

APP DOCS | MANAGE APPLICATION DOCUMENTS

Locate the Service:

- Graduate School Website > Faculty/Staff page > Online Services (Login Icon at upper right)
- URL: <http://graduate.ua.edu/gs.html>
- Click on “APP DOCS” or “Manage Application Documents” (under *Section 3*)

Login:

- Select your department and enter *your individual login id and password*
- Only the faculty/staff who have been assigned the Admin Role: **Receive & Manage Application Materials** will be able to login. If you are not in the list of this Admin Role and yet want to access application data, then login to Admin Roles program (under *Section 1*) on the Online Services page as mentioned above; and add this role with your contact information and appropriate role descriptor.
- Now you will need a login account. If you forgot or do not know your password yet or want us to create a new login account for you, please write email to graduate.school@ua.edu

Main Menu:

Upon successful login you will see the following list of tasks:

1. Manage Application File Administrators
2. View Uploaded Application Files
3. View Letters of Recommendation
4. Send Group Emails
5. Summary Reports

Task 1. Manage Application File Administrators: (N/A)

You may want to view the list of “APP DOCS” administrators of your department. You may also update contact information of any administrator. *Note: This feature is not yet available*

Task 2. View Uploaded Application Files:

Filtered by various application parameters, you can view list of your graduate applicants who have uploaded files; view their uploaded application documents (SOP, Resume, Professional Statement, Essay and Other supporting document). If you want you may also print the uploaded files as necessary.

Task 3. View Letters of Recommendation: (N/A)

You may want to view as well as print the Letters of Recommendation submitted directly by the designated referees of graduate applicants. *Note: This feature is not yet available.*

Task 4. Send Group Emails: (N/A)

You may want to send reminders or encourage to a subset of graduate applicants in a batch who have submitted applications for the upcoming term while approaching application deadlines, and yet the application supporting documents (SOP, Recommendation Letters) have not been uploaded. *Note: This feature is not yet available.*

Task 5. Summary Reports:

You can view the *overall picture* and other statistical data of number of files uploaded by applicants from predefined summary reports, such as the application documents by: terms, file types, etc.

If you have any questions, corrections or suggestions for improvements, please write to graduate.school@ua.edu