



AAP Online:
Instruction Manual for
Interviewers



Table of Contents

- Why Use the AAP Online: • Page 3
- Log-on Information: • Pages 5-6
- Update Contact Information: • Pages 8-12
- Manage Interviews: • Pages 14-18
- Contact Chair: • Page 20

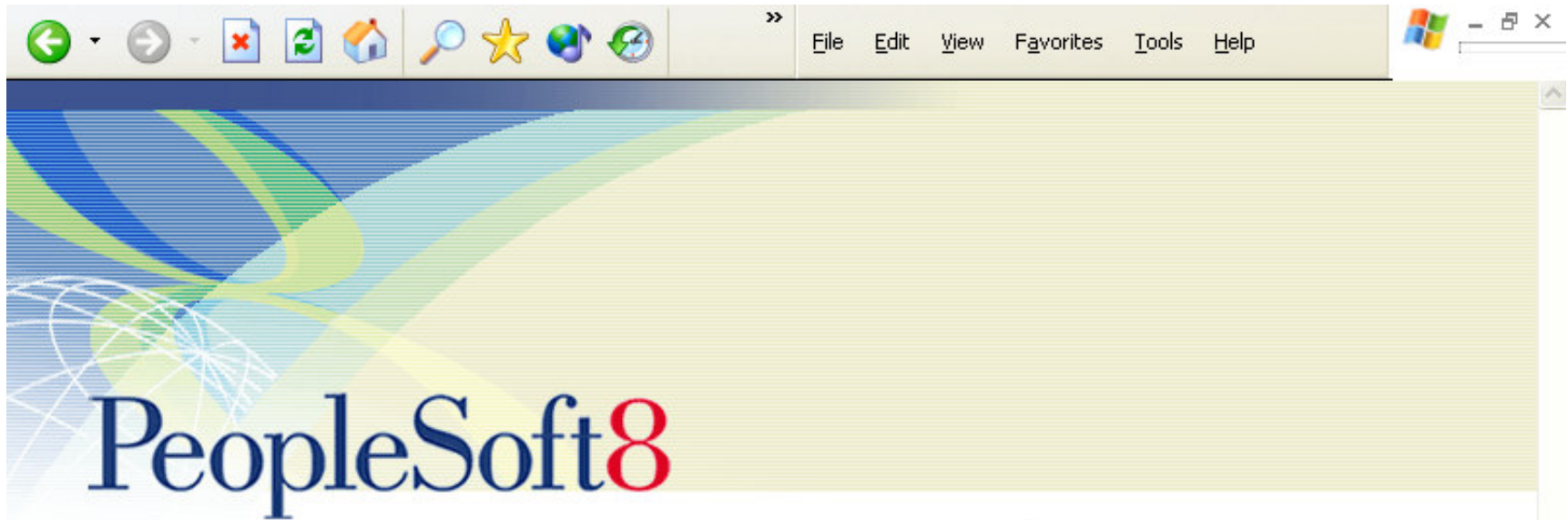
Benefits of the AAP Online

- Access the most current applicant information (including standardized test scores and GPA)
- Manage your own address information without contacting the Admissions Office
- Submitted reports are automatically viewable by the Chairmen and the Admissions Committees



Logging in





Login Notes:

AAP Online Web address:

<https://heprod.georgetown.edu>

Login by typing your net id in the **User ID** box and then typing your password in the **Password** box.

Click the **Sign In** button.


*PeopleSoft 8 works best when you use **Internet Explorer** as your web browser.*

Language: [English](#) [Español](#) [Français](#)
[Italiano](#) [Deutsch](#) [Français du Canada](#)
[日本語](#) [Português](#) [Nederlands](#)
[繁體中文](#) [Svenska](#)

User ID:

Password:

CUSTOMERS · SUPPLIERS · EMPLOYEES

People power the internet. 



AAP Contact Information

Manage your AAP address, phone
and email information



Back Links Free Hotmail My Yahoo! Windows Windows Marketplace Windows Media Yahoo! Yahoo! Bookmarks Yahoo! Mail Customize Links

Address <https://hetest.georgetown.edu/servlets/iclientservlet/hets80?cmd=start&> Go

Y! Search Web Upgrade your Toolbar Now Mail Help

PEOPLE
Soft



Home Worklist Help Sign Out

Home > [AAP SS](#) > [AAP SS](#) > [Use](#) > **AAP Main** [New Window](#)

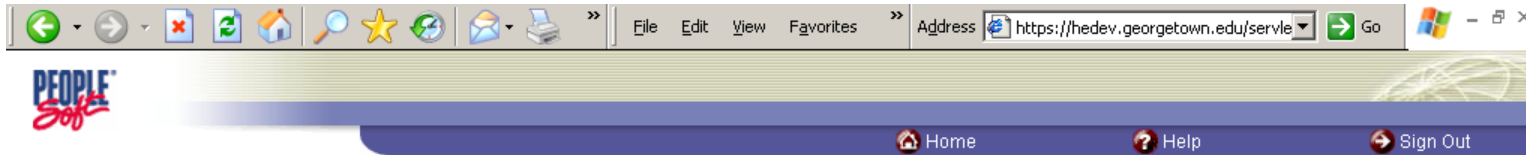
Georgetown University
Office of Undergraduate Admissions
Alumni Admissions Program

Welcome: Melissa Anne Cessato

Current Committee: AAP999 AAP On-line Test

-  [AAP Contact Information](#)
Manage your AAP address, phone and email information
-  [Your AAP Interviews](#)
Manage your assigned interviews
- [Chairman's Contact Information](#)

By clicking the "AAP Contact Information" link on the Home Page, you will be able to view and change your current information on file.



