AppReview is highly customizable to your individual graduate program’s review process, so please keep in mind your screen will likely look somewhat different than the screenshots below.

You should have received an email from AppReview that provided you with your username and a link to set your password. If you have lost the email or the link has expired, navigate to the login screen and click “Forgot Password.”

The url to access AppReview is: https://ar.applyyourself.com/

The school field will always be umn-grad and your user name is the same as your U of M internet (x.500 ID)

Applications in AppReview are grouped into bundles. Upon login, you will see applicants to review in the bundle indicated in the upper right corner of the screen. Use the drop-down to switch to a different bundle, or to “View All”
To start reviewing an application materials, simply click on the applicant’s name.

You will see basic summary information at the top of the page, “drawers,” which contain the student’s application data and uploaded documents, and “review tools.”
Simply click on a drawer to see the applicant material within. Within a drawer, the word “View” is a link to an uploaded document, such as a recommendation letter or transcript.

Your Review
Your evaluation is recorded in the right column of the page, where your coordinator has configured questions according to your program’s review process. To the right is an example of an Overall Impression ratings section with 1-5 stars, a “drop down” list of choices for Your Recommendation (Admit, Deny, Defer, etc.), and a text box for Additional Comments.

Reviews can be public or private. In a public review, you will be able to see other reviews by clicking on the “View all reviews” link at the top of the Review Tools section.

If you are designated as the “Head Reviewer”, you will also see a “Final Recommendation” question. Head Reviewers can use the Final Recommendation question to record a final decision, or to advance the applicant to a 2nd round of review. In that case, the application is added to a new bundle so the next round of review can be carried out within AppReview as well.
You can also click on the **MY NOTES** tab to write your own personal notes (which can be private or shared with other reviewers) and to read public notes submitted by other reviewers.

After your review is completed, click the **Save & Submit** button in the lower right.