

Reading, Scoring and Reviewing Applications

How to Guide



November 2020

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

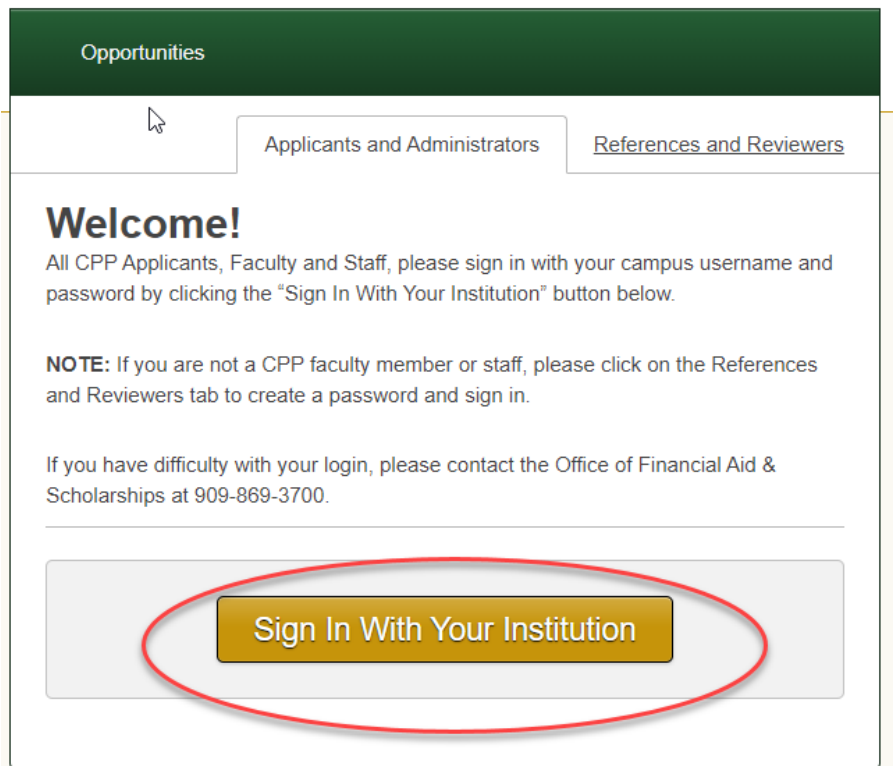
How to Log-In to Bronco Scholarship Portal

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 csupomona.academicworks.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**

The screenshot shows the 'Opportunities' page with two tabs: 'Applicants and Administrators' and 'References and Reviewers'. The 'References and Reviewers' tab is highlighted with a red circle. Below the tabs, the page displays a 'Welcome!' message and a 'Sign In With Your Institution' button.

Opportunities

Applicants and Administrators **References and Reviewers**

Welcome!
All CPP Applicants, Faculty and Staff, please sign in with your campus username and password by clicking the "Sign In With Your Institution" button below.

NOTE: If you are not a CPP faculty/staff member, please click on the References and Reviewers tab above to create a password and sign in.

If you have difficulty with your login, please contact the Office of Financial Aid & Scholarships at scholarships@cpp.edu

[Sign In With Your Institution](#)

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

The screenshot shows the 'Opportunities' page with the 'References and Reviewers' tab selected. The page displays a 'Welcome!' message and instructions for logging in. Below the instructions, there are input fields for 'Email Address' and 'Password', and a 'Sign In' button highlighted with a red circle.

Opportunities

[Applicants and Administrators](#) **References and Reviewers**

Welcome!
In order to access your account to serve as a reference or reviewer, please follow the instructions below:

- References and Reviewers employed at Cal Poly Pomona, sign in under "Applicants and Administrators" with your campus e-mail and password.
- References and Reviewers who are not employed at Cal Poly Pomona, sign in with your e-mail address and password below.

If you are experiencing difficulties signing in, please click on [trouble signing in](#).