Home > [AAP SS](#) > [AAP SS](#) > [Tasks](#) > [Contacts](#)

[New Window](#)

Alumni Admissions Program

0061746 **Melissa Cessato**



Contact Information

Address:

2400 41st Street NW, #212
Washington DC 20007

Preferred Name: Melissa Anne Cessato
Committee: AAPONL AAP Online Test Committee
Email: stefanoandmelissa@yahoo.com
Phone: 202/338-7938

[Return to AAP Main](#)

This address is the contact information that is provided to students.

To add to or change the information listed, click the underlined links for **Address, Email and Phone.**

Home

Country: USA United States
Address 1: 2400 41st Street NW
Address 2: Apartment 212
Address 3: Washington
City: Washington
County: Postal: 20007
State: DC District of Columbia

 [Change Home address\(es\)](#)

AAP

Country: USA United States
Address 1: 2400 41st Street NW, #212
Address 2:
Address 3: Washington
City: Washington
County: Postal: 20007
State: DC District of Columbia

 [Change AAP address\(es\)](#)

[Delete AAP address\(es\)](#)

Work

Country: USA United States
Address 1: Undergraduate Admissions
Address 2: Georgetown University
Address 3: 37th And 0 Streets Nw
City: Washington
County: Postal: 20057
State: DC District of Columbia

 [Change Work address\(es\)](#)

[Delete Work address\(es\)](#)

[Add a new address](#)

[Return to AAP Contacts](#)

Address Change:

Click the **Change Address** link to update the addresses that you have on file.

Click the **Add a new address** to add a new address.

Email Addresses

Melissa Cessato

Below is a list of your email addresses. Please be sure to designate an AAP address if one is not listed already, and make sure to keep that address current.

To add a new address, click Add an Email Address. Each address must have a unique type, and should be in the form of name@address.ext(e.g, jsmith13@peoplesoft.com). The last type for which the Preferred checkbox has been selected will be saved as the preferred email address, however, the AAP email address will be the address used to contact you for AAP purposes.

*Email Type	*Email Address	Preferred	
AAP	stefanoandmelissa@yahoo.com	<input type="checkbox"/>	Delete
Other	cessatom@georgetown.edu	<input checked="" type="checkbox"/>	Delete

Add an Email Address

Save

[Return to AAP Contacts](#)

Email Change:

Change your email address by typing over your former 'Email Address' and clicking save.

You can add a new email address by clicking the link.

*Remember to include an **e-mail address type of AAP** even if it is the same as your home or business e-mail address because this is the address that is sent to students.*

Phone Numbers

Melissa Cessato

Below is a list of your phone numbers. Please be sure to designate an AAP phone number if one is not listed already, and make sure to keep that number current.

To add a phone number, click Add a Phone Number. Each phone number must have a unique type. You may indicate your primary contact phone number by selecting the Preferred Phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Primary Phone Number. Note, Phone Type AAP will be the number used to contact you for AAP purposes.

*Phone Type	Telephone	Ext	Preferred	
AAP	202/338-7938		<input type="checkbox"/>	Delete
Home	202/338-7938		<input type="checkbox"/>	Delete
Work	202/670-3600		<input type="checkbox"/>	Delete

[Add a Phone Number](#)

Save

[Return to AAP Contacts](#)

Phone Number Change:

Change your phone number by typing in the "Telephone" field and saving the changes.

You can add a new phone number by clicking the link.

*Remember to include a **phone type** of **AAP** even if it is the same as your home or business phone.*



Your AAP Interviews

Manage the interviews that have
been assigned to you



Back Links Free Hotmail My Yahoo! Windows Windows Marketplace Windows Media Yahoo! Yahoo! Bookmarks Yahoo! Mail Customize Links

Address <https://hetest.georgetown.edu/servlets/iclientservlet/hets80?cmd=start&> Go

Y! Search Web Upgrade your Toolbar Now Mail Help

PEOPLE
Soft




Home Worklist Help Sign Out

[Home](#) > [AAP SS](#) > [AAP SS](#) > [Use](#) > [AAP Main](#) [New Window](#)

Georgetown University
Office of Undergraduate Admissions
Alumni Admissions Program

Welcome: Melissa Anne Cessato

Current Committee: AAP999 AAP On-line Test

-  [AAP Contact Information](#)
Manage your AAP address, phone and email information
-  [Your AAP Interviews](#) ←
Manage your assigned interviews
-  [Chairman's Contact Information](#)

Click "Your AAP Interviews" to view and manage the interviews that have been assigned to you.

Every time you are assigned an interview you will receive email notification with this information.

