Using the Simple Search to view applicant data

You should be able to see an "Applicant Admin" menu on the left - this is where you can find application records for those who have applied to your program(s):

First, access Broncos Abroad at http://broncosabroad.international.wmich.edu and click "LOGIN" at the top right.

Log in using your Bronco NetID and password (same as GoWMU access). Next:

1. Click on the **Applicant Admin** menu.
2. Click **Search** to begin a basic search. Enter some keywords for your program in the **Program name** box (unique words work best) and choose a **Term** (such as Summer I 2012). Click **Search**.
3. You should then see a list of all applications for that program and term.
4. Before going any further, you can save this search for later use. Give it a descriptive name in the **Save Search** box (such as "[*Program Name]* apps Summer I 2012") and click **Save Search**. A link to the search results will now show up on your **Admin Home page** when you log in. The Admin Home can always be accessed by clicking this link at the top-right of the page, near your name.
5. Now back to the search results. You can see application data for individual applicants by clicking the link under the **Program column**. From the application overview page, click the **Print Application** button on the center-right to save/print a concise view of all data for this applicant.
6. Again, back at the search results, the **Options** drop-down menu has some other useful functions to work with applicant data. You can print reports and send email to applicants.

Contact the Study Abroad office with any questions: 269-387-5890 or study-abroad@wmich.edu.