Quick Recruit Form (SRAQUIK)

Procedure

Follow these steps to perform a Quick Recruit.

Step	Action
1	Access the Quick Entry Form (SAAQUIK).
2	Click the **Generate ID** icon.
3	Enter values in the **Last Name**, **First Name**, and **Middle Name** fields.
4	Enter the address information.
5	Enter the social security number in the **SSN/SIN/TIN** field.
6	Enter the person's birthday in the **Day**, **Month**, and **Year** fields.
7	Click the **Gender** field.
8	Select a gender type from the list.
9	Click the **Duplicate Check** icon.
10	Click the **Yes** button.
11	Click the **OK** button.

Procedure, continued

Step	Action
12	Enter the current term in the **Term** field.
13	Click the **Next Block** icon.
14	Enter a value in the **Citizenship** field.
15	Enter a value in the **Ethnic** field.
16	Click the **Search** icon in the **High School** field.
17	Enter the high school name in the **Name** field.
18	Click the **Execute Query** icon.
19	Double-click in the **Type** field for the high school you want to select.
20	Enter the current term in the **Term** field in the Recruit Data block. Note: The defaults associated with this term populate the form. If you need to set up defaults, click the Default Options tab. This feature is beneficial if you are entering multiple recruits with similar characteristics. The defaults set on this tab will remain in effect unless you clear them using the **Clear Defaults** icon.
21	Complete the form. <table><tr><td>**IF the remaining fields…**</td><td>**THEN**</td></tr><tr><td>are entered by default</td><td>Go to step 27.</td></tr><tr><td>need to be entered</td><td>Go to step 22.</td></tr></table>
22	Enter a value in the **Student Type** field.
23	Enter a value in the **Recruit Status** field.
24	Enter a value in the **Recruiter** field.
25	Enter a value in the **Recruit Type** field.
26	Enter a value in the **Admissions Type** field.
27	Enter a value in the **Program** field. Note: The remaining Curriculum and Field of Study values should default based on the program. If that does not happened, enter these values manually.
28	Click the **Save** icon.
29	Click the **OK** button.
30	Review the Communication Plan Change window.
31	Click the **Save** icon.
32	Click the **Return** button.
33	Click the **Exit** icon.