

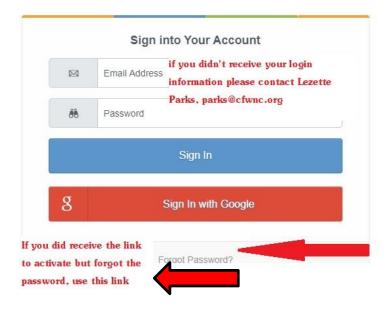
Scholarship - Counselor Online Instructions

Logging In

Your login information should have come in a different email with the subject line of "Evaluator Account Setup" you should have created a password for your login. If you didn't receive this email please send email to Lezette Parks

<u>parks@cfwnc.org</u> asking that she resend the email to you. If you did receive the email and you activated your account but forgot your password, use the "Forgot Password" link and a reset will be sent to your email account.

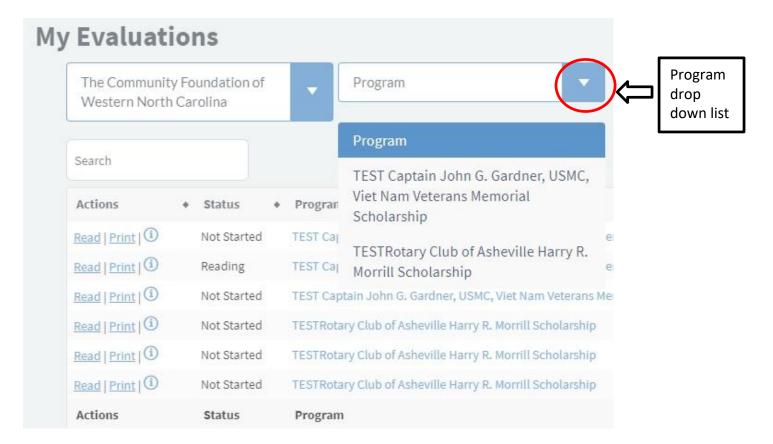
You should have received an email from CFWNC Scholarship officer with a subject line of "Applications awaiting your evaluation", with link to the online evaluation (be sure to save the login webpage to your favorites). Even if this is not your first year evaluating for the CFWNC scholarship process, we are using a new software and all evaluators will need to activate their accounts.



You may log in and out as many times as needed, before the end date; to complete your reviews you must Submit your evaluation.

Step 1 Dashboard

- After logging into the system, you will be directed to your **My Evaluations** page which displays the list of applications you will be evaluating.
- If you have been assigned applications from multiple programs, you can view only one program at a time by selecting it in the "Program" drop down list.



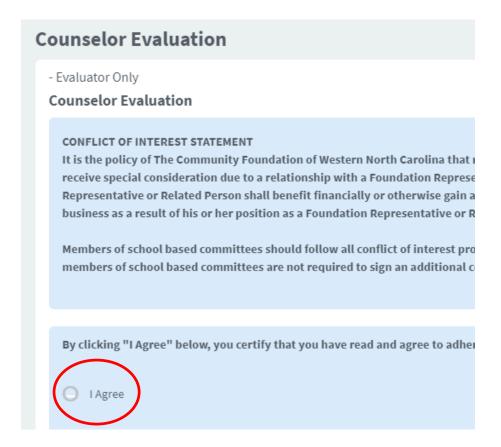
Step 2 Evaluate Applications

On the My Evaluations page begin the evaluation process.

- Click on the circle "i" and the scholarship description that the student reads before applying will pop up.
- Click on the "Print" link to create a PDF file of the applications questions filled out by the student but **NOT** the uploaded files (essays and transcript type files).
- Click the "Read" link to begin evaluation.
 - o Read through the application, the evaluator questions will appear at the end of the application in a blue-shaded area.

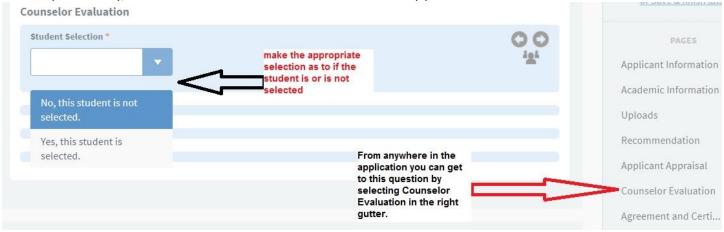
Step 3 Review Conflict of Interest Statement

Read the Conflict of Interest Statement and click "I Agree"



Step 4 Evaluate the Application

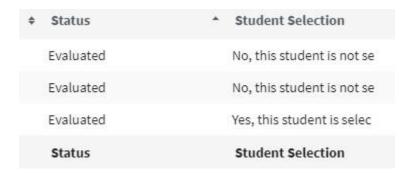
• The Evaluation section allows you to mark each student's application as either selected or not selected (Yes or No), and to make a statement about the student(s) selected.



- If you select "Yes, this student is selected" you will be presented with a Comment field to state in a few sentences why the student was selected. Either way you answer, Yes or No, you will be prompted to give the names and positions of the committee participants.
- THEN Scroll to the bottom of the page or on the right gutter, press the green SUBMIT button



Step 5 Continue evaluation until all the applications have been selected or not selected



Step 6 Log Out

• Click the button with your name on it in the top right and select Sign Out to log off the system.

