

# GW PASSPORT GUIDE: SHORT-TERM ABROAD PROGRAM FACULTY DIRECTORS

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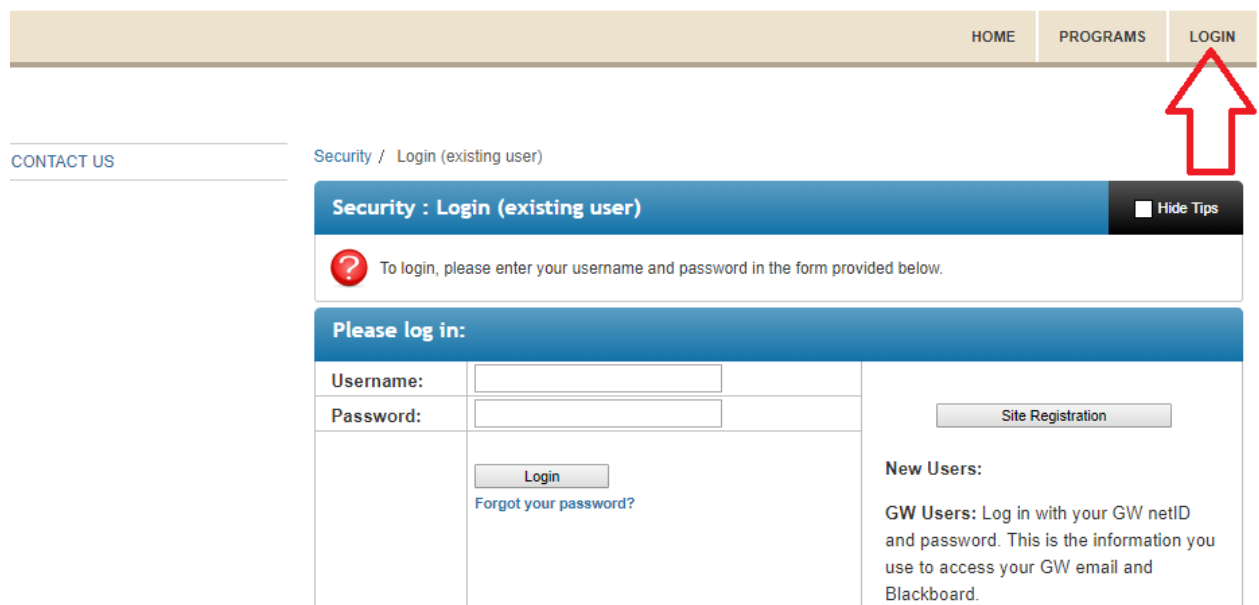
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## Logging In to the GW Passport System

All GW users log in to the system using your existing NetID and Password. The NetID is your GW email address without the @gwu.edu.

1. Visit [passport.gwu.edu](https://passport.gwu.edu)
2. Click “LOGIN” on the top right menu bar
3. On the next page, enter your Username (your NetID) and your Password (your regular NetID password—it should be the same as your email password).
4. Click the gray login button below, and you will be logged into GW Passport.

### GW PASSPORT



The screenshot shows the GW Passport login interface. At the top, a navigation bar contains links for HOME, PROGRAMS, and LOGIN. A red arrow points to the LOGIN link. Below the navigation bar, there is a 'CONTACT US' link on the left and a breadcrumb trail 'Security / Login (existing user)' in the center. The main content area is titled 'Security : Login (existing user)' and includes a 'Hide Tips' button. A message states: 'To login, please enter your username and password in the form provided below.' Below this, a 'Please log in:' section contains input fields for 'Username:' and 'Password:', a 'Login' button, and a 'Forgot your password?' link. To the right of the login form is a 'Site Registration' button and a 'New Users:' section with instructions for GW Users.

HOME PROGRAMS LOGIN

CONTACT US

Security / Login (existing user)

Security : Login (existing user) ☐ Hide Tips

? To login, please enter your username and password in the form provided below.

Please log in:

Username:

Password:

Login

[Forgot your password?](#)

Site Registration

**New Users:**

**GW Users:** Log in with your GW netID and password. This is the information you use to access your GW email and Blackboard.

Upon logging in to the system, you will land on your home screen.

