

## STEP 1 Login

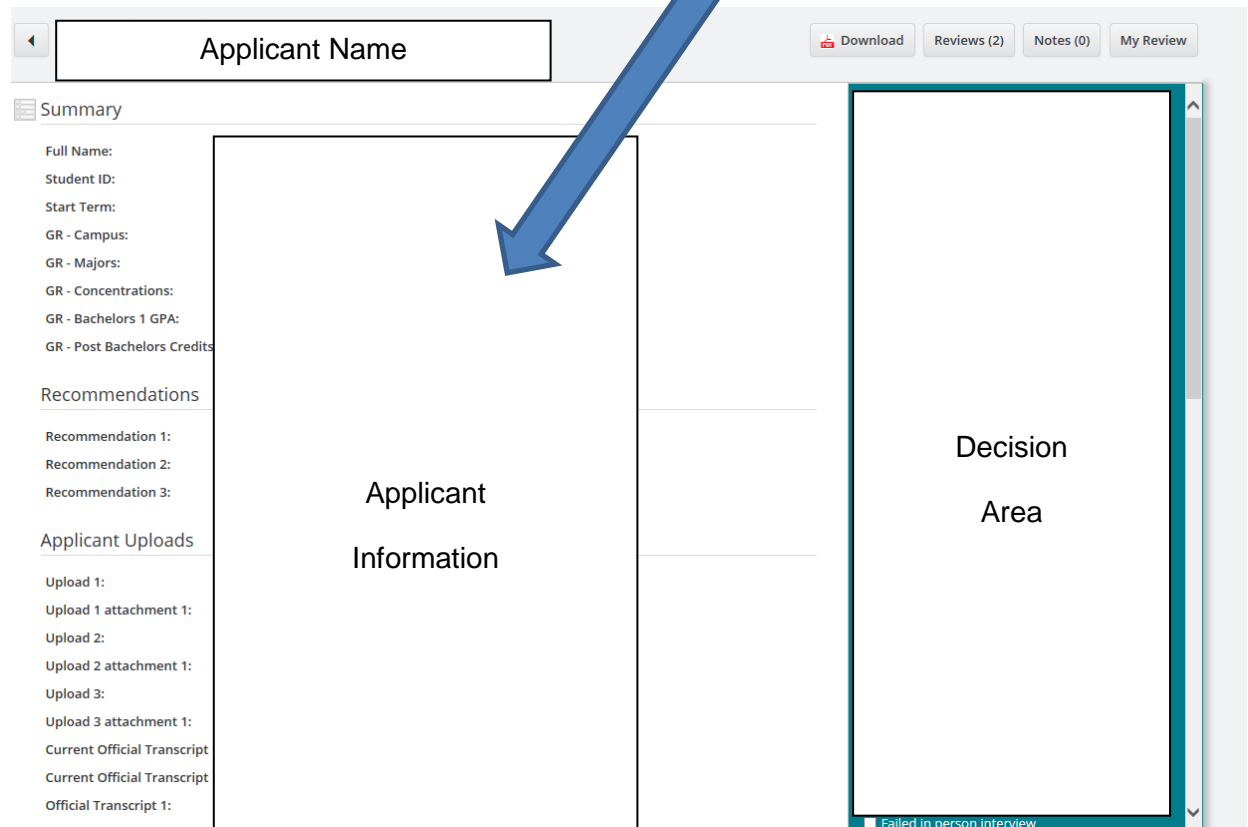
To login to AppReview, please [click here](#) or copy and paste this link:

<https://ar.applyyourself.com/?school=1350> If you are directed to a login page, enter the code 1350 for "institution" and enter your UIIdaho login and password. If you get an error message - click the link it provides and it will redirect you to the usual UI login and the UI Duo Authentication.

Then click on the REVIEW Tab at the top of the screen. Clicking on the student name will show you their application. If you don't see any applicants, you may be looking in the wrong bundle. At the top right hand corner of the AppReview system there is a View button. Make sure "View All" is selected.

## STEP 2 Review Applications

You will next see the Main Review Screen where you can view all the graduate application materials. An example is shown here. Clicking on each PDF in the **Applicant Information** area will open a viewer allowing you to see the files.



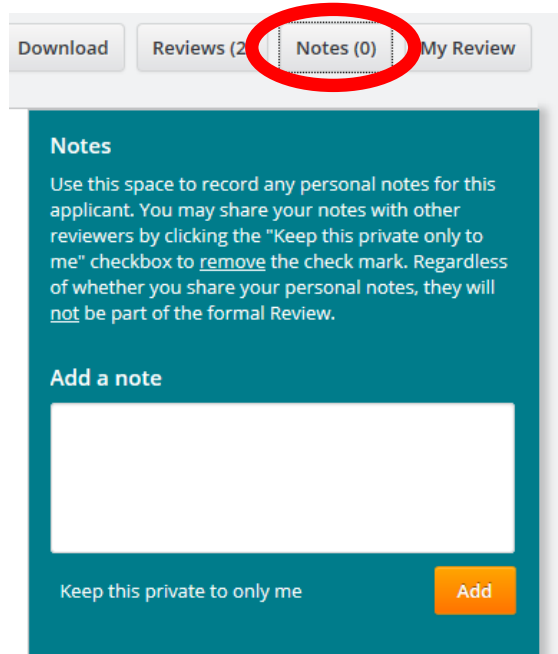
The screenshot displays the AppReview system interface. At the top, there is a search bar labeled "Applicant Name" and a navigation menu with buttons for "Download", "Reviews (2)", "Notes (0)", and "My Review". Below the search bar, the "Summary" section is visible, containing fields for "Full Name:", "Student ID:", "Start Term:", "GR - Campus:", "GR - Majors:", "GR - Concentrations:", "GR - Bachelors 1 GPA:", and "GR - Post Bachelors Credits". The "Recommendations" section lists "Recommendation 1:", "Recommendation 2:", and "Recommendation 3:". The "Applicant Uploads" section lists "Upload 1:", "Upload 1 attachment 1:", "Upload 2:", "Upload 2 attachment 1:", "Upload 3:", "Upload 3 attachment 1:", "Current Official Transcript", "Current Official Transcript", and "Official Transcript 1:". A large blue arrow points from the text above to the "Applicant Information" area, which is a large white box with a black border. To the right of the "Applicant Information" area is a "Decision Area", which is a large white box with a teal border. At the bottom of the "Decision Area", there is a small teal box with the text "Failed in person interview".

If you need to download the file, save it only on a secure S-drive or on the University One-Drive system. **Do not email the application files.**

### STEP 3 Enter Funding / Major Professor Availability in Notes

For each applicant, please write a “NOTE” stating whether you are willing (or not) to be the major professor. For research-based graduate students, please also include in the note if you have funding available (or not).

To do this in AppReview, you will see a “Notes” button in the top right hand corner of the blue box in the Main Review page. Once you have completed your note press the Yellow ADD button. Please make sure that you uncheck the box that says “Keep this private to only me”, else others will not be able to see your note.



### STEP 4 Making a Recommendation

Once you are ready to make a decision, on the right hand side of the screen is a blue box where you can enter in your review recommendation. Clicking the “My Review” button will show you the options. You only need to provide reasons if you are not recommending admission. When you press the submit button the system will ask you if you are sure. Please do not enter “deny”, simply because you don’t have funding or aren’t willing to be an advisor – deny should be entered for applicants not meeting admission standards.

