

This guide will assist you the review process for your awards.

1. When a scholarship pool (applicant group) is ready to be reviewed, committee members will receive an email to their JagMail account with a link which will direct them to their review workflow in JagSPOT.

Committee members can also access JagSPOT by going to <https://southalabama.scholarshipuniverse.com/school/dashboard> and use their single sign-on credentials (JagNumber and password) to login.

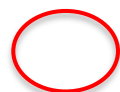
2. Upon logging into JagSPOT, select _____ on the left-hand navigation bar.

Then select the _____ tile.

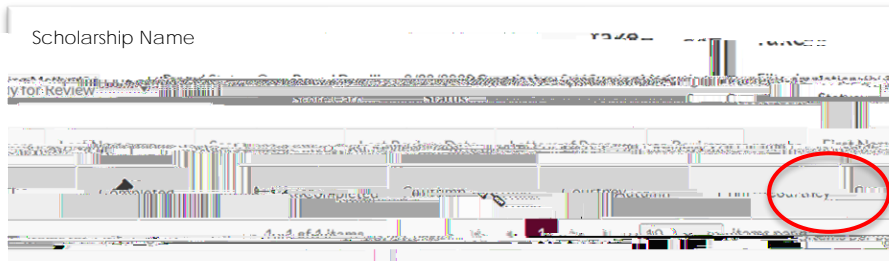
3. The Review Workflow shows the pools (groups) that have been assigned to the reviewer. To begin reviewing, select the B _____ which will display the list of applicants.

Group

Scholarship Name

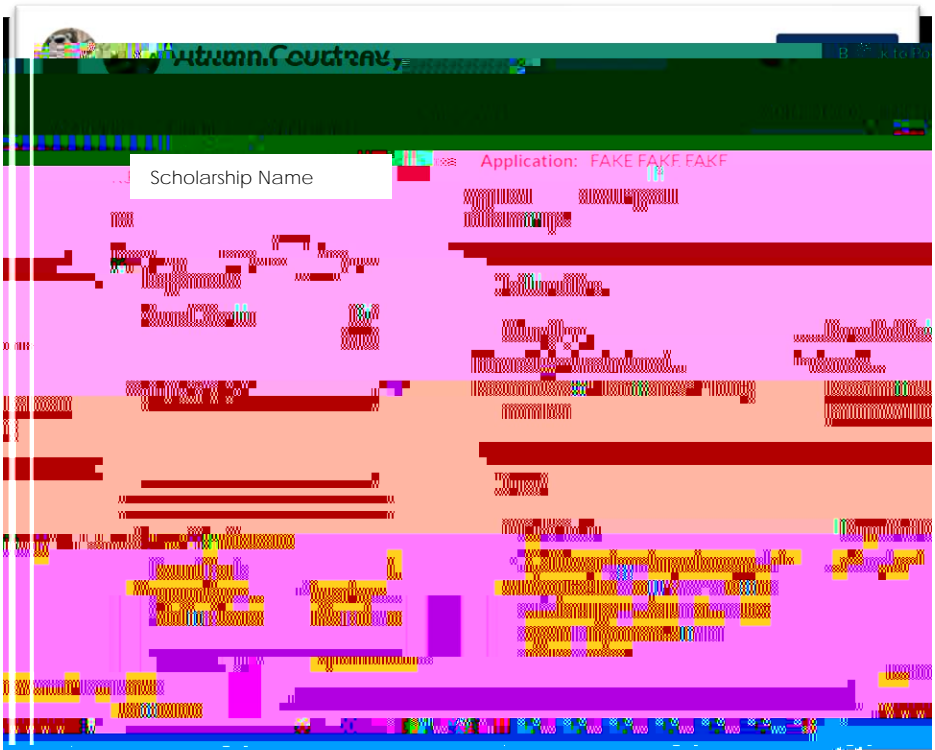


4. To view an applicant data, select the icon.



A pop-up window will appear with the applicant's information. Toggling between the and tabs will reveal additional applicant information.

Letters of Recommendation or additional materials asked of the applicant are available on the application tab. Selecting the Letter of Recommendation link will display the letter in another pop-up window.



If the committee is using a scorecard (rubric), the right side of the student's profile will display any scoring or questions that need answering for the selection process. If the committee is not using a scorecard, general ranking options from to will be the only option available.



5. Once review of the application is complete and any scoring and comments have been made, be sure to save all work. This will move the student to the completed review section of the workflow.