

ESC Application and Transcript Database User Manual

Accessing the Online Database/Campus Contact Information

The ESC Application and Transcript Database was created so university admissions personnel can see what applications, fees, and transcripts are housed at ESC to enhance customer service. The website was made secure following the SDBOR Security Program policy.

A copy of the ESC Operational Database is downloaded every night to the RIS server for viewing on the website. The information will be available for viewing online within 24 hours of receipt at ESC.

To access the ESC Database, either go to the ESC Website at <https://apps.sdbor.edu/administration/esc/> and click on the "Application and Transcript Database" link, or go directly to the database by typing in the following URL: <https://apps.sdbor.edu/administration/esc/db/index.cfm>.

- Admissions
- Financial Aid
- Consultant's Report
- Application and Transcript Database
(Login Required)

Once you have accessed the online database website, you will need to enter your login and password, and then click the **Submit** button. If you do not have a login and password for the database, your campus contact will need to submit a request through the website to have a user ID assigned to you. User IDs are usually approved within one or two business days after the request is submitted.

The screenshot shows the Enrollment Service Center website. At the top left, contact information for the SD Board of Regents is provided: 306 East Capitol Ave, Suite 200, Pierre, SD 57501, 605 773 3455, and info@sdbor.edu. A logo for the South Dakota Board of Regents features a graduation cap and the text "YOUR FUTURE IS HERE" and "PUBLIC UNIVERSITIES & SPECIAL SCHOOLS". A "Home : Contact Us" link is in the top right. Below a yellow banner, a note states: "Note: If information on this site is not currently in the Colleague system, it is NOT confirmed information." The login section includes fields for "Login:" and "Password:", "Submit" and "Clear" buttons, and links for "Change Password", "Forgot Password", and "Campus Contact Managers". The ESC logo and "Enrollment Service Center" text are prominent. Contact information for the ESC is listed: 414 East Clark St, South Dakota Union Building 317, Vermillion, SD 57069, Work Phone 605-877-6948, and Toll Free 1-800-404-1547. A row of logos for various South Dakota institutions is shown at the bottom, including Black Hills State University, Dakota State University, Northern State University, Mankato State University, South Dakota State University, University of South Dakota, and South Dakota School for the Deaf. A footer at the bottom left provides the SDBOR Home address and contact details.

New User Requests – Campus Contact

If you have been designated as a campus contact, you will be the one person at your university who can submit new user requests. Once you log in to the website, you will see a link called **New User Request** under the heading *Request New User Login for campus contact:* heading.

Enrollment Service Center

Search by:

- [Application](#)
- [Homeless Transcript](#)
- [Transcript](#)


View Report:

- [Homeless Transcripts](#)
- [Student Applicant Addresses](#)


Request New User Login for campus contact:

- [New User Request](#)

Clicking on the **New User Request** link will take you to the New User Request form. Your name and the current date will display under the *Requester's Information* heading. You will need to enter the following information for the new user under the *User's Information* heading: Your University/Campus (select from the drop-down menu), the new user's first name, their last name, their e-mail address, and their phone number. Once you have completed the form, click the **Submit** button. This will generate an e-mail to ESC to notify us there is a new user request that needs processing.



Enrollment Services Center - New User Request



[| Menu | Application Search |](#)
[| Transcript Search | FAQ | Log-out |](#)

New User Request
NOTE: All fields are required.

Requester's Information:
Name:
Date: 07/22/2010

User's Information:
Campus:
First Name:
Last Name:
e-mail:
Phone:

South Dakota Public Universities
ESC
Enrollment Service Center

414 East Clark St
South Dakota Union Building 317
Vermillion, SD 57069
Work Phone 605-677-6948
Toll Free 1-800-404-1547
e-mail: [ESC Mailbox](#)

Campus (location) drop-down menu on new user request form.



It is imperative that the security of the system be maintained. Therefore, the campus contact is responsible and liable for which people he or she requests permission. Also, once a login and password are established it is up to the user to either keep the assigned password or change it. While we highly recommend that users change their password, the system does not allow ESC to know a user's password. If a password is forgotten, the user can sign in and click "Forgot Password." If the e-mail address submitted by the campus contact when the new user request was made is correct, the user will be notified of his or her password.

Application Search

Once you have successfully logged in to the online database, you will be given a menu of options. You can search for applications or transcripts using the menu options.

Enrollment Service Center

Search by:

- [Application](#)
- [Homeless Transcript](#)
- [Transcript](#)

View Report:

- [Homeless Transcripts](#)
- [Student Applicant Addresses](#)

To search for a paper application that was received at ESC, you would click on the **Application** link under the *Search by:* heading. This will bring up the Application Search form:

Application Search

Search by any or all of the following:

Search Type: With **at least One** of the words With **All** of the words

Last Name:

Social Security Number:

Sort By:

You can then search by either the last name or SSN of the applicant. You may wish to sort the results by either "first name" or "application date" to help aid in your search. A search on a last name, sorted by first name, results in a list of all applications with that last name in alphabetical order by the first name. *Note:* When searching on the website you should be aware of names that can have different spellings or spacing. For example, if you are searching for someone with the last name Van Dyke, you may also try searching under VanDyke, or St. Denis versus St Denis.

