2.90	138.0	2.75	87.0	28M				Baylor U	BIOL	21	D	C	H,I

## Column Heading Abbreviations Used on the Master Report

### **School Abbreviations:**

DM = UT Southwestern Medical Center at Dallas

GM = UT Medical Branch at Galveston

HM = UT Health Science Center at Houston Medical School

SM = UT Health School of Medicine at San Antonio

AM = Texas A&M Health Science Center, College of Medicine

TL = Texas Tech University Health Sciences Center School of Medicine

NT = University of North Texas—Texas College of Osteopathic Medicine

EP = Texas Tech University Health Sciences Center Paul L. Foster School of Medicine at El Paso

BD = Texas A&M HSC Baylor College of Dentistry

HD = The University of Texas Dental Branch at Houston

SD = The University of Texas Dental School in San Antonio

AV = Texas A&M University College of Veterinary Medicine

### **Status Abbreviations:**

P = pending

IV = invited for interview

IN = interviewed

AC = accepted

DP = deposited

MA = matriculated

AL = alternate

WA = withdrawn after acceptance

WB = withdrew before any admission action

WI = withdrew after interview

WM = withdrawn resulting from the match

WS = withdrawn by school

RO = rescinded offer

RJ = rejected without interview

RI = rejected after interview

WM = withdrawn resulting from the match

HL = hold

DF = deferred

**Res** = Official State of Residency

**Gen** = Gender

**DD** = Y indicates applicant applied to dual-degree program

**Citz** = Y indicates applicant is a US citizen

**OVL GPA** = Overall GPA

**Hrs Ern** = Total hours earned

**UGSci GPA** = Undergraduate science GPA

**Sci Hrs** = Undergraduate science hours

**MCAT** = MCAT score

**W** = MCAT writing score

**DAT A** = DAT Academic Average score

**DAT P** = DAT Perceptual Ability score

**D** = Last degree earned (B – Bachelors; M – Masters; D – Doctorate)

**# Sch** = Total number of schools attended

**Prim UG** = Primary undergraduate institution

**Prim Maj** = Primary major

**SES** = Socioeconomic score

**Ethn** = Calculated Ethnicity (see codes below)

**URM** = Under-represented Minority Ethnicity

### Abbreviations Used on the Application PDF and Profile PDF

**Race/Ethnicity Abbreviations:** these are the abbreviations used for the actual ethnicities as reported by the applicant. These appear on the application PDF, the profile PDF and in the [URM] column on the Master Report.

Short Abbrev	Long Abbrev	Race/Ethnicity
H	Hisp	Hispanic or Latino
MA	MexAm	Mexican, Mexican American, Chicano/Chicana
CU	Cub	Cuban
PR	PR	Puerto Rican
OH	OthHisp	Other Hispanic or Latino
NH	NonH	Not Hispanic or Latino
AI	Amlnd	American Indian
T	Trb	Tribe
A	Asian	Asian
I	AsnInd	Asian Indian
C	Chin	Chinese
F	Filip	Filipino
J	Japn	Japanese
K	Kor	Korean
P	Pak	Pakistani
V	Viet	Vietnamese
OA	OthAsn	Other Asian
B	Black	Black/African-American
HP	HwPI	Native Hawaiian or Other Pacific Islander
Hw	Haw	Native Hawaiian
OP	OthPI	Other Pacific Islander
GC	GuamCh	Guamanian or Chamorro
S	Sam	Samoan
W	W/Cau	White/Caucasian

**Calculated Ethnicity Abbreviations:** these are the abbreviations used for the Calculated Ethnicity which is reported in the [Ethn] column on the Master Report and on the SES Reports.

Calculated Ethnicity	Short Abbrev
American Indian	I
African American	B
Asian	A
Hispanic	H
Hawaiian/Pacific Islander	P
White/Caucasian	C
Multiple	M
International	N
Unreported	U

College Major/Minor Abbreviations:

Abbrev	Major Description
ACCT	Accounting
ADVT	Advertising
ARNT	Aeronautical Studies
ASEN	Aerospace Engineering
AFAM	African and Afro-American Studies
AGBU	Agribusiness
AGRI	Agriculture
AMST	American Studies
ANAT	Anatomy
ANBH	Animal Behavior
ANSC	Animal Science
ANTH	Anthropology
ANHB	Anthropology and Human Biology
ACNS	Applied Cognition and Neuroscience
APLD	Applied Learning & Development
APMT	Applied Mathematics
ARAB	Arabic
ARY	Archaeology
ACEN	Architectural Engineering
ARCH	Architecture

ART	Art
ARHI	Art History
ASST	Asian Studies
ASTR	Astronomy
ATTR	Athletic Training
BACT	Bacteriology
BIBL	Biblical Studies
BIBH	Bio-behavioral Health
BIOC	Biochemistry
BCCB	Biochemistry and Cell Biology
BCMB	Biochemistry and Molecular Biology
BIEN	Bioengineering
BETH	Bioethics
BINF	Bioinformatics
BIAN	Biological Anthropology
BBB	Biological Basis of Behavior
BISC	Biological Sciences
BIOL	Biology
BIOM	Biomathematics
BMEN	Biomedical Engineering
BMSC	Biomedical Science
BIPH	Biophysics
BPSY	Biopsychology
BIOT	Biotechnology
BLST	Black Studies
BOTN	Botany
BBCS	Brain, Behavior & Cognitive Science
BUSI	Business
BUAD	Business Administration
BUFD	Business Foundations
CBIO	Cell Biology
CBNS	Cell Biology & Neuroscience
CMBI	Cellular & Molecular Biology
CHEN	Chemical Engineering
CHEM	Chemistry
CHDV	Child Development
CFST	Child & Family Studies
CHIN	Chinese
CHIR	Chiropractic
CVEN	Civil Engineering
CLAS	Classics
CLSC	Clinical Laboratory Science
CLRM	Clinical Research Management
CGSC	Cognitive Science