## Reviewer Home Screen

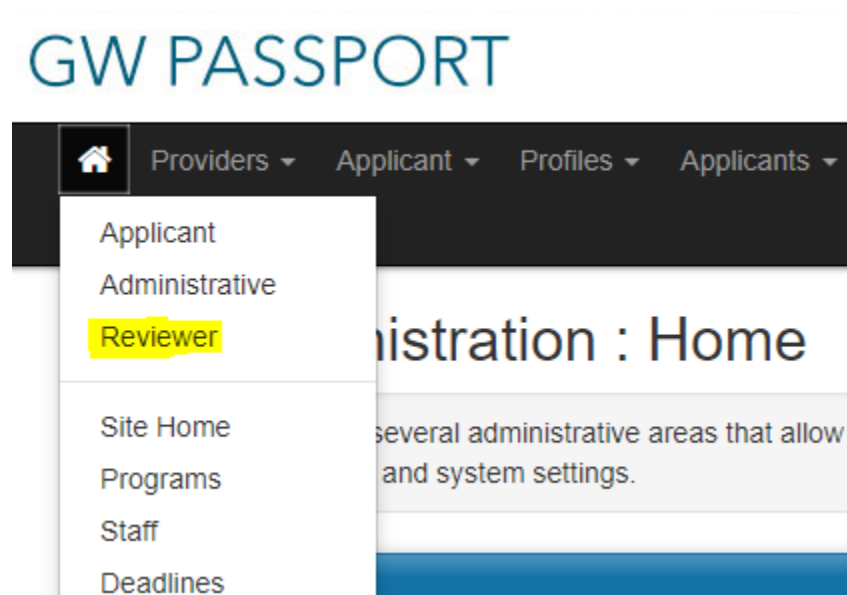
Program Leaders have three home screens in GW Passport. You can toggle between these screens by clicking on the House icon in the top left corner of the black tab bar across the top of the home screen.

**Applicant** – This home screen recognizes you as someone who has a proposal, application, or travel registration in the system.

**Administrative** – This home screen recognizes you as an administrator in the Passport system. You will not need to use the Administrative tab unless you have saved Queries in the system.

**Reviewer** – This home screen recognizes you as a reviewer for your program applicants in the Passport system.

The Short Term Abroad Coordinator in the Office for Study Abroad shares access to these screens and performs some actions that complement the actions you will take in managing your program. For instance, before an applicant's materials can be reviewed in the "Reviewer" screens, the Coordinator performs background checks and designates the applicant "Ready to Review." We describe below other steps involving shared responsibility and access.



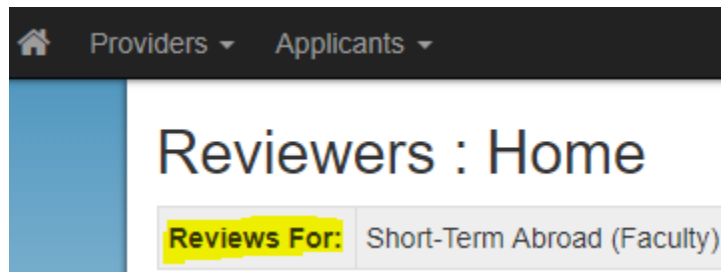
From the Reviewer home screen, you are able to:

- see a list of students who have opened applications for your programs
- see whether an application is ready for your review
- review each student's application (once ready for review)
- submit your acceptance decisions.

If you would like more information on any of the components of the Reviewer home screen and how they impact your program, you can find the relevant section below.

### **Reviewable Programs:**

At the top of the Reviewer Home screen, there is a shaded box (the color may appear differently depending on the browser and device) entitled “**Reviews For,**” which lists the programs for which you are a registered Reviewer. The only programs you will be able to review are those that fall under this list.



### **Filter Options:**

Beneath your Reviewer status and above the Applicant table, there is a “Filter Options” feature available. The applicant list on your Reviewer home page will contain applicant information for all programs and terms for which you are (or previously have been) a Reviewer. To limit the information visible on this review page, use the “Filter Options” feature.

#### **Filter Options**

##### **Display:**

- Current Terms/Years -  
January Term, 2018  
Spring Short Term, 2018  
Summer, 2018  
Fall Short Term, 2017  
January Term, 2017

- All Programs -

##### **Group By:**

Term, Year

☐ Include withdrawn applications

Clear All

Filter

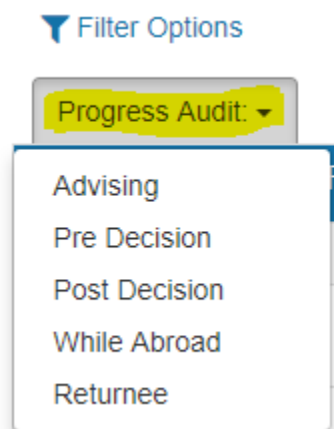
When you click on the “Filter Options” feature, a dropdown selection panel will appear, allowing you to select which programs and terms are displayed. If you would like to display applicants from multiple

terms and programs, you can also choose whether to group these applicants by “Term and Year” or by “Program.”

Notice that “Withdrawn” applicants are visible only if you select the check box that says, “Include withdrawn applicants.”

### **Progress Audit:**

Below the Filter Options and above the Applicant table is a “Progress Audit” tab, which allows you to run a report to show which application components an applicant has completed or still needs to complete. Progress audits are very useful for program leaders. This guide will explain how to [run a progress audit](#) in a later section.



### **Applicant Table:**

The main table visible on your Reviewer Home screen is your table of applicants.

