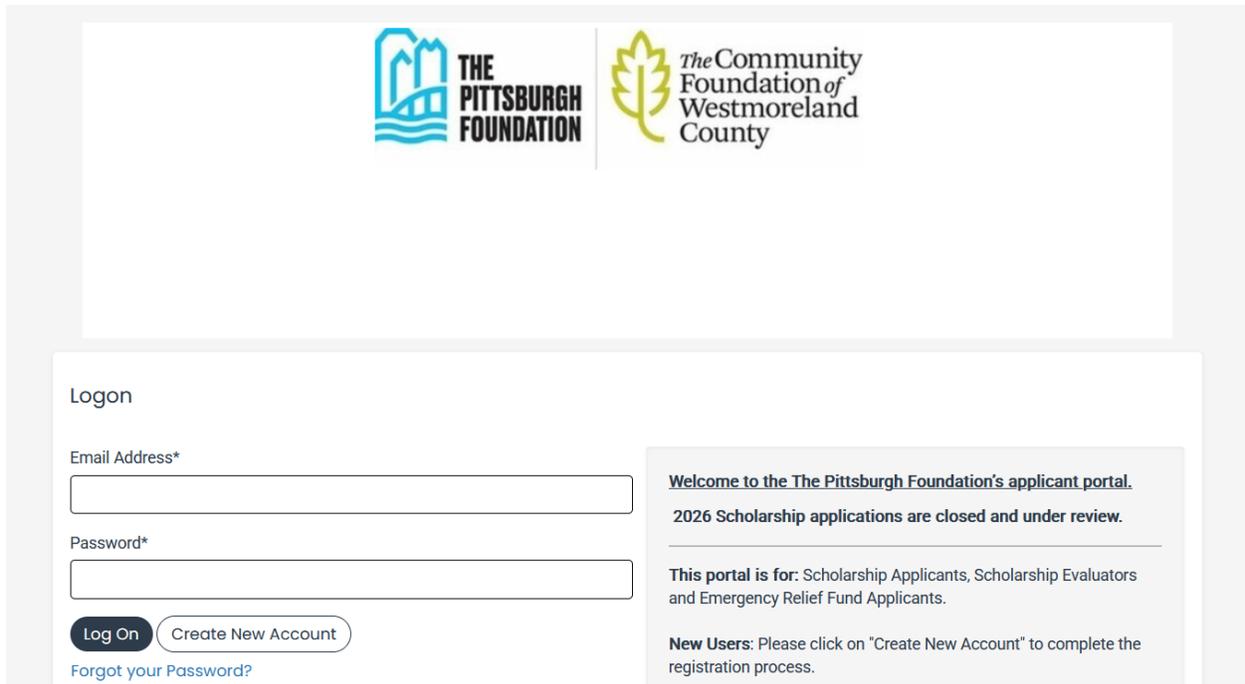# How to use the Foundant System as an "Evaluator"

Thank you for reviewing applications and making comments about scholarship applications. **Please visit the Scholarship Application site to log in**. Your login is the email address where you've received the committee email.


Your role in the system is "evaluator." You will be able to review applications and make comments in a designated area, but you will not be able to edit anything the applicant has entered.

1. After logging in, you will be directed to a dashboard, where you will see how many applications are assigned to you.
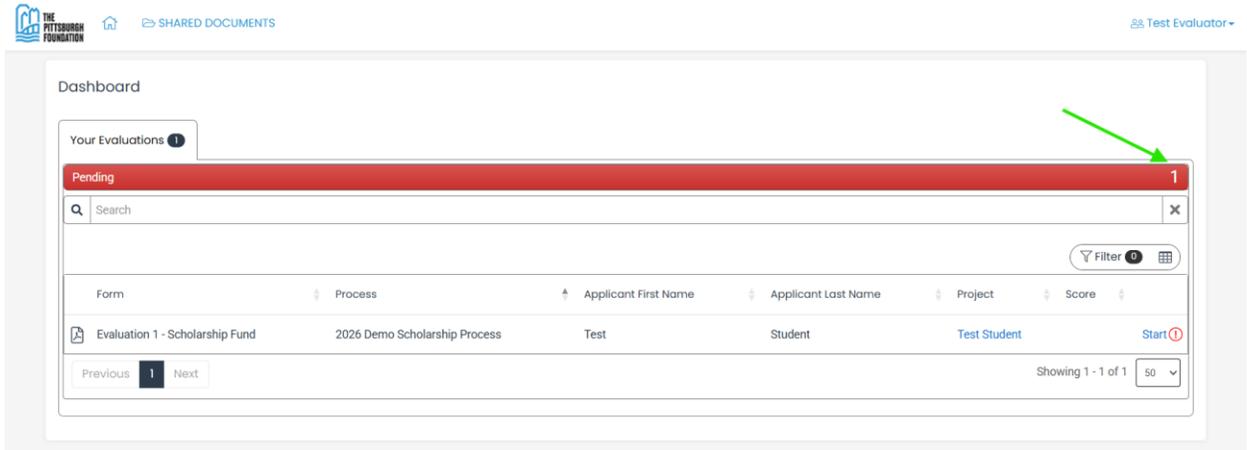
2. To review an application, click on the word start with the red exclamation point in the right column of your dashboard.
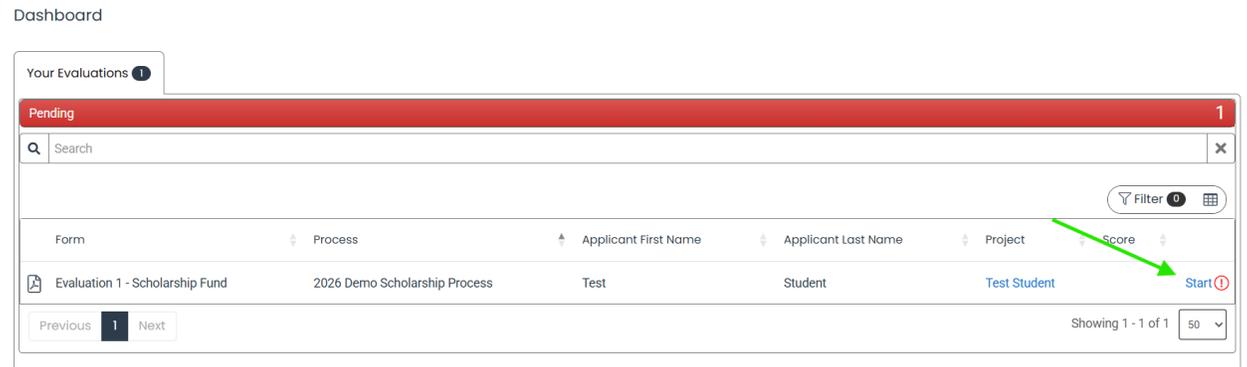

