

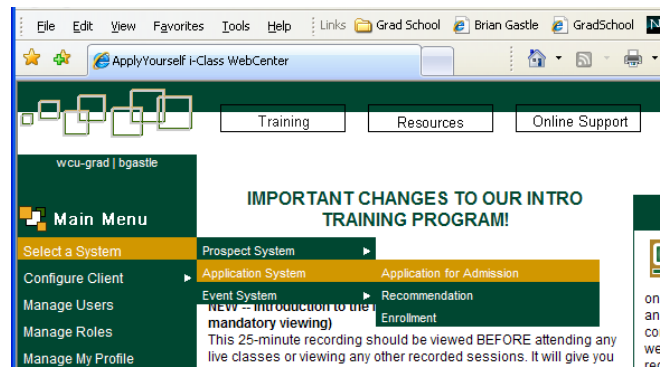
Apply Yourself Instructions Graduate Program Directors

Log in to AY

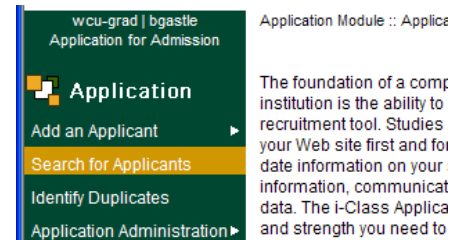
1. Go to <http://webcenter.applyyourself.com>
2. Log in information
 - o Client ID = wcu-grad
 - o Userid = your Outlook userid
 - o Password
 - If you do not know your password, email Matt at mbarret@wcu.edu to reset
 - You will periodically be asked to reset your password when you log in to AY

Find a list of applicants to your program

1. Once logged in, you will see a Main Menu bar on the left side of the screen. At the top of that bar move your cursor over
 - o “Select a System”
 - “Application System”
 - Click “Application for Admission”



2. You should now be in the Application Module. Click on “Search for Applicants”





3. You will now be on the Search for Applicants page.
 - Scroll down until you see the “User Query” box under “Search Using Queries”
 - Click on the dropdown menu and select the query you wish to run
 - Click “submit” button to run the query.
 - Common Queries and their aspects:
 - o Your Individual Program (like “**Biology M.S.**”) will show you all applicants (complete and incomplete) to your program
 - o **All Completed Applications** will list all completed applications in your Record Access Account.
N.B.: Some programs share Record Access Accounts (because we have a limited number) so this list may include applicants to another program)
 - o **All Department Recommendation Empty** will list applications that do not have a recommendation from the program
N.B.: Some programs share Record Access Accounts (because we have a limited number) so this list may include applicants to another program)
 - You may also search by Applicant Name (Search by Individual) or by Date of submission

Finding/Viewing Materials and Submitting a Recommendation

WARNING: Some information/data is not located under “intuitive” links. For example, the

Application Overview/Summary

If not already done, click on an applicant’s name to open the application record.

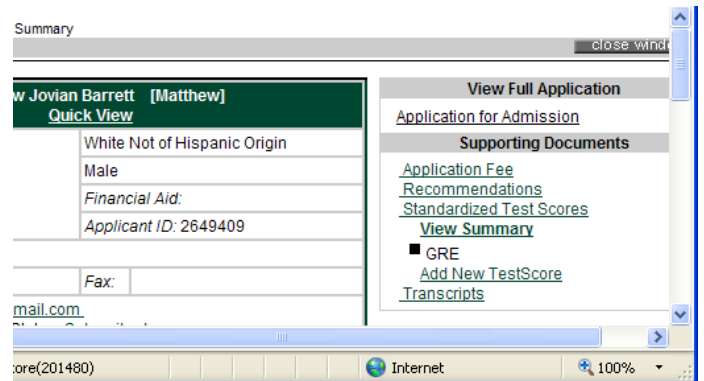
-  Click on the pdf image to open a pdf version of the application
-  Click on the dogs-eared page image to open a quickview version of the record with highlights

Official Test Scores

N.B.: Since Official Test Scores must be sent to the Graduate Office by the institution, applicants cannot submit official transcripts themselves. The Graduate School enters the test scores into AY when received.

