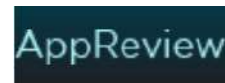


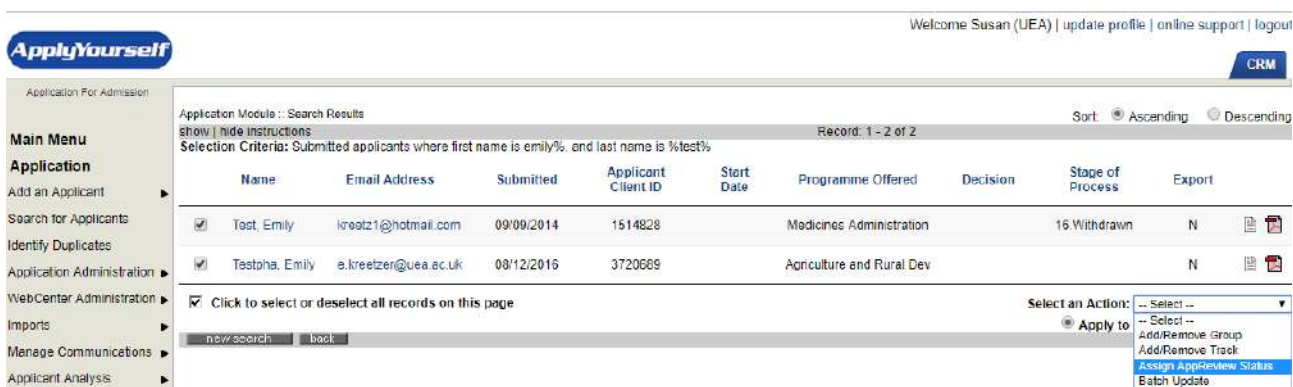
Pushing Applications to AppReview from AY



Once your bundles are ready to be used, you will need to send applications from Apply Yourself (AY) to AppReview.

After you've processed the application in AY to the point that it is ready for an academic review, search for the applicant in AY and tick the check box next to the name of the student.

You could send multiple records to AppReview at the same time.



In the bottom right choose the radio button **Apply to Selected** and then select **Assign AppReview Status** in the **Select an Action** drop-down menu. Press the **Go** button in the bottom right corner.

On the next screen that comes to view, select the radio button **Mark as Ready for Application Review** and click **submit**.

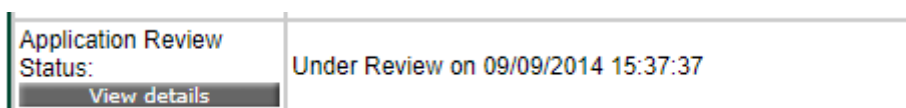
★ **If you don't have access to be able to Assign AppReview Status, please contact the Data and Systems team.**

Choose Application Review Status:

- Mark as Ready for Application Review (all statuses)
- Unmark as Ready for Application Review (Under Review, Failed to Pull from Review)
- Bypass Application Review (Ready For Review, Pulled from Review)



Once you've clicked submit the **Application Review status** will update in AY at the bottom of the **Applicant Summary** screen.



You can also check to see that the applicant has arrived in AppReview to the bundle you are expecting.