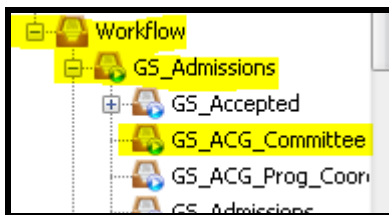


Committee/Faculty WebNow Access

- 1) Contact Kimberly Goerne Harris (harrisk@uncw.edu) with WebNow access issues.
- 2) Log into WebNow from the Graduate School webpage (<http://www.uncw.edu/gradschool>)
- 3) Log into the system using your UNCW domain e-mail user name and password



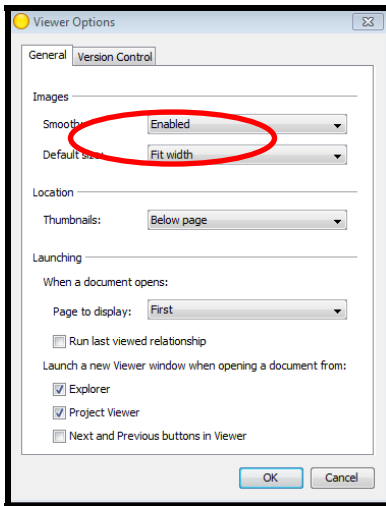
- 4) Expand the Workflow Queue by clicking the '+' sign next to Workflow, GS_Admissions and the committee or faculty queue you wish to access.



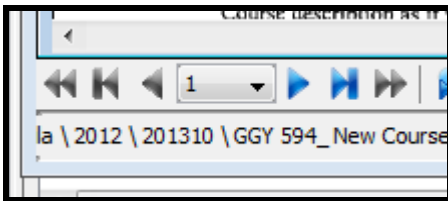
- 5) Select the committee or faculty queue with a left click of the mouse
- 6) Open the application by a double left click of the mouse.

Drawer	ID	Name	Term	Workflow Queue	Type	App #	Page
AS_MFA_CNF	050079000	Cronin, Morgan W.	201510	GS_MCRW_Faculty	GS_Package	1	60
AS_MFA_CNF	050079000	[REDACTED]	201510	GS_MCRW_Faculty	GS_Package	1	46
AS_MFA_CNF	050079243	[REDACTED]	201510	GS_MCRW_Faculty	GS_Package	1	46

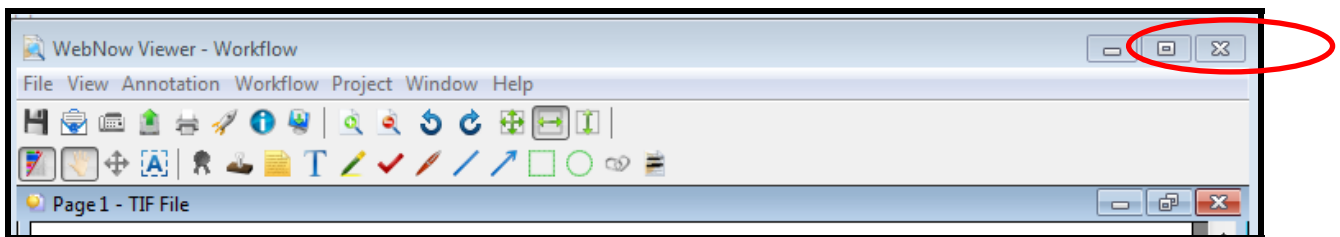
- 7) A one-time set-up is required for the page viewer. From the open item, select FILE > OPTIONS > GENERAL TAB Default size should equal Fit width



- 8) Navigate through the by application by a single left click of the mouse using the blue arrows on the bottom left of the page or by using the pull down located next to the number one.



- 9) Once the item has been reviewed close out of the document with a single left click of the mouse over 'X' located on the top right of the document.



- 10) Disconnect from the system by a single left click of the mouse over the 'disconnect' top right side of WebNow

