Welcome to Apply Yourself

LOGGING INTO APPLY YOURSELF

Log into Apply Yourself (AY) by opening your Internet browser, and typing https://webcenter.applyyourself.com into the url address bar.

https://webcenter.applyyourself.com

Enter the log in information into the login box.

- Client ID = wcu-grad (This is the same for all Graduate School AY users)
- User ID = this is typically the same as your Network ID.

If you need assistance with logging into AY, click on the “Need Password or Login Help” or contact the Graduate School Technical Support for assistance at 1-800-369-9854 or 1-828-227-7398.
Upon successful login, the following screen will be used to navigate various modules in Apply Yourself.

1. “Select a System” to begin working within the different modules in Apply Yourself.
2. For Application searches, click on “Select a System” and move your mouse over “Application System”, followed by “Application for Admission”.
3. Click on “Search for Applicants” to begin searching the daily applications.

Welcome Prospect (wcu-grad)

The foundation of a comprehensive Internet strategy for your institution is the ability to maximize your own Web site as a recruitment tool. Studies show that prospective students will go to your Web site first and foremost as the source of accurate and up to date information on your school. You need to capture their information, communicate with them quickly, and effectively use the data. The ApplyYourself Application Module provides the stability, flexibility and strength you need to turn your Web site into an admissions powerhouse and manage the entire process on the Web.
4. On the search screen, you will have several ways of searching for your applicants.
   a. **Display Options** – click on the appropriate selection when searching for applications. If you do not get a search result, be sure you have the correct one chosen.
   b. **Search by Date** – click on Submission Date or Creation Date and choose the date range you would like to search. **Results are determined by a user account setting specific to the program you support.** If you do not see applicants for your specific program(s), please contact the Graduate School.
   c. **Search by Individual** – Type in the information in any of the search fields. Remember that a “%” is a wildcard for searching multiple conditions. (E.g. Strick% in the last name field will find all applicants with Strick within the first 5 letters in the last name and any letters after the k).
      **Note:** Remember to make sure you know what the display options are set to.
   d. **Search by Query** – Use this search method when wanting to use a system defined query. Remember that your search results will only provide you with the applicants’ specific to your program. If you need a more robust search configuration, please contact the Graduate School.