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 fox.

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

2) Under School, enter “uncw-grad.”

3) Under Username, enter your 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
(https://ar.applyyourself.com). Please follow
Steps 1-4 below.

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: Email Notifications

A daily email is sent when new items are in the bundle for processing. Instructions and notifications are sometimes routed to spam/junk folder. Emails from AppReview feature “New AppReview Aplications Ready for your Review” in the subject line and originate from “no-reply@applyyourself.com.”

Dear Kimberly Harris,

You have new applications ready for your review from the following bundles:

- CSB - (2) Prog Coord Review - IMBA
- CSB - (2) Prog Coord Review - Business Analytics
- CSB - (2) Prog Coord Review - MS CSIS

Please click here to log in to AppReview to review the application(s).

Please Note: if you have forgotten your username or password you can request the information from the Log in screen.

Thank you,
The AppReview Team

Part 5: Types of Bundles

Initial Review Bundle

This bundle is available to the program coordinator(s). This bundle contains personal identifiable information (PPI) such as demographic and campus safety sections. A decision may be made in this bundle or it may be routed to the committee for further feedback/review.

Committee Review Bundle

This bundle is available to the program coordinator and committee members, and it does not contain personal identifiable information (PII). The committee does not receive an email notification. Notify the Graduate School if you wish to add an email notification to your committee bundle.

Program Decision Bundle

This bundle is available to the program coordinator(s) and is the final bundle for decisions. This bundle contains personal identifiable information (PII) such as demographic and campus safety sections. A decision must be made on the application at this point.

Note:
- Do not physically save or print the PDF to an external source.
- Not all programs use standard bundles and therefore may appear differently.
Part 6: Set-Up

Please follow Step 1 below to adjust column settings within an individual application.

![Image of application interface]

1) To create a column indicating an undergraduate GPA below 3.0, select the settings gear, choose Add or Remove Columns, enter the number 3 in the pulldown menu, choose “Bachelor's GPA below 3,” click Add, and then click Save.

Part 7: Provision or Full Admit Rationale

Provide a provision or full admit rationale for applicants with an undergraduate GPA below 3.0. Only program coordinators are asked this question.

Provide a final recommendation.

After submitting comments and a final recommendation, select Submit Review.

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

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Part 8: 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 9: Bulk Review

Bulk review allows coordinators to make decisions on multiple applications simultaneously. Follow Steps 1-2 below to complete a bulk review. Bulk review is not available in View All mode.

*Note: Bulk review assigns the same decision to all selected applicants. For example, all provisional applicants will receive the same decision if bulk review is selected.*

1) Select the applicants and then select Bulk Review.

2) Provide a rationale or provision (if needed) and then select Final Decision and Submit.

Part 10: Document Access

To view individual documents, follow Step 1 under View Individual Documents below.

To download all application materials, follow Step 1 under Download All Documents below.

**View Individual Documents**

1) Scroll through the application and 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 11: Initial Review Bundle/Decision Being Made by Coordinator

1) Enter a Provision or Full Admit Rationale (if overall undergraduate GPA is below 3.0).
2) Make a final recommendation.

or

1) Select Final Recommendation.
2) Send to Committee Review.
3) Submit Review.
4) Save and click on the button to refresh your View All mode.

Part 12: Committee Review Bundle/Decision Being Made by Coordinator

Committee members will work directly with the program regarding application feedback. Application feedback is not currently collected from committee members within AppReview.

1) Enter Provision or Full Admit Rationale (if overall undergraduate GPA is below 3.0).
2) Make a final recommendation.

or

1) Select Final Recommendation.
2) Send for Program Decision.
3) Submit Review.
4) Save and click on the button to refresh your View All mode.
Part 13: Program Decision Bundle/Decision Being Made by Coordinator

1) Enter Provision or Full Admit Rationale (if undergraduate GPA is below 3.0).
2) Make a final recommendation.
3) Select Submit Review, click Save, and click Confirm.

Part 14: Additional Information

Review History

To see the history of reviews, follow Steps 1-2 below.

1) Select Review.
   
2) Click on bundle to be reviewed.

Applicant Notification

For any recommended decision made by 4:00 p.m., a decision letter will be available to the applicant the next business day.

Note: The Graduate School issues the official decision. Any program or personal correspondence apart from the official decision should be referred to as a recommended decision.