



# **Admissions Standards**

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*User Guide for Member Institutions*

*Campus Submitters*

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# THE TEXAS A&M UNIVERSITY SYSTEM

Office of Academic Affairs

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## Introduction

This guide provides step-by-step instructions for member institutions campus submitters to provide annual updates and revisions to the Admissions Standards using the Laserfiche portal. Campus submitters provide updates and revisions in the Spring and the A&M System Board of Regents considers members' Admission Standards at its May meeting.

## How to Access the Laserfiche Portal

To access the A&M System's Laserfiche platform, managed by TAMU Information Technology, you'll need a TAMU NetID. If you're affiliated with Texas A&M AgriLife or Prairie View A&M University, you may use your AgNet or PVAMU/PantherNet credentials, respectively, allowing you to bypass the TAMU NetID requirement.

### For Users Without a TAMU NetID

If you don't have a TAMU NetID, you must claim and activate one to access Laserfiche, except for Texas A&M AgriLife and Prairie View A&M users who can use their specific IDs.

### Required Information for NetID Setup

- **University Identification Number (UIN):** A unique 9-digit number assigned to employees and associates. If you do not know your UIN, please contact your HR representative.
- **Date of Birth (MM/DD/YYYY):** Ensure this matches HR records exactly to avoid issues.

### Claiming/Activating Your TAMU NetID:

1. **Start the Process:** Go to the Aggie Account Gateway at <http://gateway.tamu.edu>.
2. **Claim Your NetID:** Choose "Claim Your NetID," enter your UIN, and click "Save & Continue."
3. **Verify Your Birth Date:** Input your date of birth in the format MM/DD/YYYY and click "Save & Continue."
4. **Account Already Activated?** If you receive a message that your account is already activated but you do not remember your NetID, call Help Desk Central at (979) 845-8300 with your UIN for assistance.

5. **Create Your NetID and Password:** Follow the on-screen instructions to set up your NetID and password.
6. **Set Up Password Recovery:** Provide an alternate email and a text-capable phone number for Self-Service Password Reset. This allows you to reset your password without assistance.
7. **Complete Setup:** Confirm your password reset settings to finalize your NetID activation.

### **Need Additional Help?**

If you encounter any issues during the NetID claiming/activation process or with logging into the Laserfiche portal, please contact James Searles in the A&M System Office of Academic Affairs at [jsearles@tamus.edu](mailto:jsearles@tamus.edu) or 979-458-7401 for support.

### **Technical Requirements**

To enter updates and revisions, the campus submitter needs access to a computer with a high-speed internet connection to access the Laserfiche portal. The following browsers may be used to access the portal; however, using Chrome results in the best user experience:

- Chrome 36+
- Safari 6+
- Microsoft Edge 20+
- Internet Explorer 11+

**IMPORTANT NOTE:** If the Laserfiche portal is accessed from an unsupported browser, issues with connection stability will likely occur.

## Accessing the Admission Standards Submission Portal

1. To access the Admissions Standards portal, the campus submitter should use the specific access link that was sent via email from the A&M System, Office of Academic Affairs. That email includes multiple links: a link for freshman, transfer, and graduate admissions standards. Members may forward the links to appropriate colleagues who may review and revise the existing Admissions Standards.
2. Complete the Laserfiche portal login box.
  - a. Select the login credentials to be used from the drop-down menu. NetID for most users, AgriLife, or PVAMU for users from those system members.
  - b. User name: <NetID>@tam.u.edu for most users, AgnetID@agnet.tamu.edu for AgriLife users, PVAMUID@pvamu.edu or PVAMUID@pv.pvpanther.net for PVAMU users.
  - c. Enter your **Password**.
  - d. Click **Sign In**

Figure 1. Sign-in Prompt

The screenshot shows a login interface for Texas A&M University Shared Services. At the top, there is a blue header with the AT&M logo and the text "TEXAS A&M UNIVERSITY Shared Services". Below the header, the page is titled "Laserfiche Login Instructions". The instructions list three options: "NETID Account - Select NetID - Click Central Authentication Service", "AgnetID@agnet.tamu.edu - Select AgriLife - Enter your Agnet Credentials - Click Sign In", and "PVAMUID@pvamu.edu - Select PVAMU - Enter your PVAMU Credentials - Click Sign In". A fourth option, "PVAMUID@pv.pvpanther.net - Select PVAMU - Enter your PVAMU Credentials - Click Sign In", is also present. Below the instructions, there is a login form with a dropdown menu labeled "NetID" and a blue button labeled "Central Authentication Service Login". At the bottom of the form, there is a small copyright notice "©2024 Laserfiche". Below the form, there is a disclaimer: "This computer system and the data herein are available only for authorized purposes by authorized users. Use for any other purpose is prohibited and may result in disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. There is no expectation of privacy on this system except as otherwise provided by applicable privacy laws." At the very bottom, there is a reference to "University SAP 29.01.03.M0.02 Acceptable Use" for more information.

