Welcome to the U of M's ApplyYourself Graduate School admissions system!

In addition to this New User tutorial, it is also strongly recommended that you view the AY training resources listed on the 'Admissions Toolkit' page at http://www.grad.umn.edu/admissions/admissions_toolkit/ay/index.html

THE WEB CENTER
The AY WebCenter is a secure website where you can access your admissions data as well as the tools to manage that data. The WebCenter serves as both a warehouse for all U of M Graduate School applications and as a workplace for graduate program staff and faculty to access admissions material, get application status updates, and communicate with applicants.

ACCESS
New Users:
To set-up first-time access, send a “request for AY access” to Elodie Steffen, esteffen@umn.edu. You will receive an email from Hobson’s entitled “Welcome to Hobson’s,” which provides all of the login information needed below. Save this email for future reference!

To access the WebCenter go to: https://WebCenter.applyyourself.com
Recommended browsers are Internet Explorer 6.0 or higher, or Safari if using a Mac.

At the login screen, enter:

**Client ID**
umn-grad

**User ID**
Provided in the “Welcome to Hobson’s” email.

**Initial Password**
A “Set your password” link is provided in the Welcome to Hobson’s” email.

Hint: This link can also be used to reset your Password if you have forgotten it!

ONLINE SUPPORT
As you get familiar with AY, make use of online support as questions come up. The link to Online Support is at the top of every screen. ApplyYourself says they'll respond within one business day but they usually respond within an hour.

RECEIVE APPLICATION NOTIFICATIONS
To receive updates when applicants apply:
  
  - **update profile** (top right of the Main Menu page).

Select the radio button to receive either daily or weekly reports:

<table>
<thead>
<tr>
<th>Status Report Schedule</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Admission</td>
<td>Daily</td>
</tr>
<tr>
<td>Enrollment</td>
<td>Daily</td>
</tr>
<tr>
<td>International Financial Certification Form</td>
<td>Daily</td>
</tr>
<tr>
<td>Recommendation</td>
<td>Daily</td>
</tr>
<tr>
<td>Request for Information</td>
<td>Daily</td>
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</tbody>
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- This report will give you an idea of application activity.
- It will only tell you that applicants have *completed and submitted* the online application.
- Applicants may still need to provide test scores or transcripts.

**The APPLICATION SYSTEM**

The Application System is the place where you’ll be doing most of your work.

**To get started:**

  - Mouse over **Select a System**.
    - Mouse over **Application System**.
    - Mouse over and click on **Application for Admission**.

**Hint:** Later you can also select **International Financial Certification, Enrollment, or Recommendation**.

The **Overview** box (right of screen) shows a daily summary of application activity for your program.

**Click Search for Applicants (left screen):**
You are now able to search for records by selecting your search method, including:

- **Record Options**
  - Search by Date
  - Search by Individual
  - Search Using Query

**Search by Record Options**

**Record Options** is always used in conjunction with the other search options:

- This search mode allows you access to:
  - submitted applications,
  - applications started but not yet submitted,
  - or both.
When viewing applications in progress but not yet submitted, you will always have access to the applicants’ name and email address: This means you can email a prospective student with information about your program and/or encourage them to complete their application. Some applicants may opt to have their applications viewable to you as they work on them, giving you access to more information in those cases.

The maximum number of records you can display on one screen at one time is 100. However, if you have more than 100 applications you can click on “next” at the bottom of the screen to bring up more applications. You can also go back to a previous screen by clicking on “previous”.

Once you have selected a record display option you can
- Search by Date or
- Search by Individual.

### Search by Date

The “Creation Date” is the date the applicant started working on their application and it can be used with all three Record Options above. Selecting “Submission Date” (the date the application was submitted to the Graduate School Office of Admissions) naturally will not show results if you chose “Not Submitted” for your display option.

Note that there are a number of time periods to choose from, including “All”.

Click on the “Submit” box to get a list of applicants and/or applicants in progress. If the list is for submitted applicants you can click on an individual record name and will be transferred to the “Applicant Summary Screen”.

You can sort by the different headings in a Search for Applicants list. For example, click on the heading “Submitted” and your applications will come up in order of the date submitted. You can choose ascending or descending order from the radio buttons at the top.