(Tip: If you are reviewing applications for multiple scholarship funds, you may sort them by clicking "process name.")

3. The "evaluation" and "application" (shown below) will appear side by side. Please enter your rankings and comments in the fields provided electronically.
   Other options for viewing applications are:
   - Printing the application packet by clicking the "application packet" (1) button. A PDF of the entire application will download.
      OR
   - Clicking the "evaluation packet" (2) button. A PDF of the entire application and evaluation will download.
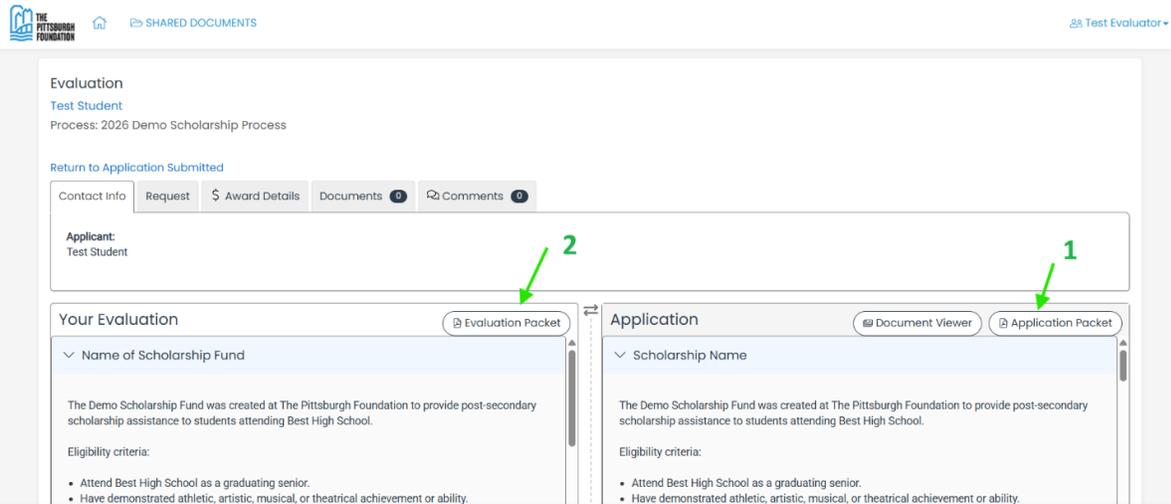
When entering your ratings electronically, please use the scroll feature on the right side of the "evaluation" and "application" which will allow you to see each section accordingly. Once you have completed the evaluation, select "save" at the bottom of the "evaluation" section.

*Please note: Your comments are only viewable by you and cannot be seen by other members of the committee.

Your Evaluation

Evaluation Packet

500 characters left of 500

Additional Comments

Please add any additional comments about this applicant that may help with the selection process. These comments are for your personal notes and are only viewable by you and Foundation staff.

500 characters left of 500

Save

4. After you have reviewed the application and clicked on the appropriate response, you will see that the red exclamation point under "review" on your dashboard now appears as a green check mark. You will always be able to return to the application and continue to make comments or change your rankings. The green check mark is an easy way to track which items you have already reviewed and which items are still pending. Once complete, you can revisit all scores and comments for discussion in your committee meeting.