If not already done, click on an applicant’s name to open the application record.

- Under “Supporting Documents” on the right side of the Applicant Summary screen, click “Standardized Test Scores”
- Click the name of the test you wish to view
- The Manage Test Scores window will appear
- Click “Next” to see the test scores for the selected test



Recommendations

Recommendations may be sent directly to AY by a recommender or the Graduate School may receive a hard copy to upload. Some recommendations will include basic ranking data only and some recommenders may include a discursive recommendation viewed as an attachment.

If not already done, click on an applicant’s name to open the application record.

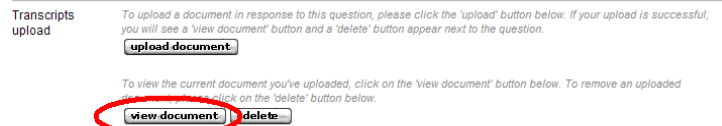
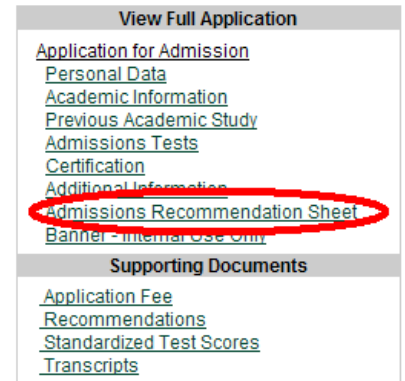
- Click “Recommendations” under Supporting Documents section on the right side of the Applicant Summary screen
 - Individual names listed have been provided by the applicant
 - A darkly shaded box indicates the recommendation has been completed
 - An unshaded box indicates the recommendation has not been completed
- Click on a recommender’s name to open the Recommendations window. This window provides an overview of the recommender.
- Click “Recommendation” then “Overall Evaluation” to see complete recommendation
 - If the recommender provided a discursive recommendation, you will see the “view document” button on the bottom of this window. Click “view document” button to view the discursive response. If that button does not appear, the recommender only provided the ranking information, not a discursive recommendation.
 - WARNING: DO NOT click the “delete” button

Official Transcripts

N.B.: Since Official Transcripts must be sent to the Graduate Office by the institution, applicants cannot submit official transcripts themselves. The Graduate School uploads the transcripts to AY when received, but NOT to the “Transcripts” link on the Application Summary page. This link will show unofficial data (supplied by the applicant) only

If not already done, click on an applicant’s name to open the application record.

- Click on the Application for Admission link on the top right of the applicant summary. This will expand the link to several lines.
- Click on “Admissions Recommendation Sheet” to open the Admissions Recommendation Sheet
- At the bottom of that Admissions Recommendation Sheet , if you see a “view document” button, you can click it to view the transcript
- If you do not see a “view document” button, it means the official transcript has not been uploaded
- **WARNING:** Do Not Click the DELETE button. If a transcript is there, clicking that button will delete the transcript.



Submitting a Recommendation

If not already done, click on an applicant’s name to open the application record.

- Click on the Application for Admission link on the top right of the applicant summary. This will expand the link to several lines.
- Click on “Admissions Recommendation Sheet” to open the Admissions Recommendation Sheet
- Enter the following information:
 - Evaluator: (Your Name)
 - Evaluator Date
 - Recommendation (check the appropriate circle)
 - Comments: (If the applicant is accepted conditionally or provisionally, the conditions or provisions of his/her admission should be entered here.)
 - **N.B.** This text will be placed on the applicant’s letter of admission. Please enter provisions or conditions in clear, accurate, and correct prose.
 - Advisor (should you wish to assign an advisor other than the program director)
- Click SAVE button (top or bottom of screen)

With Whom Am I Sharing An AY Record Access Account?

