To access PeopleSoft, please log into MyCoyote and click on the PeopleSoft icon.
As soon as PeopleSoft is done loading click on: Main menu -> Reporting Tools -> Query -> Query Viewer
Copy and paste the query name into the Search Box: **SB_AD_GRAD_A000000036_EXT_GPA3**
A new query list will appear, Click on Excel to run the query
The Query Viewer only runs by **Term**.

Admit Term:  
View Results

| ID | Last | First Name | Appl Nbr | Admit Term | Career | Acad Prog | Acad Plan | Deacr | Status | Prog Actn | Action Ran | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | Admit Type | 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Click on the **Magnifying Glass** icon to prompt the list of term codes. The picture below shows the list of Term by code.
Once all the filter has been filled in, click View Results. A download window will pop-up for an Excel file. You may save the file or select open with for quick access.
Congratulations, you have successfully used the Query Viewer. The picture below shows the information of all new graduate applicants in the selected quarter in the Query Viewer.