This is a partial list of the search results for applications with the last name Smith ordered by first name:

Application Search

There were 427 results.

Note: If information on this site is not currently in the Colleague system, it is NOT confirmed information.

SSN	Last Name	First Name	Middle Name	Alt Last Name	Application Amount	Application Date	
	Smith	Aaron	Owen			05/10/2005	View
	Smith	Aaron	Owen			06/21/2005	View
	Smith	Aaron	M			02/01/2007	View
	Smith	Abigail	Anne			07/20/1999	View
	Smith	Abigail	A		\$15.00	11/15/1999	View
	Smith	Adam	Buffum		\$15.00	04/07/1998	View
	Smith	Adam	R		\$20.00	03/29/2004	View
	Smith	Adam	Buffum			05/26/2004	View
	Smith	Adam				06/23/2008	View
	Smith	Aimee	Linn		\$20.00	01/13/2004	View
Top							
	Smith	Aleck	E		\$45.00	02/16/2000	View
	Smith	Alex	Kasie			05/04/2009	View
	Smith	Alexander	Jay			07/20/2009	View

This is a partial list of applications with the last name of Smith ordered by application date. If you sort by application date, the most recently received applications will display first.

Application Search

There were 427 results.

Note: If information on this site is not currently in the Colleague system, it is NOT confirmed information.

SSN	Last Name	First Name	Middle Name	Alt Last Name	Application Amount	Application Date	
	Smith	Stacey	Marie		\$40.00	09/13/2010	View
	Smith	Stacey	Marie			09/10/2010	View
	Smith	Christopher	Wayne			08/19/2010	View
	Smith	Kenneth	E			08/16/2010	View
	Smith	Laura	Marie			08/12/2010	View
	Smith	Kari	Sue			08/10/2010	View
	Smith	Genevieve	M			06/15/2010	View
	Smith	Vanessa	Joy		\$20.00	06/08/2010	View
	Smith	Paul	Michael			06/04/2010	View
	Smith	Vanessa	J		\$20.00	05/28/2010	View
Top							
	Smith	Paul	Jonathan			05/24/2010	View
	Smith	Jaron	Jacob		\$60.00	02/05/2010	View

If you select “view” on Laura Marie Smith’s application in the above list, you will be taken to a screen that lists all information recorded in the ESC database for that application.

Last Name:	Smith	First Name:	Laura
Middle Name:	Marie	SSN:	
Alt Last Name:			
Payment Amount:		Application Date:	08/12/2010
Comments:	readmission form	Label Exclusion:	No

You can see that Laura Smith’s application was received at ESC on 08/12/2010, there was no fee received (payment amount is blank) and the application is a readmission form (notated as such in the comments field).

Transcript Search

If you are searching for a transcript, you should click on the **Transcript** link under the *Search by:* heading on the menu screen. This will bring up the transcript search form.

Enrollment Service Center

Search by:

- [Application](#)
- [Homeless Transcript](#)
- [Transcript](#)

View Report:

- [Homeless Transcripts](#)
- [Student Applicant Addresses](#)

As you can see on the form, you are able to search transcripts by either last name, alternative last name (any former name or names of the applicant), or social security number. You should search on last name or alternative last name by using only one name per search. You may need to perform multiple searches to search by all possible names. Again, you have options as to how you would like to have your search results sorted.

Transcript Search

Search by any or all of the following:

Search Type: With **at least One** of the words With **All** of the words

Last Name:

Alternative Last Name:

Social Security Number:

Sort By:

A dropdown menu is open, showing a list of search criteria. The options are: Last Name (highlighted), Date Received, First Name, Alternative Last Name, and Social Security Number. The dropdown is positioned to the right of the search form.

This is a partial list of transcripts with the last name Smith, ordered by date received.

Transcript Search

There were 1130 results.

Note: If information on this site is not currently in the Colleague system, it is NOT confirmed information.

Last Name	First Name	Middle Name	Alt Last Name	SSN	Date Received	
Smith	Cassandra	Rebecca			09/23/2010	View
Smith	Kelly	Kristine			09/14/2010	View
Smith	Jarod	Eugene			09/09/2010	View
Smith	Wesley				08/31/2010	View
Smith	Kenneth	Eugene			08/30/2010	View
Smith	Jeremy	C			08/27/2010	View
Smith	Ryan				08/26/2010	View
Smith	Charla	A			08/26/2010	View
Smith	Kenneth	E			08/26/2010	View
Smith	Tyler	J			08/25/2010	View

If you select “view” on Jarod Smith’s transcript in the above list, you will be taken to a screen that lists all information recorded in the ESC database for that transcript. You will see that the transcript is from Augustana College. You will also see the transcript is not a homeless transcript, which means it has been matched to a file for processing.