Email Address

Password

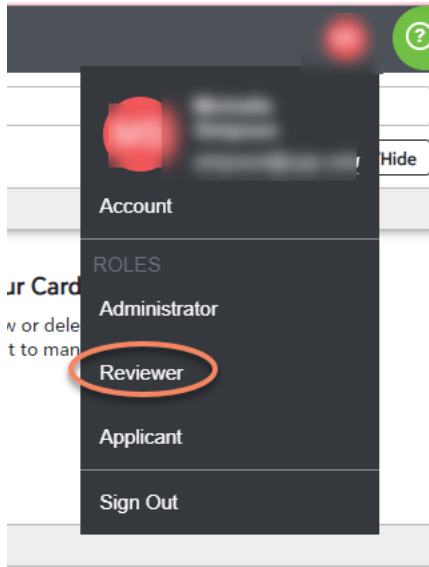
[Trouble signing in?](#) [Sign In](#)

Beginning Review

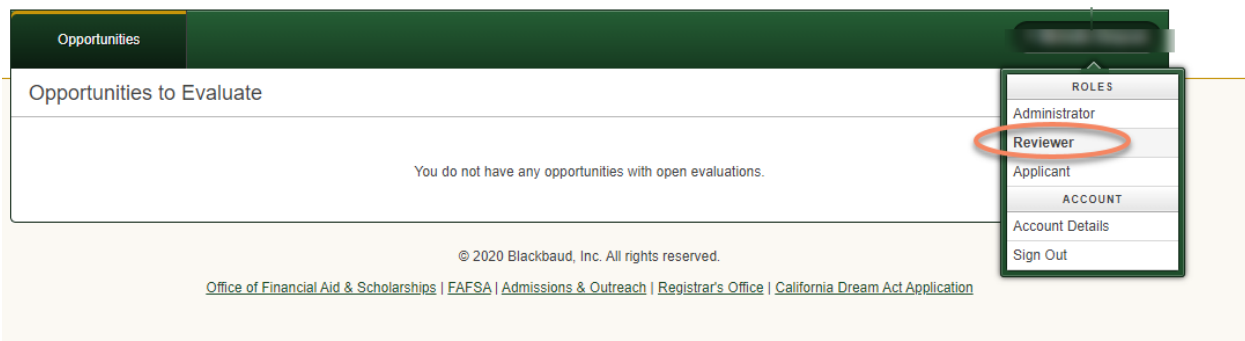
After successful log-in, you can begin reviewing applications that have been assigned specifically to you

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



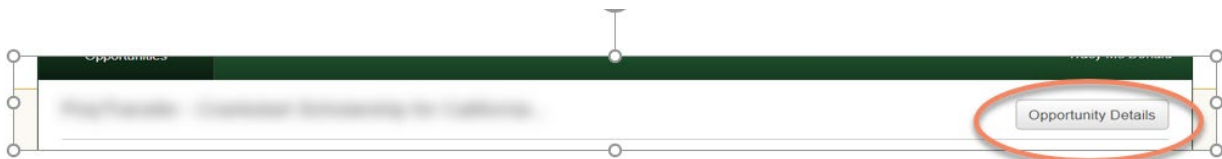
Reviewers not using CPP log-in credentials may use the drop-down menu under their display name to select **reviewer** role



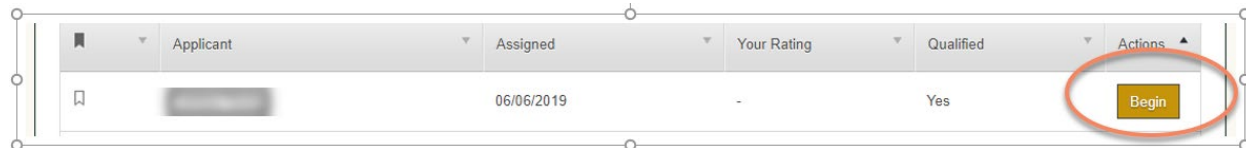
Next, you will click on the scholarship opportunity that shows assigned reviews:



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:

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

Opportunity Application

Applicant Provided Information

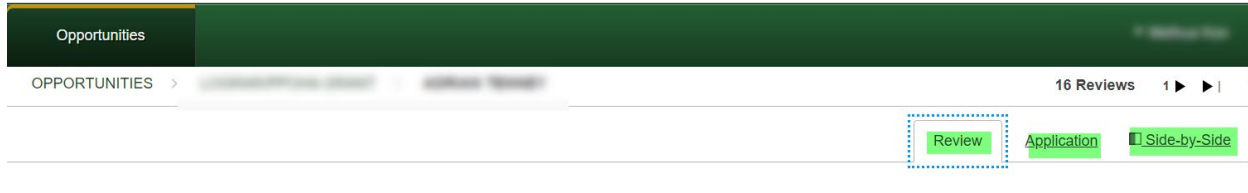
1. Provide the name and email address of a Cal Poly Pomona Faculty Advisor that can submit one letter of recommendation on your behalf

[Redacted]

2. In no more than 1,000 words please upload a Statement of Intent that includes: (1) details of student's long-term career goals; (2) description of the student's motivation and initiative in pursuit of career goals; (3) explanation of the Impact a LOGRAR Scholarship will have in helping them achieve their career goals; and (5) a discussion of any other relevant information that the selection committee should consider in their decision.

[Redacted]

- 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



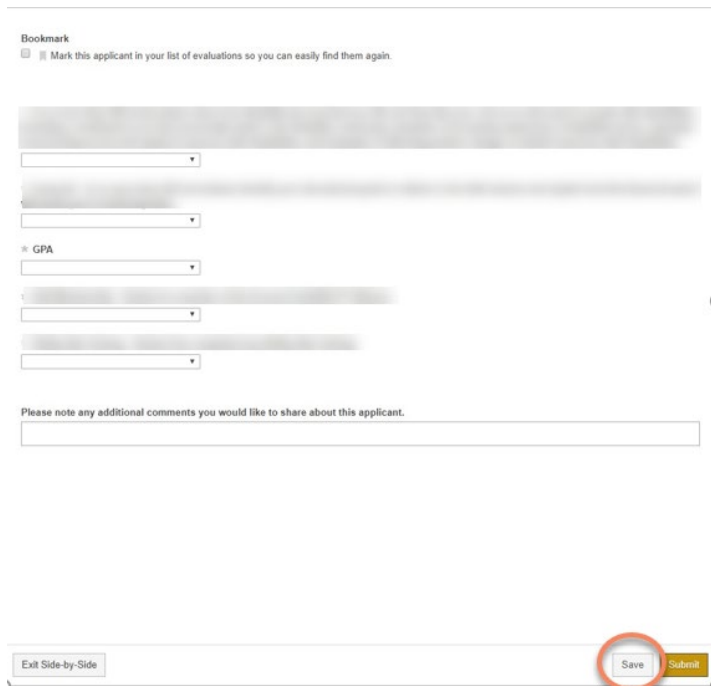
Opportunities

OPPORTUNITIES > [blurred] [blurred]

16 Reviews 1 ▶▶ |

Review Application Side-by-Side

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:



Bookmark

Mark this applicant in your list of evaluations so you can easily find them again.

[blurred]

[blurred]

[blurred]

⊗ GPA

[blurred]

[blurred]

[blurred]

Please note any additional comments you would like to share about this applicant.

[text area]

Exit Side-by-Side Save Submit

Once a review is complete, hit **submit**

Bookmark

Mark this applicant in your list of evaluations so you can easily find them again.

[Redacted]

[Dropdown menu]

[Redacted]

[Dropdown menu]

* GPA

[Dropdown menu]

[Redacted]

[Dropdown menu]

[Redacted]

[Dropdown menu]

Please note any additional comments you would like to share about this applicant.

[Text input field]

Exit Side-by-Side

Save

Submit



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:

Applicants and Administrators References and Reviewers

Welcome!

In order to access your account to serve as a reference or reviewer, please follow the instructions below:

- References and Reviewers employed at Cal Poly Pomona, sign in under "Applicants and Administrators" with your campus e-mail and password.
- References and Reviewers who are not employed at Cal Poly Pomona, sign in with your e-mail address and password below.

If you are experiencing difficulties signing in, please click on [trouble signing in](#).

Email Address

Password

[Trouble signing in?](#)

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