acceptd

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ACCEPTD REVIEWER GUIDE

Your applicants are waiting.

Welcome to Acceptd. We're excited to have you join our network and help discover the next generation of artists! Learn all of the functionality available to you as a reviewer and adjudicator, depending on the permission levels set by your administrator.

STEP ONE
Log In

STEP TWO
Manage Applications

STEP THREE
View an Application

STEP FOUR
Adjudicate
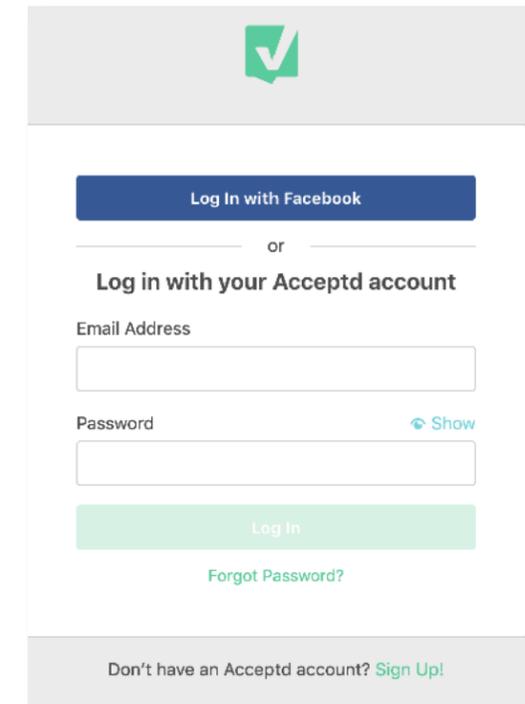
When an Acceptd account is setup for you, a notification email will be sent with instructions on logging in. Please navigate to www.getacceptd.com and click "Log In" at the top right-hand corner of the screen. Enter your given username and password. If you have trouble logging in, please contact our Support Team.
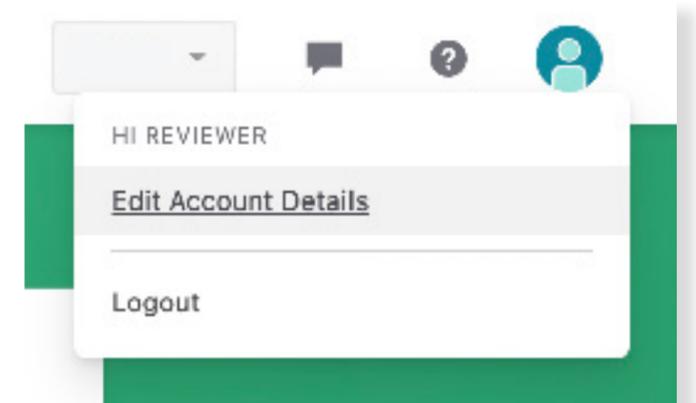
To change your password, navigate to the top right corner of your screen, click on your headshot, and select "Edit Account Details" from the dropdown menu. Here, select "Yes" where it asks "Would you like to change your password?" and enter in your new password.

An email alert is automatically sent when a new application has been submitted for you to review. To manage email notifications, scroll down to the section "I Want to Receive Emails When:" and review the checked boxes.

Visit our Help Desk for more information on Switching Between Multiple Accounts and Resetting a Forgot Password.

Log In with Facebook

or

Log in with your Acceptd account

Email Address

Password   Show

Log In

Forgot Password?

Don't have an Acceptd account? Sign Up!

HI REVIEWER

Edit Account Details

Logout

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MANAGE APPLICATIONS

The submissions table presents an organized list and high level view of all the applicants that are ready for your adjudication.

TIPS FOR NAVIGATING YOUR SUBMISSIONS TABLE

[Add/remove columns to your table](#): Click the "Columns" button above your table. In the new window, click the "+" next to the column in the available columns list to add it to your table. In your current columns list on the right side of the window, you can remove and/or reorder your current columns by dragging and dropping. Upon clicking out of the window, you will see your table refresh to include those custom columns!

Want to save this customized table view? Click the "Edit Saved Views" button to save your view so you can easily access this view every time you log in to your account. Once you've saved your view, you will see it has populated a new button above your table.

Click the "Export" button to download your table into a CSV file. Your download will mirror the format you currently see in your table, so be sure to customize your table into the view you'd like before exporting.
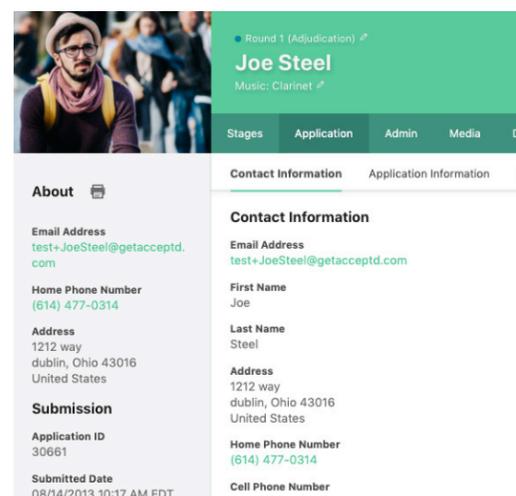
VIEW AN APPLICATION

To view an application from the submissions table, click anywhere on that applicant's row. Within the application view, you may have access to certain application data and media, pending the permission levels set by your administrator. Make sure to check with your admin on your tailored adjudication instructions.

VIEWING THE APPLICATION CONTENT

Click on the "Application" tab at the top of your page. You can click on the different categories to jump to that section in the application.

VIEWING MEDIA

To view an applicant's media files, click on the "Media" tab at the top of your page. The "Media" tab will show all files uploaded in the application, including documents, images, video files, or audio files. Click on the thumbnail of the file to view the media in a larger window.
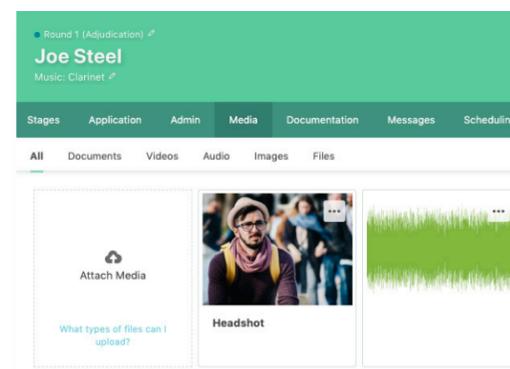
NAVIGATING THE SYSTEM

Use the Previous and Next buttons to navigate through the submissions you have access to review. To return to your submissions table, click on the following icon:

(In the upper right-hand corner)

ADJUDICATE

Within each application, the right portion of your screen contains everything you need to score and adjudicate your applications. Click on the blue button to expand or hide this adjudication section. Please note that any ratings, recommendations, or comments you make here are for internal use only. Applicants will not be notified of any activity done in this section.

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RATING APPLICATIONS

Depending on your program, you may have different rating scales used to score your applicants. Using your mouse, drag the sliding scale (green circle) to your desired score. You may drag the sliding scale as many times as necessary. Note that your latest score will automatically save as soon as you release the slider. There is no "save" button that you need to click. You may return to any application at any time to change your score.

MAKING YOUR RECOMMENDATION

Once you have reviewed an application, it's time for you to make your recommendation. Use the three recommendation buttons in the upper righthand corner of the screen to make your recommendation. Depending on your program setup, these three buttons may be labeled differently.

Note: Not all organizations use these buttons so you may or may not see these in your application view.