### Search by Individual

You may search by any field listed. The more information you provide the more refined the search will be. The PIN field refers to the applicant’s PIN and can only be used if the applicant provides that number to you. Once you click on the “Submit” box you’ll be transferred to a screen with a hotlink to the “Applicant Summary Screen” if the application has been submitted. Otherwise, if you are searching by “Both”, limited information will be provided if the application is in progress.
**Search Using Query**

Search Using Query is the preferred method for locating new applicants to your program (please see: [http://www.grad.umn.edu/prospective_students/documents/Admissions2008AYqueryhandout.pdf](http://www.grad.umn.edu/prospective_students/documents/Admissions2008AYqueryhandout.pdf) for detailed information on program queries).

There are a number of queries you can run in the ‘Search Using Query’ section to find specific information about your applicant pool. If you have any questions about this process, or would like to design another query, please contact Dean Tsantir at tsan0006@umn.edu / 5-1303 or Jim Rowan at j-rowa@umn.edu / 6-7454 for assistance.

**SEARCH RESULTS**

After entering your criteria for the applicant search and clicking submit, you will arrive at a screen that displays applicant information. Click on the applicant’s name.

You will arrive at the **Applicant Summary Screen**, which will appear in a separate window.
**Applicant Summary Screen**

Most of the fields on the Applicant Summary Screen are self-explanatory, but there are a few things to be noted:

**Quick View** provides a very brief overview of applicant information. The applicant’s University student ID (EmplID) is next to the name.

**In Process Status** will tell you where the application is in the process. For example, if the online application is received but transcripts have not yet arrived it will say “Application received” or “Application deferred,” etc.

**View History** lists actions taken on the application by the Graduate School Office of Admissions, with date.

**View Comments** is where information about issuance of the I-20 will be.
View Full Application

In the ‘View Full Application’ section, click on “Application for Graduate Admission” and the corresponding links for credentials, statements, program supplements, recommendations, etc.

The credentials section in particular will show you what transcripts are required and the date they were received as well as GRE and English language scores if submitted. GRE and TOEFL score data is refreshed twice per week. Please note that if an application is complete at the time it is submitted there will be no updating of the credentials information. The file will simply be listed as “complete” and “sent to program” on the Applicant Summary Screen.

Supporting Documents

If your program is using AY’s online letters of recommendation system, you will find recommendation information in the “Supporting Documents” section. The recommendation providers’ names are listed here alongside boxes that indicate the status of their recommendations. The shaded box indicates a completed recommendation, the half shaded box indicates a started, but incomplete recommendation, and the clear box indicates that the recommendation provider has not yet accessed the system.

Internal Appraisal Form - (Twin Cities programs only)

The internal appraisal form is the section in AY where your program indicates a decision on an applicant. By submitting this form, an automated process is initiated that notifies the applicant about the admissions decision.

Once a Graduate School application for admission is complete in the Admissions Office this will be recorded in the AY system. In order to view what applications are ready for your submission of the online Internal Appraisal Form you will query AY for your applications that are complete with Admission Appraisal Forms that have not been submitted. You may do this daily, or less frequently if you wish.

Go to Search for Applicants, check the Search Using Query radio button, and click on the down arrow for User Queries. Then click on Appraisal Form is Incomplete and click on Submit. Clicking on a name in the list you have called up will take you to the Applicant Summary Screen for that applicant.
After the graduate admissions office does an initial review to make sure the applicant graduated from an accredited/recognized institution, we will change the applicant status to **Awaiting Program Decision**. At this point, your program can submit an admission decision via the Internal Appraisal Form.

The Internal Appraisal Form is located in the upper right corner of each Applicant Summary Screen. Under “View Full Application,” click on **Application for Graduate Admission** and a dropdown menu will appear.

Click on **INTERNAL APPRAISAL FORM**
In order to provide complete information for processing in the admissions office, first click on the Save button at the top of the Appraisal Form, so that the student’s University ID will load.

Once you have completed the form online, check “Please check this if the Appraisal Form is complete.” and submit it by clicking on Submit at the bottom of the form. You MUST check the “Please check this if the appraisal form is complete.” box. If you only click on the Submit button the admissions office won’t receive the appraisal form and the applicant will never receive their decision notice.

