

In some cases, it will be necessary for student applicants to be entered through the OAA Administrative Entry, such as when Dual Enrollment Coordinators enter new student paper applications in the system. The OAA Administrative Entry looks just like the regular OAA that students complete. The only differences are:

1. There is no email verification process. The staff member inputs the student's email address, but the student doesn't have to check their email to confirm it.
2. Answers do not need to be provided to the security questions. The student will log into myFSCJ later to answer their security questions.

### **Obtaining Access to the OAA Administrative Entry**

Please review the [Training for Security in Campus Solutions](#) document to find the trainings that are required for Admissions security. After completing all of the required admissions trainings, please state that you need access to OAA Administrative Entry on your [Security Request Form](#).

### **Utilizing the OAA Administrative Entry**

- **Search Match:** Before entering a new application, verify that the student does not already have an account in the system. In order to do this, you should run the Search Match process. Review the [Search Match training document](#) for instructions on how to do this. **It is very important to check whether or not the student already exists in PeopleSoft, otherwise this will create a duplicate account.**
- **Social Security Number:** If the student does not provide a SSN, then check the box that says, "I don't want to provide SSN." NOTE: The student will need to submit the Refusal to Disclose Social Security Number form, which can be found on the Student Financial Services webpage at <https://www.fscj.edu/admissions-aid/student-financial-services/forms>
- **School Address:** If you do not have a school address on the paper application, put "Unknown" as the address, and 32202 as the zip code.
- **Cell Phone Number:** You always have to put in a cell number on the OAA or it will not allow you to continue. If the student does not have a cell number, then put their home number as their cell number.
- **Emergency Contact:** If the student does not provide an Emergency Contact, then put the student as the Emergency Contact and inform the student that they will need to update their emergency contact information so that it is correct in the system.
- **Sexual Offender/Predator Question:** If the student indicates on the application that they are a sexual offender or a sexual predator, refer them to the Dean of Students. Do not continue processing the application. If the student does not answer the sexual predator question, finish processing the application, but then a hold will need to be placed on their account. The student will need to complete a paper form at any Student Success Center, then the hold can be lifted.
- **Parent's Academic Achievement:** Put "Unknown" for highest level of academics achieved by the student's parents, because this question is not asked on the paper application.

- **Program/Plan:** The student must include a Program/Plan on their paper application. We cannot enter the Application without the student's selected Program/Plan.
- **Finishing the OAA:** When you get to the end of inputting the OAA, if the system does not provide you with an EMPLID for the student that means that the student is already in the system. If the student already has an EMPLID, their application would need to be added directly into PeopleSoft via the Add Application screen. See the [Readmit training document](#) on the Admissions tab of the Campus Solutions training webpage for more details on this process.

NOTE: After you have finished entering the OAA, write the student EMPLID on the top of the application and sent it to be imaged.