**Program Title:** The name of your program will appear above the list of applicants for that program.

- **Term:** The term shown will be the term assigned to the program. For instance, a student participating in a program taking place in January will be assigned a January Term. These terms are specific to GW Passport and do not always correspond with official course registration terms in Banner.
- **Applicant Name:** The applicant’s name will appear hyperlinked on the left side of the table. The name directly links to the student’s application review screen.
  - For most reviewers, if you try to access this review screen before the applicant is officially “Ready for Review,” you will receive a pop-up box that will tell you that the application is not yet ready for review, and you will not be able to access the application review screen.

- Some reviewers may have access because of settings associated with other GW Passport programs. For the purposes of this application process, however, the STAP team will not be able to accept any review decision if the application is not complete.
- **Date Started:** The date that the applicant opened an application.
- **Current Status:** The student's official status within the application process. These application statuses are described in greater detail in the next section of this guide.
- **Review Status:** An application will show one status of the following three:
  - "Not Ready for Review" means that the applicant has not yet received an eligibility check from the Office of Student Rights and Responsibilities and/or has not yet completed the application. If the student's status is listed as "Eligible" or "Conditionally Eligible," the OSRR check is complete. "Conditionally Eligible" often means the student's Banner record does not yet show credits earned and corresponding GPA. See [Applicant Status](#) for more information.
  - "Ready for Review" means that the applicant has completed all necessary pre-decision application steps and is now ready for your review. You can click into the application to see details and begin the review process.
  - Once you have officially reviewed an application, your review decision will appear as a new status, recording the decision you have made and the date submitted.

## Applicant Status

Program leaders will not change an applicant's status in the system; however, you may wish to review the definitions of each status below.

- **Pending:** This is the automatic status for any students who open an application.
- **Eligible:** The STAP team will change the status to eligible if the applicant has met basic preliminary eligibility criteria, including a minimum GPA and no outstanding judicial concerns. This status does not mean that the applicant has completed the application. The process for confirming eligibility with the Office for Student Rights and Responsibilities (OSRR) can take up to two weeks.
- **Conditionally Eligible:** If an applicant does not currently meet the minimum requirements for the program, but is expected to meet the requirements prior to the program start date, the applicant's status is changed to "Conditionally Eligible." One of the main reasons for this status in STAP programs is for applicants who do not yet have a GPA because they are freshmen, transfer students, or first-term graduate students. Conditionally eligible applicants may be accepted into the program; if any applicants fail to meet the eligibility requirements prior to the program departure, they can be removed from the program.
- **Accepted:** Once the applicant has completed all of the pre-decision application forms, and their application has undergone official review and approval by the faculty member, the STAP team will update an approved applicant's status to "Accepted." Accepted applicants will receive new documents in their application explaining how to make a deposit and confirm their commitment to the program.
- **Committed:** Once the application is denoted "Accepted," a box appears in the student view asking if the applicant would like to "commit" to the program or to "deny" their acceptance. If an applicant denies, the application is withdrawn automatically. If the applicant commits, their status changes to "Committed."
  - A status of "Committed" does not mean that the applicant is officially a participant in the program. The applicant must also pay the program deposit. These two steps, clicking "Commit" and making the deposit, are required for full commitment. There is no status to show that the deposit is paid; however, to review the applicant's deposit status, you can do so via a *progress audit*. There can be a time lag between the moment the student's deposit is made and the STAP team's confirmation of it within the system.
- **Registered:** Once a program has its final list of fully confirmed participants, the STAP team will register the participants for classes and change the status to "Registered." The Office for Study Abroad cannot register participants with holds on their accounts in Banner. These participants will still appear as "Committed" in the system until the hold is lifted and they have successfully been registered.
- **Withdrawn:** If an applicant opens an application but decides not to continue the application or commitment process, the applicant will have the option of withdrawing the application in the GW Passport system. These applications will then disappear from your standard viewing screens. Typically, you will only see a Withdrawn application if you choose the search or filter option to "Include Withdrawn Applications."



## Running an Applicant Search

To check on the status or progress of a specific applicant, click on the **“Applicants”** tab on the top dropdown menu and select **“Search.”**

### GW PASSPORT

The screenshot shows the GW Passport web application interface. At the top, there is a navigation bar with a home icon, a 'Providers' dropdown menu, and an 'Applicants' dropdown menu. The 'Applicants' menu is open, showing 'Search' and 'Advanced Search' options. To the right of the menu is a blue button labeled 'Advanced Search'. Below the navigation bar, there is a search area with a 'Search' button. A text box explains that users can search for applications based on multiple criteria, with list boxes for selecting multiple values by holding the Ctrl/Cmd key. It also mentions that results are returned based on applications that match all selected criteria, and that the Advanced Search is used for specific application response data and program parameters. Below this, there is a 'Search Applications:' section with a blue header. It contains two text input fields: 'Applicant Name:' and 'Program Name:'. Below these is a 'Program Terms:' section with a dropdown menu showing 'Any', 'Academic Year 2018', 'Academic Year 2017', 'Faculty Registration 2018', and 'Faculty Registration 2017'. There is a 'Show all terms' link below the dropdown. At the bottom of this section is a checkbox labeled 'Include withdrawn applications'. A 'Search' button is located at the bottom right of the search area.

