



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

parks@cfwnc.org 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.

Sign into Your Account

Email Address if you didn't receive your login information please contact Lezette Parks, parks@cfwnc.org

Password

Sign In

Sign In with Google

If you did receive the link to activate but forgot the password, use this link

[Forgot Password?](#)

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.

The screenshot shows the 'My Evaluations' dashboard. At the top, there is a header 'My Evaluations'. Below it, there is a search bar and a table of applications. The table has columns for 'Actions', 'Status', and 'Program'. The 'Program' column is highlighted with a red circle, and a callout box points to it with the text 'Program drop down list'. The dropdown menu is open, showing a list of programs: 'TEST Captain John G. Gardner, USMC, Viet Nam Veterans Memorial Scholarship', 'TEST Rotary Club of Asheville Harry R. Morrill Scholarship', and 'TEST Captain John G. Gardner, USMC, Viet Nam Veterans Me'. The table also shows the status of each application, such as 'Not Started' and 'Reading'.

Actions	Status	Program
Read Print i	Not Started	TEST Ca
Read Print i	Reading	TEST Ca
Read Print i	Not Started	TEST Captain John G. Gardner, USMC, Viet Nam Veterans Me
Read Print i	Not Started	TEST Rotary Club of Asheville Harry R. Morrill Scholarship
Read Print i	Not Started	TEST Rotary Club of Asheville Harry R. Morrill Scholarship
Read Print i	Not Started	TEST Rotary Club of Asheville Harry R. Morrill Scholarship

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.
 - 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”

Counselor Evaluation

- Evaluator Only

Counselor Evaluation

CONFLICT OF INTEREST STATEMENT

It is the policy of The Community Foundation of Western North Carolina that no individual who receives special consideration due to a relationship with a Foundation Representative or Related Person shall benefit financially or otherwise gain a business as a result of his or her position as a Foundation Representative or Related Person.

Members of school based committees should follow all conflict of interest procedures. Members of school based committees are not required to sign an additional conflict of interest statement.

By clicking "I Agree" below, you certify that you have read and agree to adhere to the policy.

☐ 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.

Counselor Evaluation

Student Selection *

No, this student is not selected.

Yes, this student is selected.

make the appropriate selection as to if the student is or is not selected

From anywhere in the application you can get to this question by selecting Counselor Evaluation in the right gutter.

PAGES

- Applicant Information
- Academic Information
- Uploads
- Recommendation
- Applicant Appraisal
- Counselor Evaluation
- Agreement and Certi...

- 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

✦ Status	▲ Student Selection
Evaluated	No, this student is not se
Evaluated	No, this student is not se
Evaluated	Yes, this student is selec
Status	Student Selection

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.

