



TIGER
SCHOLARSHIP
MANAGER

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Tiger Scholarship Manager Committee Member Review Process

Tiger Scholarship Manager provides the ability to review your qualified applicant pool online. Committee members will be able to view the applicant's general application, institutional information, and any supplemental information requested for a particular scholarship. Some examples of General Application information include: Expected graduation date, anticipated enrollment for the next academic semester, and extracurricular activities. Some examples of Institutional Information include: Classification, Major, Cumulative UG GPA, and Concentration. Please note Institutional Information is provided from Banner and will reflect the applicant's academic record; General application information is provided by the applicant.

Committee members will automatically be assigned applications during the Review Period. The Review Period is the designated timeframe wherein the committee members evaluate the applicant pool.

Committee members with University of Memphis credentials (Internal) will have a different "Sign-In" process as compared to members without credentials (External). Directions for both processes have been included; please use them accordingly.

Internal Committee Member Reviewer Notification and Sign-In

1. Committee members will be notified via email and should click the link provided or navigate to:
Memphis.academicworks.com

From: Scholarships=memphis.edu@academicworks.com [mailto:Scholarships=memphis.edu@academicworks.com] **On Behalf Of** Scholarships@memphis.edu
Sent: Friday, January 30, 2015 1:39 PM
To: Carrie [REDACTED]
Subject: 1 University of Memphis scholarship applications were assigned to you today!

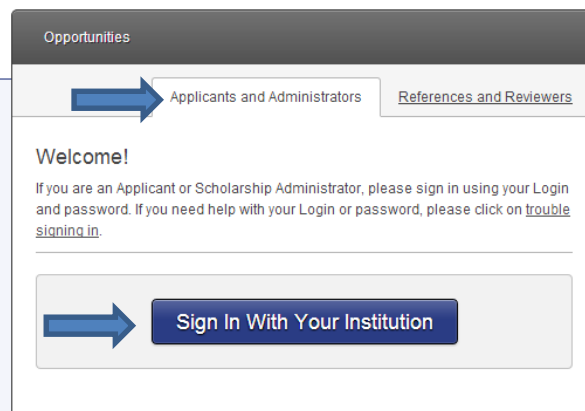
Dear Carrie [REDACTED],

1 applications were assigned to you today for evaluation. Completed evaluations are due by midnight on March 27, 2015. Instructions have been provided to you via your College/Department contact. Please click the link below and you will be redirected to Tiger Scholarship Manager.

http://memphis.academicworks.com/reviewer/opportunities?email_id=cmcadon%40memphis.edu

Thank you for your time and consideration. If you require additional assistance please feel free to contact our office at 901-678-3213.

2. Committee members should insure they are on the “Applicant and Administrators” tab as indicted below. Please click “Sign In With Your Institution”.



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[The University of Memphis](#)

- Committee members will be redirected to the screen indicated and should use their University of Memphis credentials.

THE UNIVERSITY OF
MEMPHIS

Login Required

You have requested access to a site that requires login

→ **UUID**

Password


[Initialize Your Account](#)
[Forgot Your Password?](#)
[Forgot Your UUID?](#)
[Help](#)

You must enter your UUID and password in order to access the web resource that you have requested.

Service that has requested authentication:
<https://memphis.academicworks.com/shibboleth-sp>

Need Additional Help? Contact the ITD Helpdesk at (901) 678-8888.

- Once you are logged in you will see a screen similar to the one indicated below. Please skip to the **“Opportunities to Evaluate”** section of this guide on page 7.

 [Get Help Now](#)

Opportunities

Welcome!
It looks like this is your first time signing in to our scholarship management software. Below are opportunities that contain applications you've been assigned to review. Click the links below to view applications that are available to you. If you have questions, you can [contact the site administrator](#).