The standard search function is typically used when searching for one particular applicant. The STAP team recommends searching for applicants by last name only or entering the name as “Last Name, First Name.”

- You can also search for applicants by the program they applied for (Program Name) and filter results further by entering a Program Term.
- If the applicant you are looking for has withdrawn his or her application, checking the “Include withdrawn applications” box allows for the applicant to be included in the search results.

Once you have clicked *Search*, GW Passport will show a list of applicants who match with your searched terms or will inform you that there are no matching search results.

- Some applicants may have more than one application in the system.
  - If you have permission to review multiple programs, or if the applicant has applied to your program during more than one term, you may see multiple applications listed next to the applicant's name.
  - Be sure to select the instance (program, year, term, etc.) that you intended to locate.

To access the administrator view of the individual's application, click on the blue hyperlinked program name.

## Search : Results

Options

Following is a listing of applications that meet your search criteria.

You searched for all applicants that have the exact text "**smith, jonathan**" in the applicant's name.

Back

Options ▾

Progress Audit ▾

Group by ▾

### Search results based on application itinerary:

Name	Status	Program	Term
Smith, Jonathan M	Committed	<a href="#">Universidad Torcuato di Tella (Elliott School Graduate Exchange) (- not ranked)</a>	Fall, 2014

## Navigating an Applicant's Application

Upon opening an applicant's application, the GW Passport system will redirect you to the applicant's overview home page.

- Please note that this view is unique to administrators, and is not the way applicants see their applications in the GW Passport system.

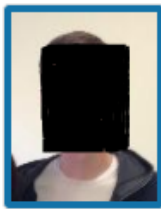
The home page will show a photo of the applicant (if available) and a basic overview of the application.

- If you do not want to [run a progress audit](#) to see if an applicant has completed the required application components, you can view the individual applicant's progress overview from this home page.

### Application : Overview

Options ▾

Use the tabs below to view and change information for this application. ×



[Click to delete image](#)

**Smith, Jonathan M**

[\(Edit Profile\)](#)

**(EXCHANGE)**

**Universidad Torcuato  
di Tella (Elliott  
School Graduate  
Exchange)**

**(Buenos Aires)  
Fall, 2014**

**Status: Committed  
Outgoing Applicant**

Created: 02/03/2014 (by Applicant)

Last Updated: 08/19/2014 @ 12:40:31 AM

Last Viewed by Applicant: 09/09/2014 Start Date: 09/01/2014

End Date: 12/19/2014

[\(add principal application\)](#)

Midway down the page (when your browser window is expanded to full view), you will find a row of buttons that take you to various parts of the application.

- Some of these buttons will appear greyed out, which means you do not have access to them under your reviewer permissions.



- For the majority of reviewers, the five buttons available are: **Questionnaires, Materials, Assessments, Documents, and Recommendations**. More information on each button appears below.

**Questionnaires** – The *Questionnaires* section will allow you to view the required fillable forms associated with the application for all phases of the application. Depending on the applicant’s status or the phase of the application process that the applicant has completed, the student may not have access to these forms. These forms become available for completion once the STAP Team moves the application to the next phase by changing the status.

If the applicant has completed a questionnaire, the Questionnaire name will appear as a hyperlink and the date the applicant submitted the questionnaire will appear next to the Questionnaire name. You can review the submitted form by clicking on the hyperlinked name.

**Materials** – The *Materials* section is where you can view required material submissions (items or e-signatures that the applicant must supply) and signature documents for all phases of the application. For each requirement, a box under the column titled “Received” will appear to the right of the material title. This box, if checked, indicates that the applicant has completed that requirement. The “Notes” section to the right of this “Received” box will often state when the STAP Team confirmed that the applicant completed the requirement or when the applicant e-signed a document.

**Assessments** – Most STAP programs do not have assessments assigned to them, and, therefore, this function will not be necessary as part of the review process.

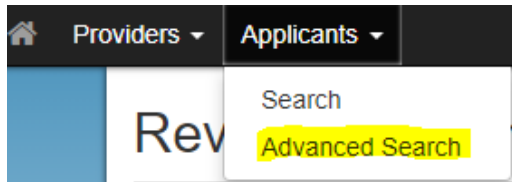
**Documents** – Most STAP applicants do not need to submit additional Documents outside of the pre-existing Questionnaire or Material documents, and, therefore, this function will not be necessary as part of the review process. If an applicant were required to submit a document to the STAP Team, the STAP Team would upload a copy of that document to this section of the applicant’s record.

**Recommendations** - Most STAP programs do not have recommendations assigned to them, and, therefore, this function will not be necessary as part of the review process. If your program does require that an applicant submit a recommendation, this section of the application will show whether the applicant requested a recommendation, when and to whom they submitted this recommendation request, and whether the recommender submitted the requested recommendation.