## Classification Selection

- Once logged in, select the appropriate classification from the drop down. The following classifications are available for selection: Freshman, Transfer, and Graduate. The academic year should already be current.

Figure 2. Classification Section

### Admission Standards

University: TAMU

**Classification:** Freshman

Academic Year: 2025-2026

### Admission Standards Sets

Set Id	Label	Submitted By	On	Status
	TAMU 2025-2026 Freshman General			Pending

### Program Management

**Program Management**

Input Admission Standards for Program  
 Discontinue Program  
 Add New Program

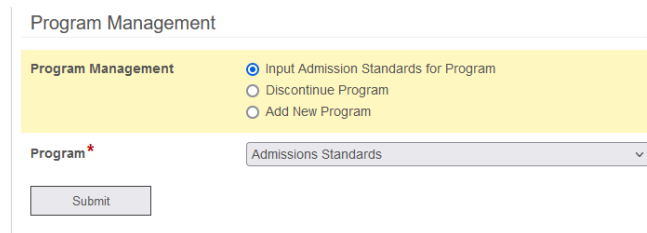
**Program\***: General

Submit

## Inputting Admission Standards Updates and Revisions

1. To begin entering updates and revisions, select the “Input Admission Standards for Program” option under the Program Management Tab.
2. From the drop down labeled “Degree Program,” select the degree program to revise. The degree programs listed are populated from member institutions’ most recent Admissions Standards submissions.

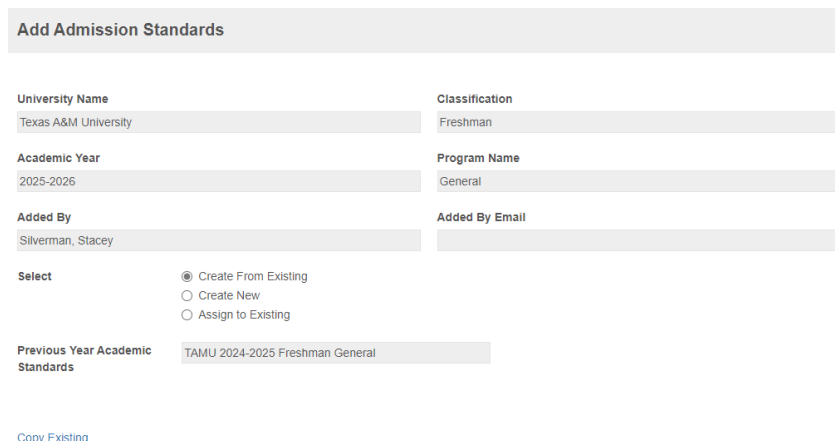
*Figure 3. Program Management*



The screenshot shows a web interface titled "Program Management". Under the "Program Management" section, there are three radio button options: "Input Admission Standards for Program" (which is selected), "Discontinue Program", and "Add New Program". Below these options is a dropdown menu labeled "Program\*" with "Admissions Standards" selected. A "Submit" button is located at the bottom of the form.

3. Press “Submit” when done. You will then be redirected to a new page.
4. On the new page, select the “Create from Existing” option. This allows you to view the admission standards from the previous year and copy the content, which can then be edited. Click on Copy Existing. This will copy the previous year’s admissions standards and upload the information into the new academic year. If changes are needed, enter the revisions in the New Value box. If there are no changes, scroll to the bottom of the page and click “Submit.” at the bottom of the page after copying the existing information.

*Figure 4. Select Options*

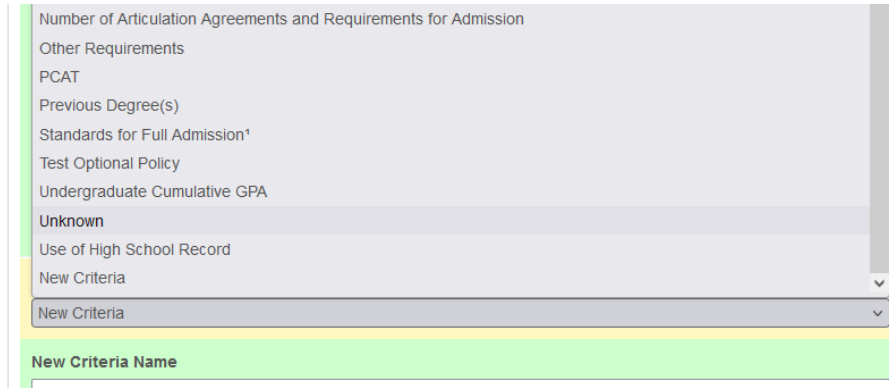


The screenshot shows a form titled "Add Admission Standards". The form contains several input fields: "University Name" (Texas A&M University), "Classification" (Freshman), "Academic Year" (2025-2026), "Program Name" (General), "Added By" (Silverman, Stacey), and "Added By Email". Below these fields is a "Select" section with three radio button options: "Create From Existing" (selected), "Create New", and "Assign to Existing". At the bottom, there is a field for "Previous Year Academic Standards" (TAMU 2024-2025 Freshman General) and a "Copy Existing" link.

