1. Navigate to www.umsl.edu/services/finaid/scholarships/apply.html
2. Scroll to the bottom of the page and click on the Scholarship Application.
3. Click on the Sign In button at the top right of the page.

4. UMSL Faculty and Staff will sign in on the Applicants and Administrators tab. This will allow you to use your SSO ID and password.

After you click on Sign in with UMSL, you will be taken to a University of Missouri System page to sign in with your SSO ID and password.
5. For most reviewers, upon signing in, you will be taken to a screen that looks similar to this:

![Screen Screenshot](image)

**Note:** If you do not see a screen that is titled **Opportunities to Evaluate**, hold the mouse over your name in the right corner of the yellow menu bar and click on **Reviewer**. If you do not see the Reviewer option, please contact the Office of Student Financial Aid at 314.516.5526.

6. **Please be sure to note the due dates for your scholarship(s).** After this date you will not have access to further review the scholarship opportunity. In order for us to continue with our overall awarding process, it is important that you complete your reviews by the date indicated.

7. Before you begin your reviews, you can get more information about the scholarship by clicking on **Opportunity Details**

![Opportunity Details Screenshot](image)
8. When you are ready to review the scholarship opportunity, click the view button next to the award. For this example, we have two reviews that have not been started and one that is underway but not complete.

9. To start reviewing an application, click on Begin. You should be taken to a split-screen view. You will complete your review on the left side of the screen. The application itself is on the right.

If you only see the review screen or the application information, you may not be in Side-by-Side view. If that is the case, look for the tab that says Side-by-Side. Clicking on this tab should make your screen look similar to the screen above.
10. In order to ensure consistent ratings from all reviewers, please use the Scholarship Scoring Guide that has been provided separately for your scholarship. There should be a note at the top of the reviewer screen with a link to the Scholarship Scoring Guide for your convenience.

11. For each of the criteria you are reviewing, please review the application carefully and rate the applicant on the scale provided. If you want to make additional notes about the application, you can do so in the Additional Comments and Concerns box at the bottom of the reviewer screen.

12. Please note that there can be up to four sections in the application. Because the numbering of the questions starts over in each section, we’ve tried to indicate on the Scoring Guides which section the question comes from. Please be sure to look for the section name before you start to look for the question number to make sure you are reviewing the same information the Guide was designed for. From the top of the application to the bottom, they are:

- Applicant Provided Information on the General Application

<table>
<thead>
<tr>
<th>Applicant Provided Information on the General Application</th>
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<tbody>
<tr>
<td>General Application</td>
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</table>

- Applicant Provided Information in Opportunity-Specific Questions (Optional)

<table>
<thead>
<tr>
<th>Applicant Provided Information in Opportunity-Specific Questions (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opportunity Specific Questions</td>
</tr>
</tbody>
</table>
• Imported Information Visible to the Applicant

• Imported Information Visible to Administrators and Reviewers

13. There is one other feature to note on this page: the Bookmark option. If you want to come back to an application later, the bookmark option is very useful. Checking on the bookmark option will make it easier to find key applications from the overall list.

14. Once you have finished reviewing and rating the application, be sure to click Submit at the bottom of the Rubric.

Once you click Update, you should see a green bar at the top of the reviewer screen that indicates your changes were successfully submitted.

15. To return to the list of applications, click on the name of the scholarship at the top of the page (indicated by the yellow arrow in the previous example).
16. You have until 11:59 p.m. on the day listed under the Reviews Due On to finish all of your reviews. After that time, you will be able to view your reviews, but you will not be able to make changes to your scores. If you have any questions, please do not hesitate to contact us.

Thank you again for participating in the scholarship application review process, which is an integral part in the overall awarding process. We understand you are very busy, and we appreciate your time and commitment to making the scholarship award process more thorough and more effective. Your time and work will help us ensure we match the right students to the right scholarships, and you will help us ensure that donor funds are utilized to their maximum potential.