## Running an Advanced Search and Saving a Query

The *Advanced Search* operates much like the regular *Search* function, but has many more parameters available to improve the accuracy of your results. The *Advanced Search* is most often used for creating *Queries* and *Reports*.

To run an advanced search, click on the “Applicants” dropdown menu and select “Advanced Search.”



The page that opens will ask you to “Choose the type of information that you would like to query.” Here, you will most often check the “Application Parameters” option.

### Search : Advanced

Please select the type of information you would like to query.

Next

#### New Query Wizard

☐ Choose the type of information you would like to query:

<input checked="" type="checkbox"/>	Application Parameters
<input type="checkbox"/>	Program Parameters
<input type="checkbox"/>	Applicant Parameters

If you would like to narrow your search by an Applicant’s specific information such as school of enrollment, degree level, or other such parameters, you can also select the “Applicant Parameters” option.

On the next page, you will see a large list of parameters that you will use to help narrow down your search.

1. Under *Application Parameters*, select the Application Cycle for which your program will run. As a reminder, programs operating in January may be Spring courses in Banner, but they are January Term courses in GW Passport. STAP courses for any term other than January Term courses are listed as “Short Term,” for instance “Spring Short Term” instead of “Spring.”

## Application Parameters:

### Application Cycles:

Spring Short Term 2010  
**Summer 2018**  
 Summer 2017  
 Summer 2016  
 Summer 2015

### Application Phase:

**All**  
 Advising  
 Pre Decision  
 Post Decision  
 Withdrawn

Click to add all existing application cycles

### Application Tags:

**Any**  
 Account Hold  
 Agreement - No Expiration Date  
 Agreement Expiring within 6 months  
 Agreement Expiring within 12 months

### Application Terms:

**All**  
 Academic Year  
 Faculty Registration  
 Fall  
 Fall Short Term

2. Scroll down to *Application Status* and check the Status box if you would like to narrow your search to applicants with a certain application status.
  - a. If you do not check any boxes, all statuses will appear in your search results except "Withdrawn" applicants. If you would like to include Withdrawn applicants, you will need to manually select all statuses, including "Withdrawn."

## Application Status:

Check All

Uncheck All

☐ Advising  
☐ Advising (no aliases)

☐ Reviewed  
☐ Inactive Advising Record

☐ Pending  
☐ Pending (no aliases)

☐ Conditionally Approved  
☐ Approved  
☐ Application Complete - Decision Under Review  
☐ Eligible

☐ Waitlist  
☐ Waitlist (no aliases)

☐ Accepted  
☐ Accepted (no aliases)

☐ Approved Forms Incomplete  
☐ Pending Conditional Eligibility GPA  
☐ Pending Conditional Eligibility Credit

3. Scroll down to *Programs & Locations*, find the *Program* list, and then select the name of the program from the list. Only applicants with applications open for that program will appear in the advanced search results. To select multiple items in this list, you will need to hold down the Ctrl Key on Windows computers or the Command Key on Mac computers while selecting multiple items. If you are only a reviewer for one program, you may only see one option in this list

besides the default “All” option. The “All” option will show all applicants visible to you within your program permissions. If you only have permissions to view one program, only applicants to that program will appear.

## Programs & Locations:

### Program:

Global Security and Religious Pluralism in Senegal - SI  
 Globalization & the Media (SMPA 3195)  
 Globalization and Business, Economic and Financial Issues (IBUS 297.60 & IBUS 290.60)  
 Globally Shared Heritage - South Africa

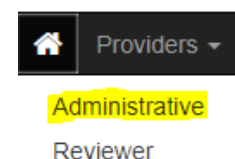
4. If you would like to reduce your results based on Applicant-specific parameters, scroll down until you reach the *Applicant Parameters* section of the page (this section will only appear if you selected it as an option on the previous screen) to find the available parameters. Not all applicants will have information available for all listed parameters.
5. Once you have selected all desired parameters, scroll down all the way to the bottom of the page and hit *Search*. The following page should display all of the applicants who meet your search criteria.
  - a. The GW Passport system is very sensitive to search criteria. The more selective a search, the more likely you will not receive the results you need or may encounter search errors. The STAP team recommends keeping your searches as broad as possible.
6. Once you have completed your search, you have the option to save those search results in a *Query*, so that you can view this search right from your home Administrative page without having to set up the search again. To save the search, scroll to the bottom of your search results until you see a *Save Search Query* box. Name your query, and then hit *Save Search*. This query will now appear as a link on your Administrative home page in GW Passport.