Note that you may save the form to complete it at a later time if you click on Save, but don’t click the “Please check this if the Appraisal Form is complete” box or click on Submit. You may print a pdf version of the Appraisal Form by clicking on Print at the top left of the form.

In addition to the application module, there are three other sections for you to be familiar with in AY. These are the Recommendation module, the International Financial Certification Form, and the Enrollment module.

**Recommendation**

If you have signed your program up for the recommendation module, (sometimes called the “online letters of recommendation system”) your applicants can have recommendation providers submit recommendations entirely online through AY. If you do choose to require online recommendations, you should indicate in your application information that using the online recommendation letters system is required.
The ‘Overview’ box in the recommendation module provides information about recommendations that applicants have requested both online and offline, online recommendations in progress, submitted recommendations, and online recommendations with applications submitted.

The Search for Applicants function on the left of the screen for the recommendation module works the same as with the application for admission, but there are some additional options including: searching by online or offline letters; by submitted, not submitted, and both application for admission and recommendation submitted; by both the applicant’s and recommender’s information; and by date range.

From the applicant perspective, the first screen of the online application directs applicants to the link for Recommendations. The recommenders form can be completed at any time in the application process. If letters are a required element of your application for admission, applicants won't be able to submit their application until they have completed the Recommendations section. If they try to submit, the process is similar to not completing a required element of the application (e.g., name, major, term) where applicants will get a message indicating they can't submit the application because they haven't completed all of the required elements, and are then directed to the recommendations link.

Finally, if the applicant knows that one or more recommenders do not want to submit online, there is an option to indicate that the recommender will be submitting the recommendation ‘offline.’
**International Financial Certification Form** - Twin Cities & Rochester programs only

(Duluth students complete a form accessed from their admit letter, and forward to gsquest@umn.edu.)

The International Financial Certification form is an online form filled out by admitted international students for F-1 student visa processing.

![Form Image]

As with the application module, the international financial certification form has an “Overview” box on the upper right side of the screen that shows summary information. The “application” referred to is actually the financial certification form.

![Overview Table]

Also, the Search for Applicants function on the left of the screen for the financial certification works exactly the same as with the application for admission. You may search by submitted, not-submitted, both, by date, by individual, and by query. You can also view the financial certification.

**Enrollment**

The Enrollment form is an online form intended for admitted students to indicate if they will be accepting your program’s offer of admission.

![Enrollment Image]
This module also has an Overview box with different data fields related to enrolling and declining. The categories for “enrolled” mean the student has submitted an enrollment form indicating they have accepted your offer of admission and will enroll. The “declined” category means the student has submitted an enrollment form indicating they have declined your offer of admission. Please note that this form does not constitute a binding commitment.

The Search for Applicants function on the left of the screen for Enrollment works nearly the same as with the application for admission. You may search by individual, by query, and by creation date. The form is so short it’s assumed no one will need more than one sitting to complete it, so there is no option to search for not-submitted enrollment forms, or both. You may view the enrollment form, which includes reasons why or why not the student accepted admission.

NAVIGATION

At any time you may easily move between the application for admission, international financial certification, enrollment, and recommendation forms by hovering over Change Systems / Application System.
ADDITIONAL ApplyYourself TRAINING RESOURCES:

There is a wealth of training information within the AY system. When you log in to the Webcenter’s Main Menu, select “Training”.

You are encouraged to take advantage of one of the several online training opportunities offered by AY. The best workshops are live ones that give you the ability to ask questions. Live Webinars are offered periodically over the year, and the site is continuously updated with new session dates. You can also view pre-recorded presentations or PowerPoint presentations if you choose.

Online AY Tutorial

There is also a self-paced training tutorial covering both the new application umn-grad) and change of status/readmission (umtc-cos) applications. If you have an active AY user account, you can access the Graduate School's online Apply Yourself tutorial using one of these links:

Twin Cities & Rochester Campus - https://umconnect.umn.edu/p92577294/
Duluth Campus - https://umconnect.umn.edu/p77305767/