

Apply Yourself Application Module FAQ:

Q: Where can I find the Apply Yourself Webcenter?

A: The Webcenter URL is <http://webcenter.applyyourself.com>. Use your Apply Yourself Client ID, User ID, and password to log in.

Q: Help! What is Graduate School's Client ID?

A: Our Client ID is **wcu-grad**.

Q: I don't know my Apply Yourself User ID and/or Password.

A: This information should have come to your WCU email address. Webcenter users receive two emails from i-clientsupport@applyyourself.com. If you cannot find email from i-clientsupport@applyyourself.com in your Inbox, please send email to mbarrett@email.wcu.edu.

Q: How do I search for applicants in the webcenter?

A: Choose 'Search for Applicants' from the Application Module main menu. There are three ways to search. You can:

- Define a range of dates and find all applicants in that range.
- Search by individual, based on some identifying piece of information
- Search using **User Queries**.

Q: What is a User Query and how can I run it?

A: User Queries are created by the Graduate School for helping to identify applicants. Most User Queries will identify applicants based on their **Program**. There is a long list of queries – one for each program – that can be used to search for a program's applicants.

Q: I want to search for only complete/incomplete files!

A: There is a User Query for Completed Applications called 'A1 Completed Applications.' This query will return only completed files. There is also a User Query called 'A1 Incomplete Files' that will return only incomplete files.

Q: Okay, I searched and found the applicant I was looking for. How do I view the application?

A: In the Search Results screen, click on the applicant's name. This will bring you to the **Application Summary Screen**. On the right side of this screen is a clickable link to the Application for Admission. This link expands to show the full student application.

Q: Where can I find a student's Letters of Recommendation and Test Scores?

A: On the Application Summary Screen, look under **Supporting Documents** for the link to Letters of Recommendation and Test Scores.

Q: Where can I find a student's Transcript?

A: On the Application Summary Screen, look under the **Application for Admission** link for the **Official Transcripts** link. All official transcripts will be uploaded under this link in the application. ***The Transcript link under Supporting Documents will not contain the official transcript!!***

Q: Where can I find a student's resume, writing sample, or other supplemental material?

A: On the Application Summary Screen, look under the **Application for Admission** link for the **Additional Information** form. This form contains program-specific application requirements. You can download resumes, writing samples, or other program materials here.

Q: OK, I'm ready to make an admissions recommendation. How do I do this?

A: On the Application Summary Screen, look under the Application for Admission link for the **Admissions Recommendation Sheet** (yes, the same place the transcript is located.) Fill out the entire recommendation form here and click "Save" to save your changes to the form. Once you have filled this out, we will be able to make our final decision at the Graduate School for admission.