



# EMBARK

## The Embark Campus Admissions Portal

### Introduction

Dear Boren Awards Campus Representative,

Welcome to the Embark Campus Admissions Portal.

In this portal you can:

- View a list of in-progress and submitted Boren applicants from your institution
- Email Boren applicants
- Submit transcripts on behalf of the Boren applicants
- Access application PDFs of submitted applications and submit the On-Campus Evaluation Form

If you have any questions about the on-campus evaluation process, please email [boren@iie.org](mailto:boren@iie.org).

If you believe you are encountering a technical issue, feel free to contact Embark Client Support at [clientsupport@embark.com](mailto:clientsupport@embark.com), and we'll be happy to assist you.



The Embark and Boren Awards Team


## Accessing the Application PDFs

First, log on to the Embark Campus Admissions Portal, using the credentials that were emailed to you

URL: <https://campus.embarkadmissions.com>


Once you've successfully logged in, you will find yourself on the Home Page.

1. Click the **Applications Tab** near the top of the page to access the applications.
2. Under the **Status** drop-down menu, you should see three available statuses:
  - a. **In Progress:** Applicants have accessed the application, but have not yet submitted.
  - b. **Submitted Part 1: Campus Review:** Applicant has completed and submitted the application, and is ready for you, the campus representative, to complete the On-Campus Evaluation Form.
  - c. **Submitted Part 2: Closed for IIE Review:** These are your institution's applications that have been submitted to IIE for review. IIE will move your institution's applications to this status after the deadline.
3. Choose the **Submitted Part 1: Campus Review** status.
4. Then, select a view from the **Views** drop-down menu towards the top. (If you are the campus representative for both the Boren Scholarships and Fellowships, then you will have the option to look at the applicant groups separately or together. Otherwise, you will see only the Scholarships or the Fellowships.)
5. Click on the checkbox near the top left corner, to select all the applicants on the page.
6. Click on the  'Download Recommender PDF(s)' icon that appears towards the top of the page, just to the left of the Search box, to download all the Applicant Data for the selected applicants in the page, INCLUDING all uploaded documents and recommender forms.
7. In the pop-up confirmation box that appears, check the box if you'd like to receive an email notification when the file is ready and then click 'OK'.
8. When you receive the email, log back on and click on the  'My Downloads' icon towards the top right corner of the **Applications Tab**, to retrieve the application PDFs. They will be in a ZIP file. NOTE: You will usually be able to retrieve the ZIP file even before you receive the email notification.
9. Open the ZIP file, and each application PDF will be available.
10. Click on a PDF to view an application.

You can also view a PDF of an individual applicant by hovering your cursor over an applicant record and clicking the  'Download App and Rec(s) PDF' icon that appears next to their name.

## The On-Campus Evaluation Form

Once you have downloaded all applicant PDFs in your **Submitted Part 1: Campus Review** view, you can begin to enter your evaluation for each applicant.

If needed, you can always open the PDF of an individual applicant by hovering your cursor over an applicant record and clicking the  'Download App and Rec(s) PDF' icon that appears next to their name.

1. After you have logged on, go to the **Applications Tab** as before.
2. Hover your cursor over an applicant who you wish to enter an evaluation for and click



the 'View Summary' icon that appears next to their name.

3. Once you're in the student's Summary page, click the **Actions** drop-down menu, just below the applicant's picture, to reveal a set of options.
4. Locate and click **Admin Application Updates**, to access the **On-Campus Evaluation Form**.
5. A pop-up page will appear, where you will enter your remarks for this applicant.
6. *\*Don't forget to check the **Evaluation Complete** box, if you're ready to move this application forward in the process.*
7. Remember to click **Update** and close the window by clicking the X at the top right corner.
8. Once you're back in the applicant's Student Summary, click the right arrow that appears when you hover the top right corner, to access the next applicant in the view.
9. Once you have completed your evaluation, text reading **Evaluation Complete** will appear in the right-most column next to that applicant's entry on the main **Applications Tab**.

***The Boren Fellowships campus representative deadline for marking applications  
"Evaluation Complete" is February 2, 2017.***


***The Boren Scholarships campus representative deadline for marking applications  
"Evaluation Complete" is February 13, 2017.***

After the campus representative deadlines, IIE will move all submitted applications, along with any On-Campus Review Forms to **Submitted Part 2: Closed for IIE Review**.

**Important:** Please note that IIE and the review committees will be able to view both complete and incomplete On-Campus Evaluation Forms.

## Unsubmitting an Application


If an application you are reviewing needs to be edited by the applicant for any reason, you can revert the Submitted application back to the In Progress status. The applicant will again have access to the application and will be able to update any field and submit again.

1. After you have logged on, go to the **Applications Tab** as before.
2. Hover your cursor over an applicant who you wish to move and click the  'View Summary' icon that appears next to their name.
3. Once you're in the student's Summary page, click the **Actions** drop-down menu, just below the applicant's picture, to reveal a set of options.
4. Locate the **Submitted Part 1: Campus Review** text, with the arrows pointing to the left or right, at the very bottom of the action options.
5. Click on the **left arrow** 'Move to In Progress' to move this applicant back to the In Progress status.
6. Click **Yes** on the pop-up dialogue box to confirm moving this applicant back to In Progress.
7. The applicant will appear in your **In Progress** status on the **Applications Tab**.


The applicant will receive an automatic email informing them that their application has been unsubmitted.

## Updating Transcripts

Below are instructions to replace or upload any submitted applicant's uploaded documents:

1. After you have logged on, go to the **Applications Tab** as before.
2. Hover your cursor over an applicant who you wish to move and click the  'View Summary' icon that appears next to their name.
3. In the tabs at the bottom, click into **Documents**.
4. You should find the following documents:
  - Scholarship Documents:
    - i. Transcript 1
    - ii. Transcript - Additional 1
    - iii. Transcript - Additional 2
    - iv. SA Descrip or Affiliation
  - Fellowship Documents:
    - i. SA Descrip or Affiliation
    - ii. Transcript - Additional 1
    - iii. Transcript - Additional 2
    - iv. Transcript 1

v. Transcript - UG for BF

5. Check the box on the left, next to the document you wish to update.
6. Click the  'Upload File' button towards the top right corner of the **Documents** tab. Make sure that the transcript is matching the correct institution. (Note that this button is only visible when the application is in **Submitted Part 1: Campus Review** status.)
7. Select the document from your machine that you wish to upload.

*\*Please note that uploading a new document will replace the original document, and the original document cannot be retrieved later.*