

## How-To Guide: Review Scholarship Candidate Applications

1. Go to: [https://pcf.scholarships.ngwebsolutions.com/CMXAdmin/Cmx\\_Content.aspx?cpld=989](https://pcf.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpld=989)
2. Click **Scholarship Review Committee Login**

Explore Scholarships:


[Search Scholarships](#)

Student Login:

[Login Here](#)

Scholarship Review Committee Login:

[Committee Login](#)



3. Enter the username and password you established when creating your account.

Enter your credentials below.

User Name

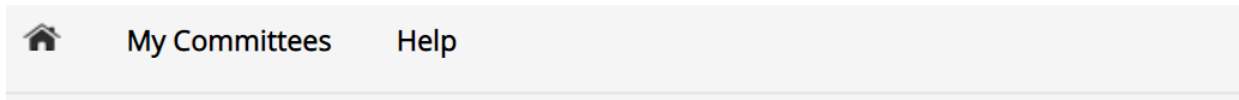
Password

[Login](#)

[Forgot your username?](#)   [Forgot your password?](#)   [Create New Account](#)

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4. Select the Academic Year tab you will be working in
  - The most current year will be on the left

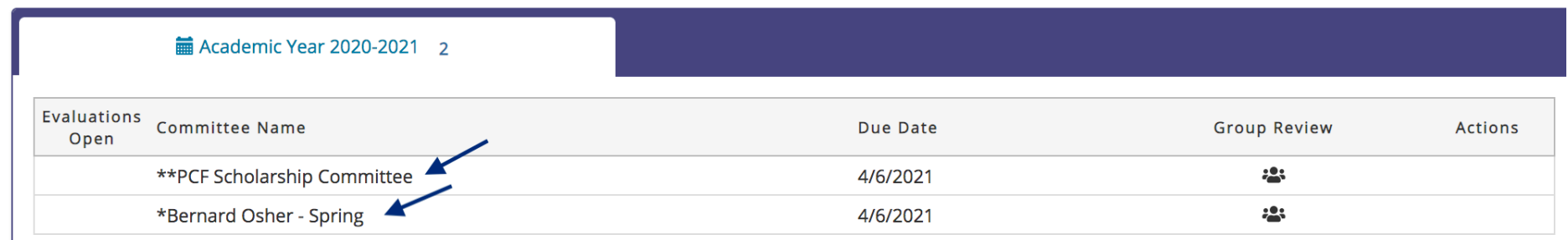


## My Committees





5. Select the name of the committee you would like to view from the Committee Name column

## My Committees



A table with a dark blue header bar containing a calendar icon and the text 'Academic Year 2020-2021' followed by a small number '2'. The table has five columns: 'Evaluations Open', 'Committee Name', 'Due Date', 'Group Review', and 'Actions'. Two blue arrows point to the 'Committee Name' column entries: '\*\*PCF Scholarship Committee' and '\*Bernard Osher - Spring'.

Evaluations Open	Committee Name	Due Date	Group Review	Actions
	**PCF Scholarship Committee	4/6/2021		
	*Bernard Osher - Spring	4/6/2021		

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6. Click the Start Candidate Evaluation button

Due: 11/12/2020 11:50:00 PM

## Review Process

Each candidate must be reviewed by 2 evaluating committee member(s) and each evaluating member must review at least 23 candidate(s).

### Details

This committee uses Anonymous Review

Total candidates: 53

You have approximately 23 candidates to review

You have reviewed 0 candidates

Start Candidate Evaluation

7. The Read Candidate Page will open

## Read Candidate

My Committees > Committee Evaluations > Read Candidate

### SARA G POWELL

Candidate Notes

View Qualifying Funds

#### Z\_Scholarship Eligibility

Choose One:

#### Z\_Your overall ranking

Choose One:

#### Z\_Award Amount

#### Z\_Comments

Save & Next Candidate

Save & Return to Eval Summary

Cancel

### Application

PDF

#### Student Information

Schools Student Id

First Name SARA

Middle Name G

Last Name POWELL

Email Address Sara.Powell

#### Scholarships Received

Please note: Students CANNOT receive multiple scholarships that exceed \$10,000 for the academic year.

Total Scholarship Award Student is Receiving for the Academic Year No answer provided

Number of Scholarships Student has Received for this Academic Year No answer provided

#### Summer Term Information

Summer Credits 0

Cumulative GPA (As of the Summer Term) 4

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8. **Review the application** (right hand side of the screen)
9. **Rank and provide comments** about the candidate in the fields provided (left hand side of the screen)
  - **Candidate Notes** will allow you to make notes for yourself to review on the Evaluation Summary page
10. You have two options to **Save** your ranking and comments
  - Select the **Save & Next Candidate** button to and move to the next candidate
  - Select **Save and Return to Eval Summary** – this will take you back to the Evaluation Summary page

## Evaluation Summary Page

Due: 7/26/2019 12:00:00 AM

**Review Process**  
Each candidate must be reviewed by 2 evaluating committee member(s).

**Details**  
Total candidates: 1406  
Number of evaluating committee members: 5  
You have reviewed 1 candidates

[Next Candidate Evaluation](#)

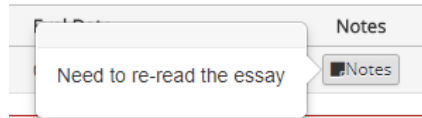
**My Evaluations (1)**

Candidates	Rankings	Comments	Total Score	Avg Score	Eval Date	Notes
POWELL,SARA	✓	✓	6.00	3.00	07/18/2019	<a href="#">Notes</a>

- If all rankings were provided you will see a check mark in the ranking column
- If comments were provided you will see a check mark in the comments column
- The total score for the candidate is provide
- The average score is provided
- The evaluation date is provided
- To see any candidate notes made, simply hover over the notes button



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- If you need to adjust a candidate evaluation, simply click on their name to be taken back to the Read Candidate page