**Save Search Query**

Save Search

Back

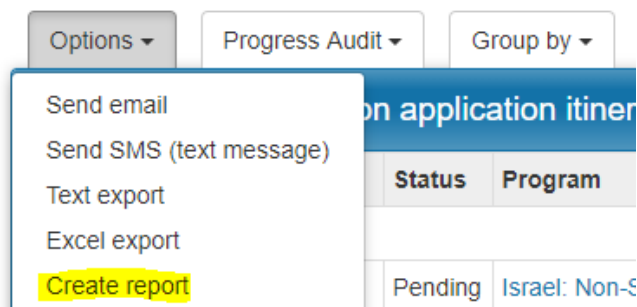
- a. The search results that appear through a query or saved query are not static. As new applicants apply or applicant statuses change, the information available within your search results will adjust accordingly.
  - b. To access the Query, return to your home page by clicking on the house-shaped icon in the upper left hand corner of your top dropdown menu, and then clicking *Administrative* from the menu that appears. The query will appear under the “My Queries & Reports” section of your home screen.
7. To export a saved query into Excel, we recommend [running a report](#) from the saved query.



## Running Reports

The GW Passport system allows you to generate a report containing details for each applicant in the advanced search or query you created.

1. From the search results landing page, you will see three tabs visible at the top of the results, “Options,” “Progress Audit,” and “Group By.”
2. Click on *Options*, and then choose *Create Report* from the dropdown menu that appears.



3. Clicking on *Create Report* will take you to the *Report Wizard* page, which will create a report on your applicants in Microsoft Excel format.
4. On this page, you should not change anything that is already checked in the “Choose Primary and Secondary Output Grouping” section. Under “Choose Output,” you will have the option of selecting various information you would like to include in the report.
  - a. Under “Questionnaires and Questions” you will see a list of every questionnaire available in the Passport system. This list can be very overwhelming. If you would like to include answers from a specific questionnaire in your report, please first check the application for the official questionnaire names tied to your program.
  - b. All items that begin with “SIS” are pulled directly from GW’s Banner system. Below please find a guide to some of the most commonly selected SIS report items.

Report Item Name	Column Added to Your Spreadsheet
SIS_GW_Id	Student GWID Number
SIS_Academic_Level_Desc	Undergraduate/Graduate
SIS_Level_Desc	Year in School (Freshman, Sophomore, etc.)
SIS_Enroll_School_Desc	Registered School (GWSB, ESIA, etc.)
SIS_Major1_Desc	Student Major
SIS_Minor1_Desc	Student Minor

5. When you have finished choosing the types of data you want shown in your report, scroll to the bottom of the page. If you would like to save your report in your Administrative Home Page for future reference, you should type in a name for your report in the “Save Report As” box. If you do not want to save your report, please leave this option blank.



6. You will have two options - To open the report in a “New Window” or to “Export as Excel.”
  - a. If you select “New Window” you results will appear in a new internet tab or window.
  - b. If you select “Export as Excel” you also have the option to “Export Essay Content.” If you are pulling the results from a questionnaire, you should select this option as well. If you are not pulling any questionnaire results, you do not need to select this option.

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**Save Report As:**

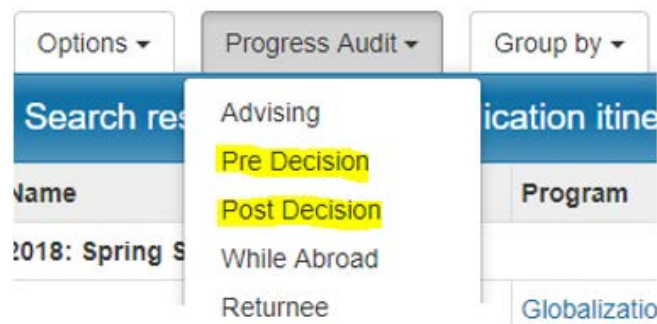
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☐ New Window ☐ Export as Excel ☐ Export Essay Content

7. Check “Export as Excel” and hit “Results.”
  - a. The system will save your Excel as a text (.txt) file by default, but you can change the file type back to an Excel (.xlsx) document, once you have opened the file, by clicking “Save As” and selecting the Excel option.

## Running a Progress Audit

1. First, make sure that you have filtered your list of students so that it only contains the population of applicants desired for the audit.
2. Open a saved Query on your Administrative home page or [run an advanced search](#), and click on the “Progress Audit” tab.
3. Under the Progress Audit tab, you will see five (5) possible Audit phases. For the application and registration process, the only two (2) phases you will need are “Pre Decision” and “Post Decision.”



- a. **Pre Decision:** This phase is for all application components the applicant submits as part of the initial application process, prior to their application’s official approval. Applicants with statuses of “Pending,” “Eligible,” or “Conditionally Eligible” only have application components in the Pre Decision phase.
    - i. If you see that an applicant is not yet “Ready for Review” and would like to know which application components the applicant must still complete, you would select the “Pre Decision” phase.
  - b. **Post Decision:** Once an application has been accepted, new documents release into the application. Individuals with statuses of “Accepted,” “Committed,” and “Registered” will have Pre Decision and Post Decision application components available to audit.
    - i. If you would like to see which applicants have paid their deposit or which participants have not completed their required pre-departure registration materials, you would select the “Post Decision” phase.
4. Select the appropriate phase (Pre Decision or Post Decision) for the type of application materials you would like to audit.
  5. Once you have selected the appropriate phase, the GW Passport system will direct you to a new landing page called “Batch Processing: Progress Audit,” where you will be able to select the

application components you would like to audit for completion. The application components are shown under different categories:

- a. **Materials:** This category will contain any documents that individuals must electronically sign or any requirements individuals must complete outside of the GW Passport system, such as submitting their deposit.
  - b. **Questionnaires:** This category will include any documents that individuals must electronically fill out and submit in the GW Passport system, such as medical and dietary information.
  - c. **Assessments:** This category is not used for STAP programs.
  - d. **Learning Content:** This category includes resources that are uploaded to the application to provide additional information for their upcoming travel, such as a health and safety overview presentations or emergency contact information. This information is usually generalized rather than program-specific.
  - e. **Other Options:** This category includes “Recommendations” and “Reviews.” Unless your program requires that applicants submit a recommendation as part of their application process, you will not need to include these categories in your progress audit.
6. Select the Application Components you would like to audit by clicking the box next to the component’s name. When selected, a checkmark will appear in the check box provided.
- a. On the top right of the screen above the “Progress Audit Options” box, you have the opportunity to click the button to “Check Everything” or “Uncheck Everything.”
  - b. Beneath each category title, you will also have the option to “Check All” or “Uncheck All” components listed under that category.

## Batch Processing : Progress Audit

Options ▾

Following is a progress audit for signature documents, material submissions, questionnaires and recommendations.

×

Check Everything | Uncheck Everything

### Progress Audit Options:

Please check off which items you would like to appear in the progress audit.

#### Choose Materials to Show:

Check All | Uncheck All

7. Once you have selected all requested components, scroll to the bottom of the screen and click the “Next” button to view your results.
8. Results will be presented in a table format.

- a. The columns of the table will include the Applicant Name, Status, and Application Components.
  - b. Each row will provide the information for a unique applicant.
  - c. Under each application component, applicants will show three possible levels of completion:
    - i. If there is a **blank** check box, the application component is **incomplete**.
    - ii. If there is a **checkmark** in the check box, the application component is **complete**.
    - i. If there is no box, and the letters “**n/a**” appear, that component is not applicable to the application and therefore does not need to be considered.
  - d. Each applicant’s name is a hyperlink that will direct you to the applicant’s unique application.
  - e. To the left of each applicant’s name is a check box, which you can use to select applicants for subsequent action.
9. At the bottom of the audit table, you will have the option to “**Send Email to Marked.**” If you selected any applicants by checking the box next to their names, you will be able to send those applicants an email directly through the GW Passport system. This is a helpful tool if you would like to send a reminder to or follow up with individuals missing application components.
10. You will also have the option to **print** the audit table using the printer icon at the bottom of the screen. This icon is easy to overlook and is visible between the other options “Send Email to Marked” and “Export Options.”
11. If you would like to **export** the audit table, you can utilize the feature “Export Options” also located beneath the table. This feature will give you the option of exporting the audit table as either an Excel or a Tab-delimited document.
- a. Please be aware that the exported Excel will show incomplete documents with an “N” for No and a “Y” for Yes instead of as a blank box or checked box, respectively.
12. If you need to **make any changes** to your progress audit, you can select the feature “Return to Audit Options” located above the audit table. This button will redirect you back to the Application Component selection screen for the selected progress audit phase.

## Reviewing an Application

Once an application has been marked “Ready for Review,” you will be able to complete your official review of the application and determine whether you would like to accept the applicant into your program.

1. **Navigate to the [Reviewer home screen](#).** From here, you can filter your applicants by term, program, and review status:
  - a. Pending review
  - b. Review submitted
  - c. All

### Reviewers : Home

The screenshot shows the 'Reviewers : Home' interface. At the top, there is a 'Progress Audit' dropdown menu. Below it is a blue header bar labeled 'My reviews'. Under the header, there are three filter dropdowns: 'Pending review', 'Spring Short Term, 2019', and 'All programs'. Below the filters, it says 'Showing 1 to 19 of 19 entries'. On the right, there is a search bar labeled 'Search:'. At the bottom left, there is a 'Show' dropdown set to '100' and the text 'entries'. At the bottom right, there are navigation buttons: 'Previous', '1' (highlighted), and 'Next'.

2. **Click on the name of an applicant, and you will be directed to a new page with a summary of their application.** Definitions are below:
  - a. Applicant Information: For GW students, this information is pulled from the Banner system and includes Date of Birth, email, and other basic personal information. For Non-GW applicants (if able to apply), a more limited amount of information is provided by the applicant as part of the application process.
  - b. Program and Term: This information box will show to which program and term the application is assigned.
  - c. Application Status: This information box will show the applicant’s current status and the program’s “Decision Date.” This Decision Date is a feature used by administrators in the GW Passport System. This date is not tied to any of your program planning and should not be a cause for concern.
  - d. Responses: The applicant’s responses to any application questionnaires will display in this section.
  - e. Application Materials: “Materials” include “Signature Documents,” which are signed legal documents as well as “Material Submissions,” which are tasks that applicants must complete outside of the GW Passport system (such as attending an information session). This part of the application summary will show which materials are part of the application and confirm that they are complete. If the STAP team included any comments regarding the completion of a material, this information will also appear.

