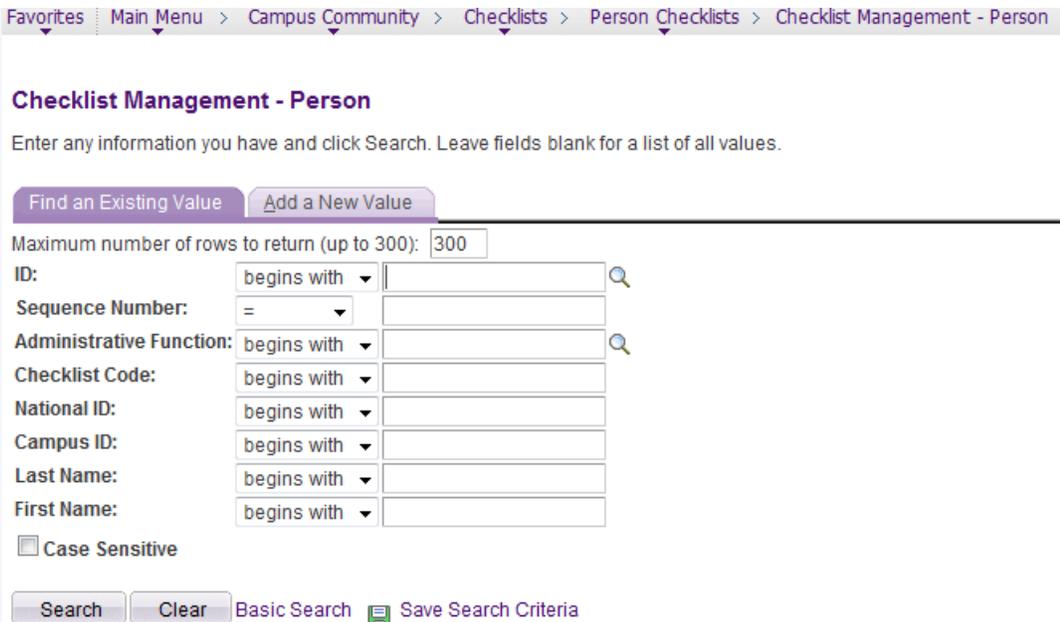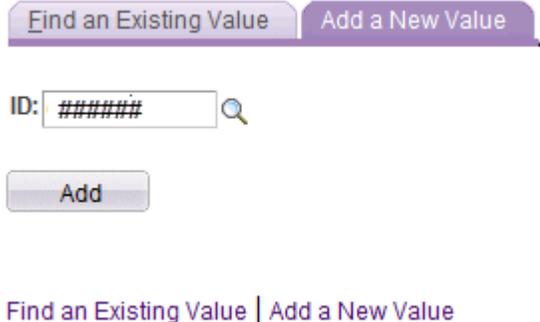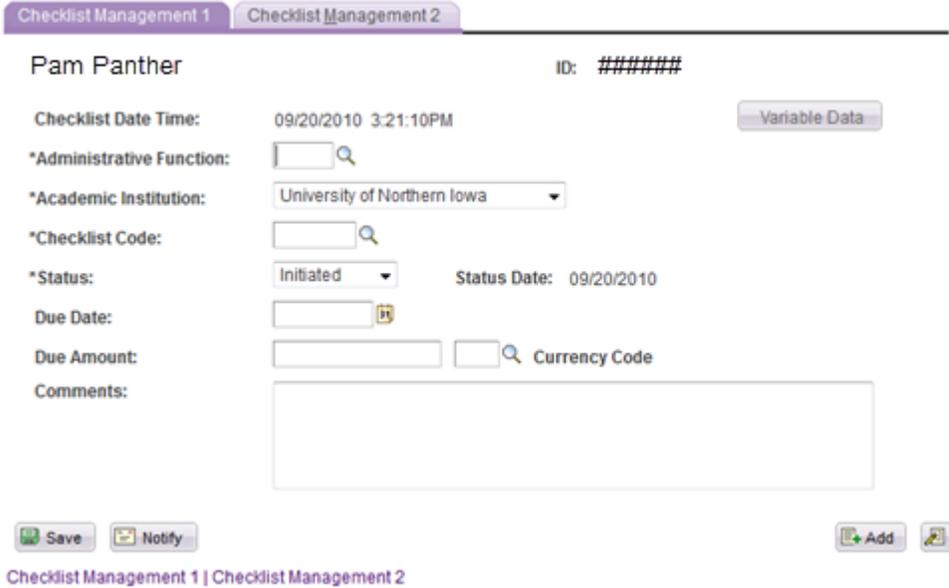# Adding an Administrative Checklist to a Person

Purpose: An Administrative Checklists may be added to a person for various reasons. These instructions show how to add an administrative checklist to a person (AFLREQ) to indicate the requirement for foreign language has NOT been met.

Step	Action
1.	Navigate to the **Checklist Management- Person** page. Select **Main Menu › Campus Community › Checklists › Person Checklists › Checklist Management- Person** *Note:* You may wish to add this page to your Favorites for easier access.
2.	Select the *Add a New Value* tab. The ID will auto-populate.

Step	Action
3.	Click the **Add** button. *Result:* The *Checklist Management 1* page displays.
4.	Complete the following: • **Administrative Function** – Use the Lookup button to select **ADMP** • **Checklist Code –** Use the Lookup button to select **AFLREQ** • **Variable Data –** Click the **Variable Data** button and select the Academic Career and Application Number. • **Comments –** Describe why the student is held (Example: **< C-** indicates they took foreign language but received less than a C-)
5.	Click the **Save** button. *Result:* The Administrative Checklist has been added to this person. Note: There is no action required on Checklist Management 2 tab. This tab displays the Checklist Items.