Note: It is important that you do not assume that transcripts listed in the database are complete and/or official. Unofficial and partial transcripts are also recorded in the database.

Last Name:	Smith	Date Received:	09/09/2010
First Name:	Jarod	Transcript Type:	Augustana College
Middle Name:	Eugene		
Suffix:		Homeless Transcript:	No
SSN:			
Send Date:		Sent To:	
Secondary Name(s):		Year Old Transcript:	No
Last Name:			
First Name:			
Middle Name:			
Suffix:			

You can also search on applications or transcripts by clicking on the appropriate link in the menu located on each page of the website. It is not necessary to return to the menu screen in order to perform a search.

[| Menu | Application Search |](#)
[| Transcript Search | FAQ | Log-out |](#)

Homeless Transcript Search

Homeless transcripts are those transcripts that have been received at ESC that do not have an active Colleague record – or were unable to be matched to an active Colleague record. Such transcripts are housed in the homeless transcript file until such time they can be matched to an active record.

To search for a specific homeless transcript, you can click on the **Homeless Transcript** link under the *Search by:* heading in the main menu.

Enrollment Service Center

Search by:

- [Application](#)
- [Homeless Transcript](#)
- [Transcript](#)



View Report:

- [Homeless Transcripts](#)
- [Student Applicant Addresses](#)

This will take you to the Homeless Transcript Search form. Again, you can search by either last name or SSN, and can sort your results using the drop-down menu in the Sort By field.

Homeless Transcript Search

Search by any or all of the following:

Search Type: With **at least One** of the words 
 With **All** of the words 

Last Name:

Social Security Number:

Sort By: 

A homeless transcript search of the last name Smith, ordered by first name results in the following:

There were 23 results.

Note: If information on this site is not currently in the Colleague system, it is NOT confirmed information.

SSN	Last Name	First Name	Middle Name	Alt Last Name	Application Amount	Application Date	
	Smith	Bryan	A				View
	Smith	Christopher	D				View
	Smith	Connie	Louise				View
	Smith	Dawn	Michelle				View
	Smith	Dawn	M				View
	Smith	Dawn	M				View
	Smith	Jennifer	M				View
	Smith	Jennifer	M				View
	Smith	Jocelyn	A				View

To see more information about a particular transcript, click on the “View” button that corresponds to that transcript. Selecting “View” on the Jocelyn Smith transcript in the above list shows that it is an electronic high school transcript that was received 06/05/2009, and it is a homeless transcript.

Last Name:	Smith	Date Received:	06/05/2009
First Name:	Jocelyn	Transcript Type:	hs, electronic
Middle Name:	A	Homeless Transcript:	Yes
Suffix:		Sent To:	
SSN:		Year Old Transcript:	Yes
Send Date:			
Secondary Name(s):			
Last Name:			
First Name:			
Middle Name:			
Suffix:			

Homeless Transcript Report

If you click on the **Homeless Transcripts** link under the *View Report:* heading in the main menu, a list of all homeless transcripts housed at ESC will display.

Search by:

- [Application](#)
- [Homeless Transcript](#)
- [Transcript](#)

View Report:

- [Homeless Transcripts](#)
- [Student Applicant Addresses](#)

This list will be displayed in alphabetical order by the last name as it appears on the transcript. Once the report has displayed, you will be able to scroll through it to see if there are any transcripts for the person you are searching.

Number of Homeless Transcripts: 3842

Last Name	First Name	Middle	SSN	Type of Transcripts	Date
Aalseth	Vicki			HS,GED	04/02/2002
Abernathy	Phillip	L		University of Wyoming	11/16/2009
Abler	Amy	K		St. Lukes College	12/05/2006
Abraham	Filipos	S		Normandale Comm College	02/13/2007
Abraham	Filipos	Solomon		Minneapolis Comm & Tech College	02/15/2007
Acosta	Carlos	A		hs sat	10/31/2008
Adams	Annissa	B		hs, immuniz	11/18/2009
Adams	Leon			hs	06/18/2003
Adams	Tasha	A		hs sat	04/15/2009
Adamson	Heather	Lynn		Arizona State University	02/02/2009
Addison	Eric	S		hs	08/07/2003
Adelman	Kelli	L		hs	01/13/2010

If you do find a transcript in the ESC database that you need to complete a file, e-mail us at escapps@usd.edu, or click on the **ESC Mailbox** link at the bottom of login page of the website, to request the transcript. We will pull the transcript and have an electronic copy sent to you. Please do not use any prior contacts to request transcripts. This e-mail account is being continually monitored and will streamline all requests to serve you more efficiently.

You should note that the online database will log off after a period of time of inactivity. When you are finished looking up items in the database, you should click on the **Log-out** link in the end your session.