WebAdmit Reference Sheet for READERS

Access
1. Go to the following web address: https://bu.webadmit.org/. Use your BU-ID and Kerberos password to access the applications. Please make sure to bookmark the link as "bu.webadmit." Once signed in, it will change to "current.webadmit" and bookmarking "current.webadmit" will not let you sign in again.

Dashboard
1. The landing page is called the Dashboard. Please ignore the yellow bar with the "you must be logged out to access this page" warning if it ever pops up. You can always click on "Dashboard" in the upper right corner to come back to this page. You may also have a drop-down box in the upper right corner that will let you switch between admission cycles.
2. The Dashboard has three main sections: Search/Lists/Reports functions on the left, Notifications in the center, and three sets of Summaries ("Designations" by Status/Decision) on the right.
3. As a reader, you will need to look at the "Review Assignments" panel in the center of your Dashboard. Assignments will appear as your department administrator assigns applicants to you for review, and disappear as you complete them.

4. To review an application, click on the applicant's name (see red circle above).
5. If your department is not using "Assignments" for the review process, and you know the applicant's name, you can click "Search" in the upper left corner (see red circle above) and search for the applicant's record instead.
6. To search for an applicant, you can use their name, Student ID (ex: U12345678), or BU-GRS ID (it is the ten digit number shown in each record, assigned by Liaison). Click on the applicant's name to view the applicant's record/application.

Application
1. To review an application, please scroll down to the "Documents" panel within the applicant's record and click on the "Full Application PDF." Open it in a separate window or within your browser. Please do not download and save to your desktop if you are using a public computer. You may have to adjust your browser preferences accordingly.

2. The "Full Application PDF" includes the applicant's entire application, including transcripts, resumes, writing samples, etc. You can also access all uploaded documents under individual tabs (see above). Please note that the "Full Application PDF" does not include documents where the applicant disabled/password-protected the embedding feature of a document. If you find a transcript or other document that is not included in the full PDF, please ask your department coordinator to contact the GRS office to have the PDF fixed. In the meantime, the documents can still be accessed under the separate Transcript/Applicant Uploaded Doc/etc. tabs.

Submitting your Recommendation
1. Once you review the application, please go to the "Assignments" panel within the applicant's record:

2. The applicant may have been assigned to multiple readers. Please complete the assignment with your name in the "Assigned To" field.
3. Click on "Submit Results" and a box will appear. Enter the name of the degree (as listed under "Designation" in the applicant's record); a score from "1" to "10" (it allows you to enter a value from and "0.01" to "99999," confirm the scale with your department; you will need to enter a value in order to complete the assignment); overall comments (if applicable), and select an overall remark from the drop down menu.

4. You can save this assignment without completing it if you prefer to come back to it later (the link to the applicant's record will remain on your Dashboard until it is complete). Otherwise, click on "Complete Assignment." A completed assignment will now list a completion date. Click on the date if you want to review your completed assignment.

5. You have now successfully completed a Reader Recommendation and the Assignment will disappear from your Dashboard. The department coordinator/DGS/DGA will submit an admission recommendation to GRS when a decision has been made.