WCU is allocated only a certain number of RA accounts, which are used to organize applications. Therefore some programs must share RA accounts with other programs. While it may be inconvenient at times, this system allows program directors to only need one username and password, not one for each program they may be involved with reviewing.

<u>Arts and Music</u>	GSMFA FA, GSMAT CEAR, GSMAED CEAR, GSMM MUS, GSMAED CEMU, GSMAT CEMU.
<u>Biology</u>	GSMAT CEBI, GSMS BIOL.
<u>Certification and Licensure</u>	Record access account for all CRT programs.
<u>Chemistry/Biology/Science</u>	GSMS SAE, GSMS CHEM, GSMAT, CECH, GSMAED CECH, GSMAED CCBI, GSMAED CEBI
<u>College Student Personnel</u>	GSMED CSP
<u>Communication Disorders</u>	GSMS CODI
<u>Community College Sciences</u>	GSMAED CCBI, GSMAED CCEN, GSMAED CCMA, GSMAED CCAS.
<u>Construction Mgmt/Technology</u>	GSMCM CM2, GSMS TECH
<u>Counseling</u>	GSMAED COSC, GSMS COCO.
<u>Education Admin/Supervision</u>	GSMAED CCAS, GSMAED CCEA2, GSMAED SUPV
<u>Educational Leadership</u>	GSEDS EDL, GSEDD EDL.
<u>English</u>	GSMA ENGL, GSMAED CEEN, GSMAED CCEN, GSMAT CEEN, GSPB PW, GSMA TESL, GAMAED TESO, GSMAT TESO, GSPB TESL.
<u>Health Science/Gerontology</u>	GSMHS HS, GSPB GRTG2
<u>History/Social Sciences</u>	GSMA HIST, GSPB CKST, GSMAED CESS, GSMAT CESS.
<u>Human Resources</u>	GSMS HR2
<u>MAED Concentrations</u>	GSMAED CESS, GAMAED CEEN, GSMAED CEMA, GSMAED, CEAR, GSMAED CEMU, GSMAED CECH, GSMAED CEBI.
<u>MAT Concentrations</u>	GSMAT CESS, GSMAT CEEN, GSMAT CEMA, GSMAT CEAR, GSMAT CEMU, GSMAT CECH, GSMAT CEBI.
<u>Mathematics</u>	GSMS MAAP, GSMAED CCMA, GSMAT CEMA, GSMAED CEMA.
<u>Middle Grades/Birth-Kindergart</u>	GSMAED MGLA, GSMAED MGMA, GSMAED MGSC, GSMAED MGSS, GSMAT MGLA, GSMAT MGMA, GSMAT MGSC, GSMAT MGSS, GSMAED CEBK, GSMAT CEBK, GSMAED CEEE.
<u>Nursing</u>	GSMS FNR, GSMS NA, GSMS NE2, GSPM FNR, GSPM NA,
<u>Physical Education</u>	GSMAED CCPE, GSMAED CEPE, GSMAT CEPE.
<u>Physical Therapy</u>	GSMPT PHTH
<u>Project Mgmt/Entrepreneurship</u>	GSMPPM PRMG2, GSPB PMC2, GSMAC ACCY, GSMBA BSAD, GSPCG HCA, GSPCG, PRMG2, GSPCG HR2, GSPCG ETP2, GSME ETP2.
<u>Psychology</u>	GSMA PSYG, GSMA PSYS.
<u>Public Affairs</u>	GSMPA PUAF
<u>School Administration</u>	GSMSA SA2, GSCRT SA2.
<u>Social Work</u>	GSMSW SOWK
<u>Special Education Concentratio</u>	GSMAED CESB, GSMAED CESB2, GSMAED CESG2, GSMAED CESL, GSMAED CESL2, GSMAED CESM, GSMAED CESM2, GSMAED CESP, GSMAED CESP2, GSCRT AIG2, GSMAT CESB, GSMAT CESB2, GSMAT CESP, GSMAT CESP2, GSMAT CELM, GSMAT CELM2.
<u>Sports Management</u>	GSMS SPMG