Test Future	Reviews 11/14/2014 - 03/27/2015	2 Reviews assigned to you
Testing Sample - Scholarship Fall 2014	Reviews 01/14/2015 - 03/27/2015	9 Reviews assigned to you

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[The University of Memphis](#) | [Free Application for Federal Student Aid \(FAFSA\)](#) | [The University of Memphis Scholarship Office](#) | [Tiger Scholarship Manager How to Guide](#)

External Committee Member Reviewer Notification and Sign-In

1. Committee members will receive an email notification as indicated below and should click the link provided. (Note: Check your junk mail in the event the message was marked as spam)

From: Scholarships@memphis.edu
Date: January 30, 2015 at 1:27:17 PM CST
To: [REDACTED]
Subject: 9 University of Memphis scholarship applications were assigned to you today!
Reply-To: Scholarships@memphis.edu

Dear [REDACTED],

9 applications were assigned to you today for evaluation. Completed evaluations are due by midnight on March 27, 2015. Instructions have been provided to you via your College/Department contact. Please click the link below and you will be redirected to Tiger Scholarship Manager.


 http://memphis.academicworks.com/reviewer/opportunities?email_id=lswilborn%40gmail.com

Thank you for your time and consideration. If you require additional assistance please feel free to contact our office at 901-678-3213.

2. The Committee member will be redirected to the page indicated below and should create a password as directed.



[Sign In](#)



Opportunities

Welcome!

Thank you for serving as a reviewer for our applicants. In order to proceed, please complete the registration process by setting a password for your account. After creating your account, you will be able to sign in and review the applications you have been assigned. You will be able to access the system in the future using the same email address and password you set below.

Email Address

[REDACTED]

Password

[REDACTED]


Your password must be 8 characters long and contain at least 1 digit, 1 uppercase letter, and 1 lowercase letter.

Confirm Your Password

[REDACTED]

[Create](#)

3. Once the password has been successfully created the Reviewer will see a similar screen as indicated below.

[Get Help Now](#)

Opportunities

Welcome!

It looks like this is your first time signing in to our scholarship management software. Below are opportunities that contain applications you've been assigned to review. Click the links below to view applications that are available to you. If you have questions, you can [contact the site administrator](#).

Test Future	Reviews 11/14/2014 - 03/27/2015	2 Reviews assigned to you
Testing Sample - Scholarship Fall 2014	Reviews 01/14/2015 - 03/27/2015	9 Reviews assigned to you

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[The University of Memphis](#) | [Free Application for Federal Student Aid \(FAFSA\)](#) | [The University of Memphis Scholarship Office](#) | [Tiger Scholarship Manager How to Guide](#)

Opportunities to Evaluate

1. Please ensure you are under the “Reviewer” role.



Opportunities		
You are now signed in as [user profile]		
Commercial Advisors Partners Finish Line Scholarship (Fogelman College of Business and Economics) Fall 2014	Reviews 02/02/2015 - 03/27/2015	17 Reviews assigned to you
James E Harwood Scholarship (Fogelman College of Business and Economics) Fall 2014	Reviews 02/02/2015 - 03/27/2015	34 Reviews assigned to you
Laurie and John Tucker Scholarship (Fogelman College of Business and Economics)	Reviews 02/02/2015 - 03/27/2015	102 Reviews assigned to you

ROLES
Reviewer
Applicant
ACCOUNT
Become Self
Account Details
Sign Out

2. The assigned scholarships for review will be indicated as below.

Welcome! It looks like this is your first time signing in to our scholarship management software. Below are opportunities that contain applications you've been assigned to review. Click the links below to view applications that are available to you. If you have questions, you can contact the site administrator .		
Test Future	Reviews 11/14/2014 - 03/27/2015	2 Reviews assigned to you
Testing Sample - Scholarship Fall 2014	Reviews 01/14/2015 - 03/27/2015	9 Reviews assigned to you

3. To review the applicant pool for the scholarship click on “# Reviews assigned to you”

Test Future	Reviews 11/14/2014 - 03/27/2015	2 Reviews assigned to you
Testing Sample - Scholarship Fall 2014	Reviews 01/14/2015 - 03/27/2015	9 Reviews assigned to you

4. Proceed to review the applicants information by clicking “Begin”

Opportunities

Welcome!

It looks like this is your first time signing in to our scholarship management software. Below are opportunities that contain applications you've been assigned to review. Click the links below to view applications that are available to you. If you have questions, you can [contact the site administrator](#).