- f. Post-Decision / While Abroad / Returnee Materials: These will appear as “Not Received” at the time of review because the applicant will only be able to complete these materials *if accepted* into the program.
  - g. Recommendations: Unless your program requires that applicants submit a recommendation as part of the application process, this section will state, “No Recommendations Exist.”
3. **Once you have reviewed the application, you will be asked to provide your Reviewer Feedback at the bottom of the page.**

**Reviewer Feedback**

Comments:

4000 characters left

Recommendation:

☐ Accept

☐ Reject

☐ Waitlist

☐ Mark as completed

Your review is not considered completed until this checkbox is marked. You can make preliminary notes and judgments here without marking the checkbox then return later to finalize your review later.

☐ Apply to Multiple Applications

Your review can be applied to other applicants within this term/year combination.

Submit

Cancel

- a. Reviewer Feedback: This section of the application summary is where you will provide your official decision of whether you would like to accept the application.
  - i. Comments: If you would like to include any comments, you can do so here. These comments are not visible to applicants but are considered part of an applicant’s official record should an applicant ever request a copy of all records from GW.

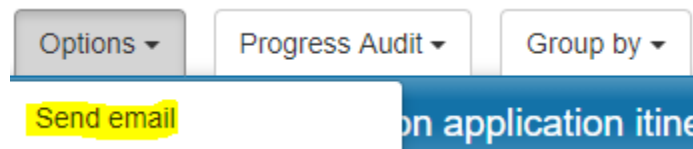
ii. Recommendation:

1. You will have three choices for an applicant.
  - a. *Accept* – The applicant will be accepted into the program.
  - b. *Reject* – The applicant will not be accepted into the program.
  - c. *Waitlist* – The applicant will not initially be accepted into the program but may be accepted at a later time. This recommendation type is typically only used for programs with a cap on enrollment.
2. “Mark as Completed” – This check box **must** be checked in order to make your review official. **The STAP team cannot see your review unless this box is checked.**
  - a. If you would like to make tentative decisions while you review all applications, you can save your initial reviews and then finalize them by returning to the applications and marking them as completed.
  - b. As the Reviewer, it is your responsibility to review all applications prior to making a decision on those applications. If you have reviewed and wish to accept or deny multiple applications, you can use “Apply to Multiple Applications.” A dropdown menu will appear to allow you to apply your review to several or all applicants within the same term/year combination.
4. **Once you have completed your reviews and made your decisions, click the “Submit” button at the bottom of the page.**
  - a. You will be returned to the Reviewer Home page.
  - b. Once you have completed your review, your decision and the date you submitted your review will appear under the “Status” column of the applicant table.
  - c. Your decision will not automatically change the applicant’s official status. A member of the STAP team will update the application status based on your review. If the STAP team has any questions regarding your decision, the STAP team may follow up with you prior to changing the applicant’s official status.

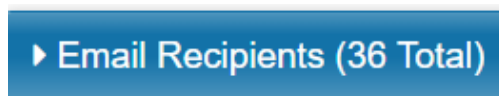
## Sending Emails

The GW Passport system allows you to send emails to each applicant or participant in the [advanced search](#) results or saved Query. As a reminder, you can also send emails from the [Progress Audit](#) results screen.

1. From the search results landing page, you will see three tabs visible at the top of the results, “Options,” “Progress Audit” and “Group By.”
2. Click on *Options*, and then choose “Send Email.”



3. GW Passport will redirect you to a new screen called “Batch Processing: Email.”
4. At the top of the screen will be a box that says “> Email Recipients (# Total).”
  - a. The number listed next to Email Recipients will show the number of all possible recipients based on your search results list.
  - b. The white arrow next to “Email Recipients” turns this box into a dropdown box to reveal all of the would-be recipients of your email. From this dropdown box, you will have the option to de-select individuals whom you would not like to receive the email.



(click arrow to show recipients)  
(view copiable address list - includes AI)

- c. You can also click the option to “view copiable address list” if you would like to copy and paste the addresses to send an email from your separate email account. If selecting this option, please note that all potential recipient emails may populate in this result, even if you deselected recipients from the dropdown menu.
5. Under “Email Content” you can create your email just like a standard email.
    - a. Please do not change the settings in the “From” box. This box will automatically default to your GW email address.
  6. Once you have created your email content, click “Send” at the bottom of the screen.
    - a. The GW Passport system has a tendency to time out when drafting emails. The STAP team recommends copying the email content prior to clicking “Send” or saving the email content in a Word document and copying it into the system. Should the system time out and not send the email, these precautionary steps will keep you from losing your content.



7. Once sent, the GW Passport system will save a copy of your email in the system's email log and will send a copy to your email address for your records.