



AppReview Committee Documentation

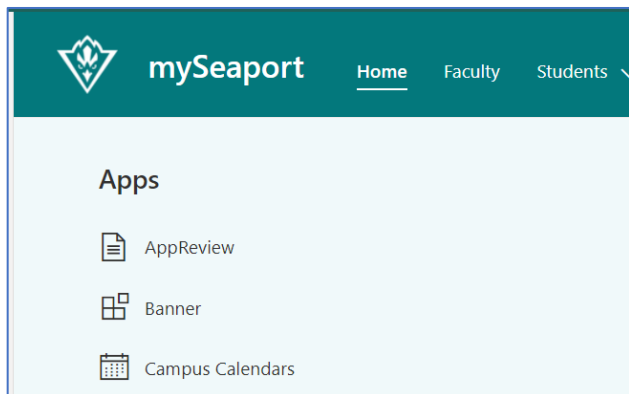
Part 1: Single Sign-on

AppReview uses single sign-on and may be accessed from on or off-campus.

1) Clear your cache and update bookmarks.

2) Go to mySeaport

(<http://myseaport.uncw.edu/>)



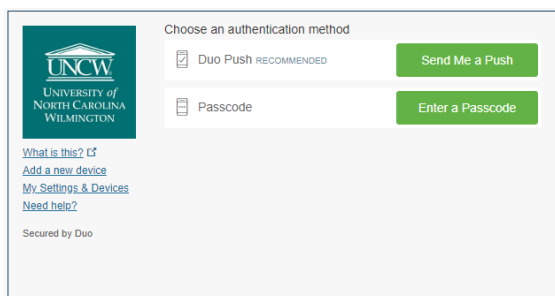
or

Graduate School home page

www.uncw.edu/gradschool

Part 2: Duo Push

UNCW uses an authentication method to log into campus resources. Choose to push or request a passcode.



Part 3: Start Reviewing Applications

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.

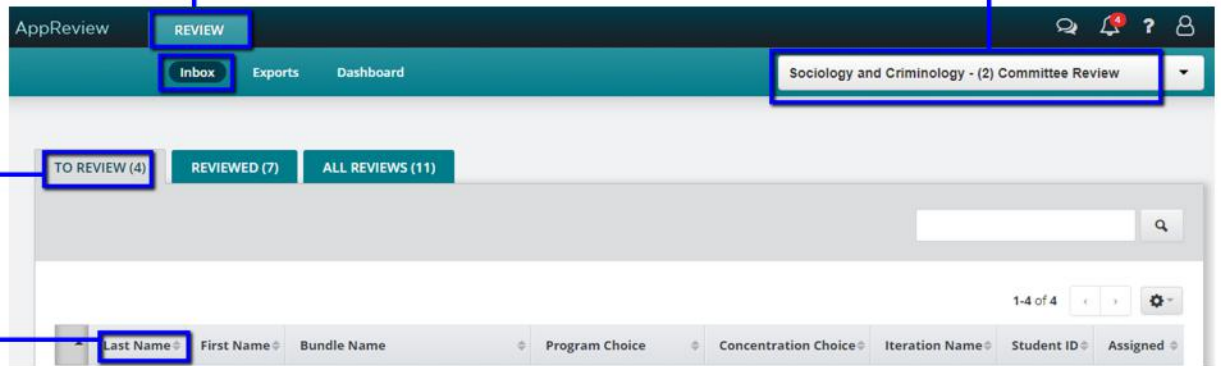
View Committee Bundles

2) Under the Review tab, go to Inbox.

1) Choose the specific committee bundle.

3) Select the To Review tab.

4) Click on the applicant's last name.



or

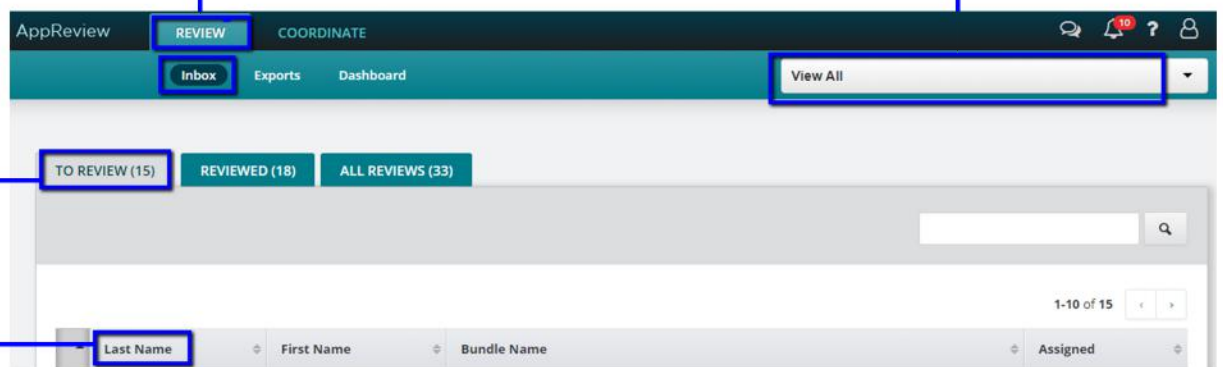
View All Applicants

2) Under the Review tab, go to Inbox.

1) Choose View All in the top right corner.

3) Select the To Review tab.

4) Click on the applicant's last name.

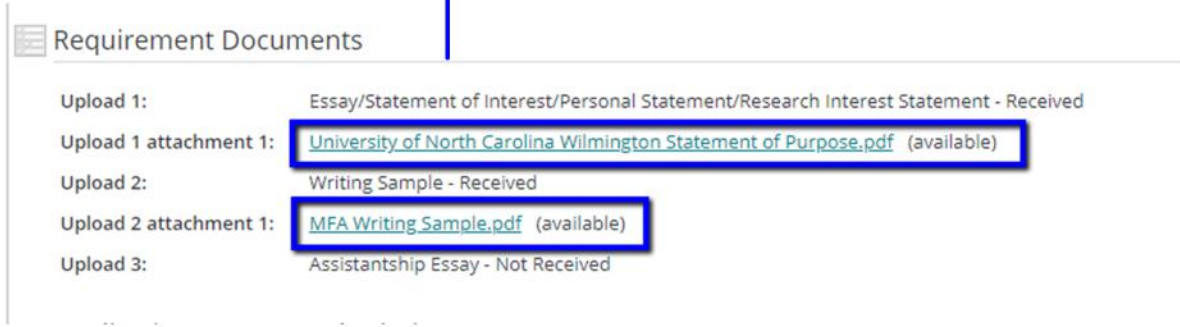


Part 5: Document Access

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

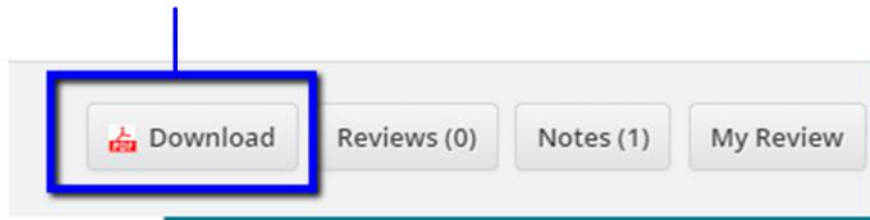
1) Scroll through the application and individually open each link to view supplemental documents.



or

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.

