Assigning Applicants to AppReview

Coordinators must ‘push’ applications from AY to AppReview before the review process can begin.

1. Login to AY and use your preferred search method to find your applicants ready for review. **IF YOU ARE TESTING**, use the “prog and term” query to find applicants from previous terms and use those in your testing. This avoids confusion with current applicants.

2. Select records, then open the Select an Action menu to choose “Assign AppReview Status”

3. Select the “Mark as Ready for Application Review” option, then click “submit”

Applicant records appear in AppReview immediately, however the process may take a few minutes if you have assigned a large number of applications.