CFWNC SmarterSelect Instructions for Committee Members

https://app.smarterselect.com/login

As a committee member, you should either already have a SmarterSelect account or have received an email from SmarterSelect with login information and a prompt to create your password. If you didn't receive this email, please email the Scholarship Officer at scholarships@cfwnc.org to request the login email be resent to you.

If you received the login email and activated your account but forgot your password, please use the "Forgot your Password?" link and a password reset email will be sent to you.

When signing in to SmarterSelect, please do not choose the "Sign in with Google" option and instead sign in with your Email Address and Password:

You should have also received an email from the Scholarship Officer regarding applications that have been assigned to you for evaluation. You may log in and out as many times as needed to evaluate your applications before the due date.

After logging into the system, you will be directed to your **My Evaluations** dashboard, which displays the applications assigned to you for evaluation. If you have been assigned applications from multiple scholarship programs, you can choose to view only one program at a time by selecting the program in the Program drop down list.

Under Actions, click **Info** to view the scholarship program description. Click **Print** to create a PDF of the student's application (please note this will not include files uploaded by the student, such as essays and transcripts).

Click **Read** to begin evaluating each of your applications. To view uploaded files, click the eye icon. You can also download files by clicking the cloud icon.

Read each application and answer the Evaluator questions that appear in blue throughout the application (example below).

The blue Evaluator AutoScore section near the bottom of the application includes Class Rank, GPA, SAT, and ACT Autoscores that are calculated automatically by SmarterSelect. Your Total Evaluation Score will include the individual evaluator questions that you answered, along with the Autoscores calculated by SmarterSelect.

When you are finished evaluating the application, scroll to the bottom of the page and click the green **Submit** button. Continue evaluating each application until all applications on your dashboard have been Evaluated.

You can edit any of your evaluations by clicking **Read** on your dashboard, editing your answers and clicking the green **Update** button to resave your answers.

To sign out, hover over your name in the upper right corner and click Sign Out.