Testing Sample - Scholarship

Opportunity Details

Applicant	Your Rating	Qualified	Actions
Bryan	-	Yes	<div>Begin</div>
Bryan	-	Yes	<div>Begin</div>
Cordella	-	Yes	<div>Begin</div>
Elizabeth	-	Yes	<div>Begin</div>
Eranne	-	Yes	<div>Begin</div>
Jasmine	-	Yes	<div>Begin</div>
Javier	-	Yes	<div>Begin</div>
Maegan	-	Yes	<div>Begin</div>
Melinda	-	Yes	<div>Begin</div>

- After clicking “Begin” you will be taken to an evaluation screen similar to the example below.

Applicant Provided Information

General Application

- What is your Tennessee county of residence? ⓘ
Lauderdale County
- Current University of Memphis Student Status: Which of the following best describes you?
Current University of Memphis Student
- What is your anticipated University of Memphis enrollment for the coming academic semester? ⓘ
Full-Time Enrollment
- What is your anticipated University of Memphis graduate date?
05/07/2016
- Are you a first-generation college student?
Yes
- Marital Status
Single
- Do you have children or other dependents that you support?
No
- How many members of your family (including yourself) attend college?
1
- Current or Offered Scholarships

a. Are you currently receiving or have been offered scholarship funds?

Yes

b. Please indicate all scholarships you are receiving or have been offered below.

[Hope]
- What is your housing plan for the coming academic semester?
Living with parents/relatives
- Employment Background Part 1

a. Length of Employment

2

b. Place of Employment

University of Memphis

Instructions: Please provide your evaluation of the applicant. A rating scale has been provided to allow you to have an overall rating for the applicant with 10 being the highest and 1 being the lowest. Additionally, you will find a "Review Notes" section for you to provide feedback on each applicant.

Bookmark

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

Rate This Applicant

★ Give an overall rating of the student.

Describe This Applicant

In your opinion is this student a finalist?

☒ Yes
☐ No

Review notes:

B I [list] [link]

Help Preview Edit

Example Formatting: *bold*, _italics_

Full Screen [fullscreen icon]

Exit Side-by-Side Save Submit

6. To view the applicants General Application information and Institutional Information use the scroll bar on the right. The applicants information will be provided as indicated below.
- Note: Empty data under Institutional Information indicates no Banner information for the particular item. As an example not all students will have a concentration or minor.
 - Note: You also have the ability to Bookmark an applicant to easily locate them at a later time.



Bookmark



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



Applicant Provided Information

General Application

1. What is your Tennessee county of residence? ⓘ

Shelby County

2. Current University of Memphis Student Status: Which of the following best describes you?

New University of Memphis Student - Incoming Transfer

3. What is your anticipated University of Memphis enrollment for the coming academic semester? ⓘ

Part-Time Enrollment

4. What is your anticipated University of Memphis graduate date?

05/26/2017

5. Are you a first-generation college student?

No

6. Marital Status

Single

7. Do you have children or other dependents that you support?

No

8. How many members of your family (including yourself) attend college?

3

9. Current or Offered Scholarships

a. Are you currently receiving or have been offered scholarship funds?

