AppReview Committee Documentation
Part 1: For First-Time Users & Password Reset

Need to set up a password? Logging into AppReview for the first time? Please follow Steps 1–4 below.

Note: Use your last name and first initial. If your UNCW username has fewer than five characters, use both your first and last names, e.g. username for Tester Fox would be foxtester instead of the UNCW username of foxt.

1) Go to https://ar.applyyourself.com and choose Forgot Password.

2) Under School, enter “uncw-grad.”

3) Under Username, enter you UNCW account name without @uncw. If you are unsure, check the note above.

4) Click Submit and check your email for password reset instructions. (Passwords expire, so please keep a record of your password.)
Part 2: For Returning Users

Logged into AppReview before?
Log into AppReview

1) Under School, enter “uncw-grad.”

2) Under Username, enter your UNCW account name without @uncw.
   Note: Use your last name and first initial. If your UNCW username has fewer than five characters, use both your first and last names, e.g. username for Tester Fox would be foxtester instead of the UNCW username of foxt.

3) Under Password, create your own password. (Passwords expire, so please keep a record of your password.)

4) Click Log In.

Part 3: Login Assistance

Trouble logging in? Please follow Step 1 below.

1) Choose Forgot Username or Forgot Password and check your email for further instructions.
Part 4: Viewing Modes

To view applicants for a specific committee, follow Steps 1-4 under View Committee Bundles below.
To view all applicants, follow Steps 1-4 under View All Applicants below.

**View Committee Bundles**

1) Choose the specific committee bundle.
2) Under the Review tab, go to Inbox.
3) Select the To Review tab.
4) Click on the applicant’s last name.

**View All Applicants**

1) Choose View All in the top right corner.
2) Under the Review tab, go to Inbox.
3) Select the To Review tab.
4) Click on the applicant’s last name.

Need help? Contact Graduate Admissions (gradschool@uncw.edu).

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Part 5: Document Access

To view individual documents, follow Step 1 below under **View Individual Documents**.
To download all application materials, follow Step 1 under **Download All Documents** below.

**View Individual Documents**
1) Scroll through the application and individually open each link to view supplemental documents.

**Download All Documents**
1) Choose the download button (top right) to view the entire application, including supplemental documents and transcripts.

Part 6: Review Submission
1) Choose the Submit Review button when your review is complete within AppReview.
2) Provide specific application feedback directly to your coordinator, as detailed feedback is not collected within the AppReview system.

Need help? Contact Graduate Admissions (gradschool@uncw.edu).