

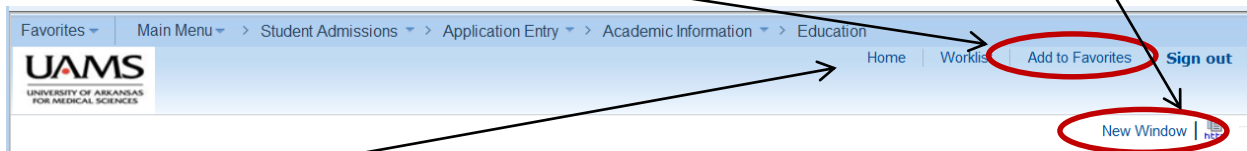
GUS Basics

Login in to **GUS.uams.edu** using your UAMS domain name and password (just like accessing your Outlook email)


Do Not Use the browser Back Button – use the navigation button/link on the GUS page

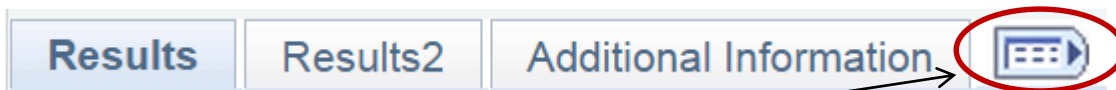
Open more than one window within a GUS session by clicking on the New Window link in the upper right hand corner of the screen

Click Add to Favorites in the upper right hand corner of the screen to shorten the navigation to your most used pages (just like your internet browser).



Click Home to return to the main GUS menu

When using a Lookup (magnifying glass beside a field ) you can sort on any of the columns by clicking on the column header.



Many sections have information on multiple tabs. Click this icon to see all the information on one page

IDs

- Social Security Number is the National ID
- ID – is the Empl ID which is the person ID in GUS (for both students and employees)
- SAP number is the External ID

Find a person

- Student Admissions -> Application Entry -> Search/Match
 - Search Type = Person
 - Search Parameter = UAMS_SEARCH
 - On Search Criteria Page -- Search Result Code = UAMS_SEARCH