Reading, Scoring and Reviewing Applications

How to Guide

November 2020
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To access a video tutorial of this information, click [here](#).

**How to Log-In to Bronco Scholarship Portal**

To begin reviewing applications, you must log in to the Bronco Scholarship Portal.

An email will be sent to reviewers informing them that applications are ready for review. The email will contain a clickable URL link the reviewer should follow. If you are having trouble logging in, please review page 7 for additional information.

1. Access the Bronco Scholarship Portal by navigating to [csupomon.aademicworks.com](http://csupomon.aademicworks.com)

Reviewers with an active [CPP account](#), may proceed to sign-in with CPP credentials.
Reviewers who have a **non-CPP email account** (i.e Gmail, yahoo, etc.), must click on the tab labeled **References and Reviewers** to log-in.

Next, enter your **non-CPP email address** and associated password. After doing so, click the **Sign In** button located on the bottom right of the screen.
Beginning Review

After successful log-in, you can begin reviewing applications that have been assigned specifically to you.

**Note:** If you have multiple roles in the system (i.e. administrator, reviewer, applicant) you must ensure you are logged in under the reviewer role.

**Reviewers using CPP log-in credentials** can confirm this by hovering over their initials in top right of the screen, and selecting reviewer if needed.

**Reviewers not using CPP log-in credentials** may use the drop-down menu under their display name to select reviewer role.
Next, you will click on the scholarship opportunity that shows assigned reviews:

You may reference the opportunity specific scholarship description and criteria for an opportunity by clicking on **Opportunity Details**

Select **Begin**

Select the screen layout you would like view:

a. **Review** - Displays the associated scoring rubric the reviewer should use to score the application

b. **Application** - Displays responses to general application questions in addition to responses to any specific opportunity questions
   - Supplemental responses to an opportunity can be found under **Opportunity Application** (located at the bottom of the page)

c. **Side-by-Side** - Displays a side-by-side view of responses to general application questions in addition to responses specific opportunity information and the associated scoring rubric
Proceed with reading and scoring, and enter any additional comments you may have in the designated box. If you are unable to finish your review, you may click save to return later:

Once a review is complete, hit submit
<table>
<thead>
<tr>
<th>Backward</th>
<th>Mark this applicant in your list of evaluations so you can easily find them again.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA</td>
<td></td>
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Please note any additional comments you would like to share about this applicant.
Trouble logging-in to the Bronco Scholarship Portal?

Users with an active CPP email account, should email scholarships@cpp.edu regarding log-in issues.

Users with a non-CPP account, should click on the trouble signing in link located at the bottom of the references and reviewers log-in screen:

After entering the associated non-CPP email address that the invitation email was sent to, click the recover password button, an email will be sent to you with further instructions on how to complete a password reset.