

# Wendy's Reviewer Instructions-SAVE THIS SHEET

**March 2010**

Students who apply for the Wendy's High School Heisman are required to identify one school representative whom they would like to review their application for accuracy and completeness. The reviewer must be a teacher, counselor, or administrator at the school where the applicant attends, AND, the reviewer cannot be related to the applicant.

## **To access applications for your review**

If a student at your school selects you to review their application, you will receive an email from [wendys@act.org](mailto:wendys@act.org)\* with a User ID and password along with instructions to login. Click on the link within the email which takes you to the login screen. The system will ask a few questions to verify your identity. Ultimately, you are provided a screen which displays the students' name. Note: If more than one student has named you as a reviewer, the students' names will appear in a list.

## **To complete an application review**

Any time you wish to perform an action with a students' application, click on the open circle to the left of the students' name to select a student, and then select "View/Print Application". A new window, containing that students' application, opens. Once you have either viewed the entire application on the screen or printed a copy, click on "EXIT" at the top of the screen. When you finish your review and are ready to approve the application, click on the open circle to the left of the students' name and then click on the "Review" button. Enter your name and title, then click "Go to Submit". The last screen will have you verify the information just entered. Once you are done, click "Submit". The system will inform you that the review has been submitted successfully. Print the confirmation page for your records.

## **To allow an applicant to make changes to their application**

If, during the review, you determine that the student needs to make changes to their application, you can allow them to do so (time permitting- applications must be completed by the student by 5pm CST, October 3<sup>rd</sup>). Click the open circle to the left of their name, the "More Actions" dropdown menu, and select "Allow applicant to update responses". Upon doing this, the Applicant Status listed to the right of the students' email address will change from COMPLETE to INPROGRESS. Now the student can log back into the system and make changes to their application (time permitting). **Critical Note: The student must click on the "Submit" button again after they have made the desired changes. Similarly, you will also have to return to the Reviewer page and view the students' application again.** Please follow the steps listed in the above paragraph to complete your review and approve.

**There may be more than one reviewer at your school. If your school wishes to have a cohesive plan for reviewing and submitting applications, please take the necessary action within your own school district to do so.**

**\* If you anticipate being named as a reviewer, please add [wendys@act.org](mailto:wendys@act.org) to your safe list so the email will not be blocked.**