## Creating New Criteria

1. To create a new criterion, choose “New Criteria” from the bottom of the drop down and name your criteria. Click “Submit” when finished.

Figure 5. New Criteria

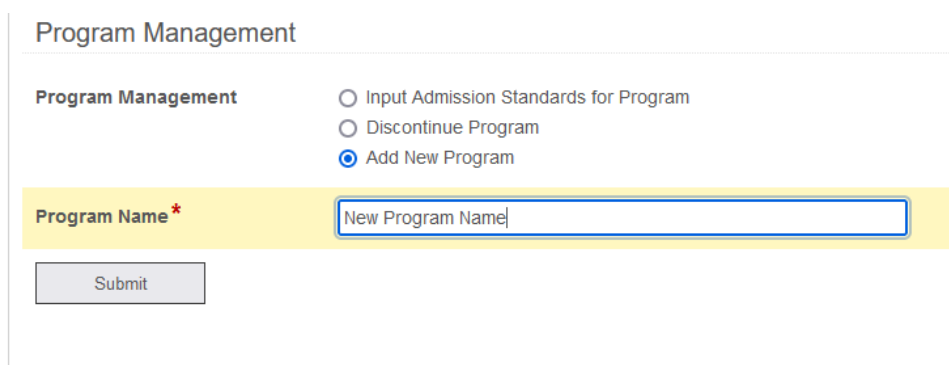


The screenshot shows a dropdown menu with the following items: Number of Articulation Agreements and Requirements for Admission, Other Requirements, PCAT, Previous Degree(s), Standards for Full Admission\*, Test Optional Policy, Undergraduate Cumulative GPA, Unknown, Use of High School Record, New Criteria, and New Criteria. The 'New Criteria' option is highlighted in yellow. Below the dropdown is a text input field labeled 'New Criteria Name'.

## Adding a Degree Program

1. First, follow the steps listed in the *Accessing the Submission Portal* (Page 2) and *Classification Selection* (Page 3) sections.
2. After choosing the classification, select the “Add a Degree Program” option under the Program Management Tab and name the Program.

Figure 6. Program Management – Add a Degree Program



The screenshot shows the 'Program Management' section of a form. It includes three radio button options: 'Input Admission Standards for Program', 'Discontinue Program', and 'Add New Program'. The 'Add New Program' option is selected. Below the options is a text input field labeled 'Program Name \*' with the text 'New Program Name' entered. A 'Submit' button is located below the input field.

3. Click “Submit.” You can now input admission standards for the degree program by following the steps in the previous part of the User Guide as this program is now “existing.”

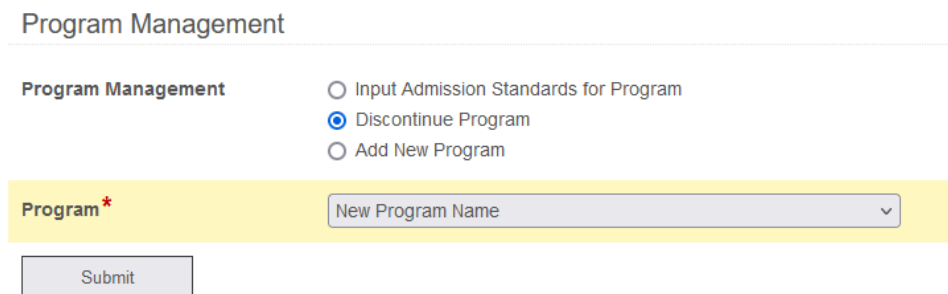


## Discontinuing a Program

1. Follow the steps in the *Accessing the Submission Portal* and *Classification Selection* parts of the User Guide.
2. After choosing the classification, select the “Discontinue Program” option under the Program Management Tab
3. Select the program to discontinue and click “Submit.”

**This action will delete the program you have selected and cannot be undone.**

Figure 7. Program Management – Discontinuing a Program.



The screenshot shows a web interface for 'Program Management'. At the top, the title 'Program Management' is displayed. Below the title, there are three radio button options: 'Input Admission Standards for Program', 'Discontinue Program' (which is selected), and 'Add New Program'. Below these options, there is a yellow highlighted section containing a label 'Program \*' and a dropdown menu with the text 'New Program Name'. At the bottom of this section is a 'Submit' button.