Your AAP Interviews

Here is the status of your currently assigned Interviews. If you have outstanding Interviews a link to submit reports will be available.

Melissa Anne Cessato

Committee: AAPONL AAP Online Test Committee

Number of Interviews Assigned: 3
Number of Interviews Completed: 1
Number of Interviews Outstanding: 2

[Manage your Interview Reports](#)

Enter applicant interview ratings and comments

Your AAP Interviews

View how many applicants have been assigned to you, how many are completed and how many are outstanding.

[Return to AAP Main](#)

Submit Reports:

To submit your reports, click the **Manage your Interview Reports** link on this page.

Interview Assignment Summary - Interview Report

Below is a list of Interviews assigned to you. Click on the Detail link for an applicant summary, Click on the Report link(available only for incomplete Reports) to submit an Interview Report. Note - once a report has been submitted it cannot be modified.

Interviewer: Cessato,Melissa Anne

GUID: 0061746

Your Assignments			
Detail	Name	Status	View Report
1 Detail	Washington,Brant Tyler	Completed	View Report
2 Detail	Tyler,Gavin Vincent	In Progress	Submit Report
3 Detail	Polk,Ashley Sauyu	In Progress	Submit Report

[Return to Your AAP Interviews](#)

Manage your Interview Reports:

View the students you have been assigned to interview.

This screen also notes the status of your assignments and allows you to submit reports as well as view them.

Once a report is submitted, it cannot be changed.

The **Detail** panel gives you the applicant information including address, phone number, email address and academic information if it is available.

Applicant Information Summary

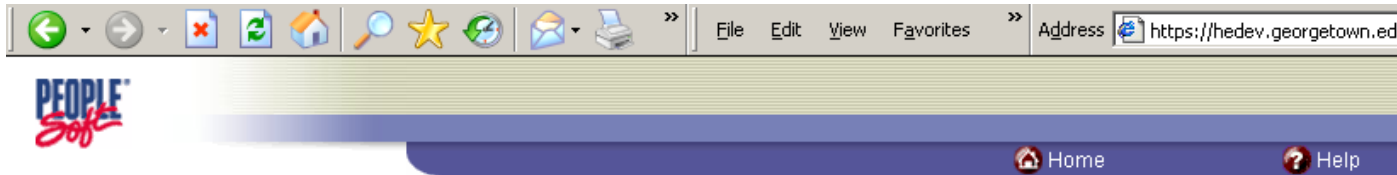
Tyler,Gavin Vincent		Gender: M	GUID: 1342197
Home Address: 7 Blakemore Drive		Ladera Ranch, CA 92694	
Home Phone: 949/388-8382	School: Tesoro High School		
Email: aaptest@gmail.com	Las Flores, CA 92688		

School: COL **Term:** 2008 Fall **Major:** Biology

Admit Type: First Year **Notification Plan:** Regular

Math: 800.00 **Verb:** 650.00 **Rank:** Weighted 1 / 1066 99 %

Close this window to return to previous screen.



[Home](#) > [AAP SS](#) > [AAP SS](#) > [Interview](#) > **Interview Report**

[New](#)

AAP Interview Report

Please enter a Rating and Comments(both are required) and tab out of the fields, then click Save to submit the report. You can cancel your clicking the return link before saving

Gavin Tyler

Emplid: 1342197

Committee: AAPONL AAP Online Test Committee

Interviewer: 0061746 Cessato,Melissa Anne

Submission Date: 11/01/2007

Overall Rating:

Interview Status: Int Assign

Comment:

1-2: Not Recommended	3: Below average for Georgetown	4-5: Good Candidate Avg. Recommendation	6-7: Very Strong Recommendation	8-9: One of the Best Ever Interviewed	33: Not Rated	66: No Interview
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[Cancel / Return to Assignment Sum](#)

Submit Report:

When you click the **Submit Report** link next to the applicant's name, you can enter your interview report and rating.

IMPORTANT:

We recommend that you compose in Word and cut & paste into this field. People Soft will time-out after 20 minutes and your work will be lost.

AAP Interview Report

Please enter a Rating and Comments(both are required) and tab out of the fields, then click Save to submit the report. You can cancel your entries by clicking the return link before saving

Gavin Tyler

Emplid: 1342197

Committee: AAPONL AAP Online Test Committee

Interviewer: 0061746 Cessato, Melissa Anne

Submission Date: 01/18/2008

Overall Rating: 7.00

Interview Status: Final

Comment:

Gavin Tyler was a very strong student, a gentleman and an excellent conversationalist. I would very highly recommend him for Georgetown's Biology program for the following reasons:

1. Gavin conducted research at the Scripps Institute for 3 months. He worked 40

1-2: Not Recommended	3: Below average for Georgetown	4-5: Good Candidate Avg. Recommendation	6-7: Very Strong Recommendation	8-9: One of the Best Ever Interviewed	33: Not Rated	66: No Interview
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[Cancel / Return to Assignment Summary](#)

After submitting the report you will have view access to the report information for your records. Once submitted, reports cannot be edited.



Chairman's Contact Information



You can easily access your local Chair's contact information