COMB	Combined Science
CSCD	Communication Sciences & Disorders
COMM	Communications
CMEN	Computer Engineering
CMSC	Computer Science
CNSC	Construction Science
COUN	Counseling
CRJU	Criminal Justice
CRIM	Criminology
CYTO	Cytogenetic Technology
DASC	Dairy Science
DANC	Dance
DNHY	Dental Hygiene
DTLS	Dental Lab Sciences
DLTC	Dental Lab Technology
DENT	Dentistry (DDS)
DVBI	Developmental Biology
ECOL	Ecology
EEBI	Ecology & Evolutionary Biology
ECON	Economics
EDUC	Education
ELEN	Electrical Engineering
EMS	Emergency Medical Services
ENGI	Engineering
ENGL	English
ENTO	Entomology
ENTR	Entrepreneurship
EVOH	Environmental and Occupational Health
EVSC	Environmental Science
EPID	Epidemiology
ETHI	Ethics
EXSC	Exercise Science
ESSC	Exercise/Sports Science
FLST	Film Studies
FINA	Finance
FNAR	Fine Arts
FDSC	Food Science
FRLN	Foreign Language
FORS	Forensic Science
FORE	Forestry
FREN	French
GNST	General Studies
GNTC	Genetics
GEOG	Geography

GEOL	Geology
GEOP	Geophysics
GERM	German
GLHL	Global Health
GVMT	Government
HLTH	Health
HSS	Health Science Studies
HLAD	Healthcare Administration
HLCM	Healthcare Management
HIST	History
HECN	Home Economics
HNRS	Honors Program
HORT	Horticulture
HSPT	Hospital Administration
HBIO	Human Biology
HDFS	Human Development & Family Science
HUMA	Humanities
IMMU	Immunology
INFT	Information Technology
INBI	Integrative Biology
INST	Interdisciplinary Studies
INTD	Interior Design
INHL	International Health
INTL	International Relations
INTS	International Studies
ISLA	Islamic Studies
ITAL	Italian
JAPN	Japanese
JOUR	Journalism
JURI	Jurisprudence
KINE	Kinesiology
LATI	Latin American Studies
LAW	Law
LIBE	Liberal Arts
LFSC	Life Science
LING	Linguistics
LITR	Literature
MNGM	Management
MIS	Management Information Systems
MRNB	Marine Biology
MRNS	Marine Science
MARK	Marketing
MCOM	Mass Communications
MTSC	Material Science

MATH	Mathematics
MCEN	Mechanical Engineering
MDHU	Medical Humanities
MDSC	Medical Sciences
MDTC	Medical Technology
MDDO	Medicine (MD or DO)
MDHS	Medicine, Health and Society
METE	Meteorology
MICR	Microbiology
MEST	Middle Eastern Studies
MLSC	Military Science
MOLB	Molecular Biology
MCBI	Molecular and Cell Biology
MCDB	Molecular, Cellular and Developmental Biology
MOLG	Molecular Genetics
MOLP	Molecular Pathology
MDST	Multidisciplinary Studies
MUSI	Music
NASC	Natural Sciences
NBIO	Neurobiology
NPB	Neurobiology, Physiology and Behavior
NESC	Neuroscience
NONE	None
NENG	Nuclear Engineering
NURS	Nursing
NUTR	Nutrition
NTSC	Nutritional Science
OCTH	Occupational Therapy
OCNG	Oceanography
OPTO	Optometry
OSTE	Osteopathy
OTHR	Other (not listed)
PATH	Pathology
PTEN	Petroleum Engineering
PHRC	Pharmacology
PHAR	Pharmacy
PHIL	Philosophy
PHED	Physical Education
PHNS	Physical & Natural Sciences
PHTH	Physical Therapy
PHAS	Physicians Assistant
PHYS	Physics
PHSL	Physiology
PHDV	Physiology and Developmental Biology

PLII	Plan II Honors Program
PODI	Podiatry
POST	Policy Studies
POLS	Political Science
POUL	Poultry Science
PDEN	Pre-dental
PMED	Pre-medicine
PPHM	Pre-pharmacy
PVET	Pre-veterinary Medicine
PSYB	Psychobiology
PSYC	Psychology
PUHL	Public Health
PUBP	Public Policy
PURL	Public Relations
RDTH	Radiation Therapy
RADI	Radiology
RTVF	Radio-TV-Film
RELI	Religion
RETH	Respiratory Therapy
RUSS	Russian
SCIE	Science
STCS	Science & Technology Studies
SOSC	Social Science
SCWK	Social Work
SOCI	Sociology
SPAN	Spanish
SPCH	Speech
SPMD	Sports Medicine
STAT	Statistics
STDA	Studio Art
SRGT	Surgical Technology
TXAP	Textiles & Apparel
THEA	Theater Arts
THDN	Theatre & Dance
THEO	Theology
TOXI	Toxicology
USCH	University Scholars
URST	Urban Studies
VETM	Veterinary Medicine
VTTC	Veterinary Technology
WLFI	Wildlife & Fisheries
WGST	Women & Gender Studies
ZOOL	Zoology

*Last updated: April 13, 2012*