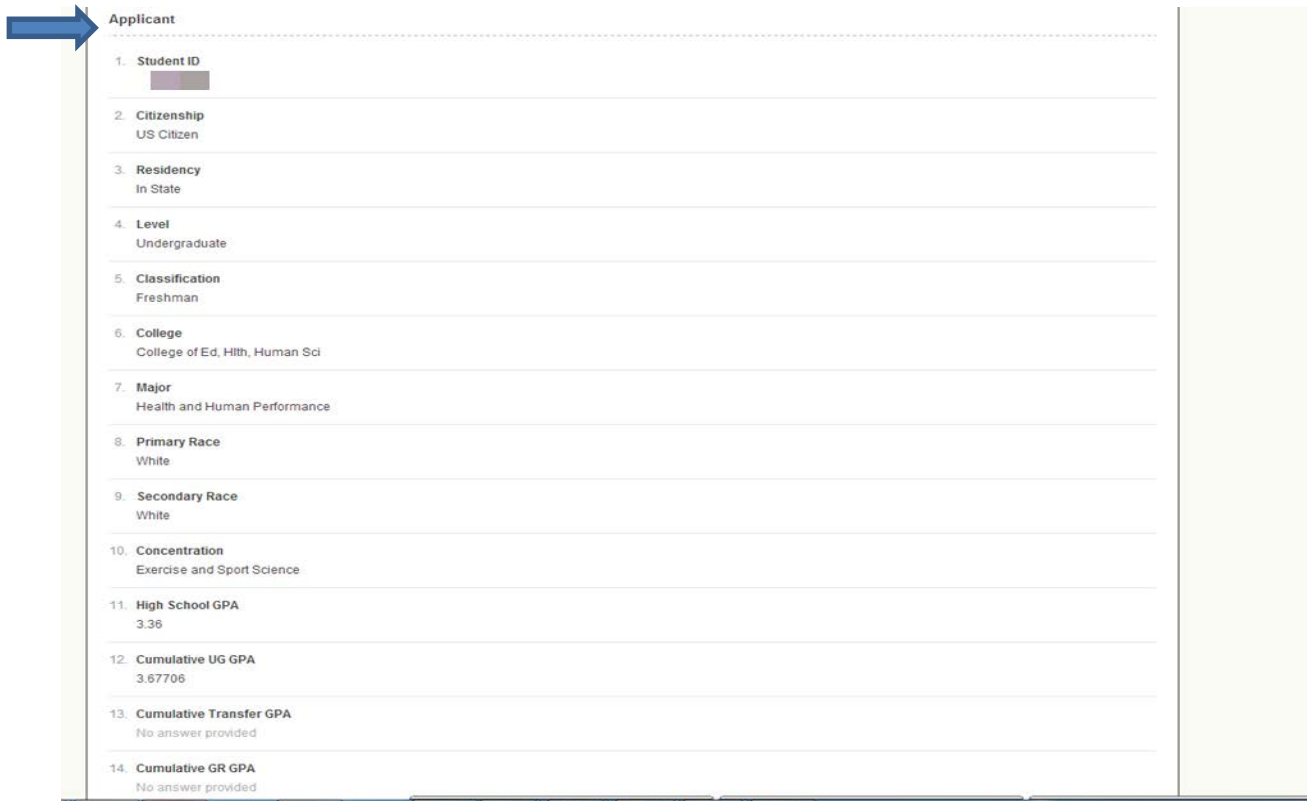
Yes

b. Please indicate all scholarships you are receiving or have been offered below.

[Other]



Institutional Information

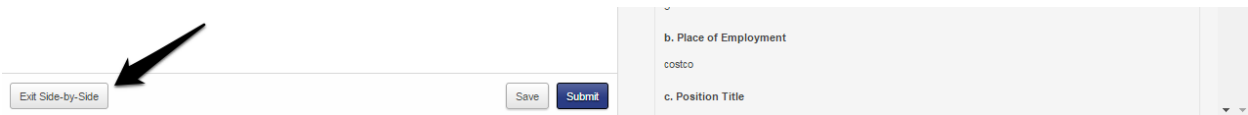


Applicant

- Student ID**
[Redacted]
- Citizenship**
US Citizen
- Residency**
In State
- Level**
Undergraduate
- Classification**
Freshman
- College**
College of Ed, Hlth, Human Sci
- Major**
Health and Human Performance
- Primary Race**
White
- Secondary Race**
White
- Concentration**
Exercise and Sport Science
- High School GPA**
3.36
- Cumulative UG GPA**
3.67706
- Cumulative Transfer GPA**
No answer provided
- Cumulative GR GPA**
No answer provided

7. Review and score the applicant.

- Note: To exit the “Side-by-Side” screen select “Exit Side-by-Side”.



Exit Side-by-Side Save Submit

b. Place of Employment
costco


c. Position Title

- Note: In the event you need to complete the review process at another time for an applicant click on “Save”. The next time you sign-in you will be able to resume the review process for the applicant by clicking “Resume”.



Lofton Wilborn	04/10/2014	37.0	Yes	Resume
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8. Once you have completed the evaluation for the applicant click “Submit” and continue with the next applicant.



Submit