

UKASH Reviewers

Access:

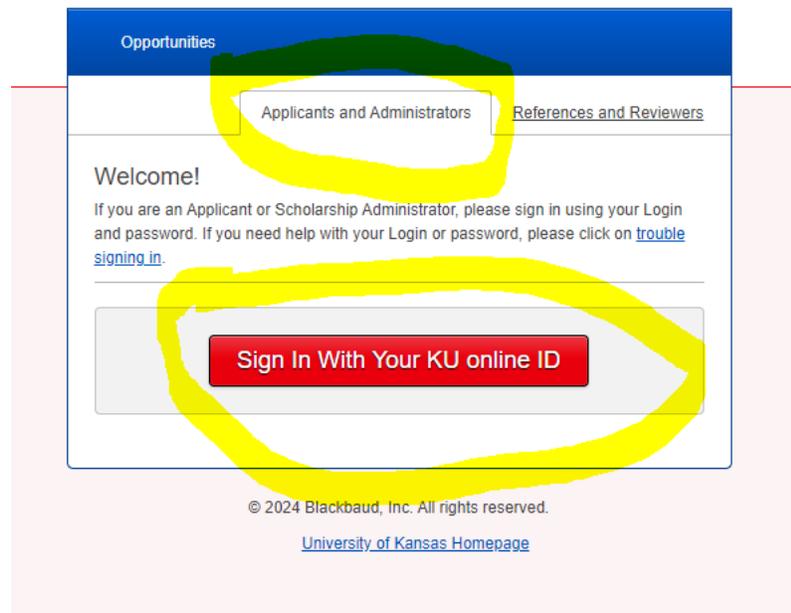
To grant reviewers access to a specific scholarship application, email ukash@ku.edu this information:

- Scholarship Application Name
- Reviewer name
- Reviewer email
- Student ID (Enroll & Pay ID)
 - This is only for Reviewers who have an Enroll & Pay ID
 - Go to <https://myidentity.ku.edu/services/> , select **My Profile** and send the Student ID number

Logging on:

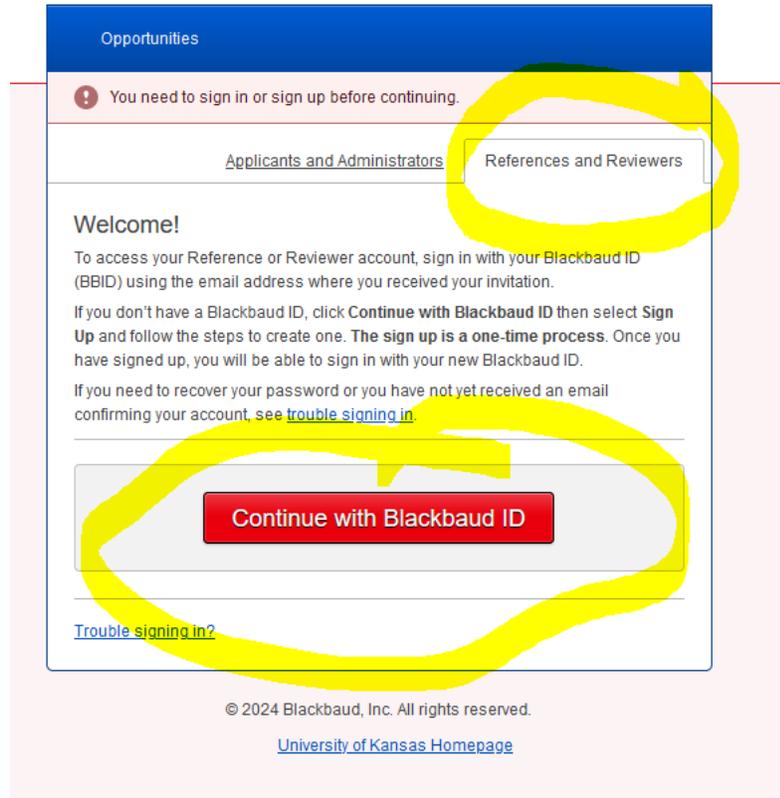
Reviewers/References with a KU online ID:

- UKASH URL: <https://ku.academicworks.com/>
- Select the **Applicants and Administrators** tab
- Select **Sign in With Your KU online ID**
- KU SSO



Reviewers/References without a KU online ID:

- UKASH URL: <https://ku.academicworks.com/>
- Select the **References and Reviewers** tab
- Select **Continue with Blackbaud ID**



- The Blackbaud sign-in screen will look like this:

Sign in

Email address
lioneill@ku.edu

Password
.....

[Forgot password?](#) Remember my email

Sign in

or

 Sign in with Google

 Sign in with Apple

Need an account? [Sign up](#)

Need help? Have [questions?](#)

If this is your first time signing in, **select Sign up**

If you have previously signed in and do not know your password, select **Forgot password?**

- Next, you will be taken to the Blackbaud ID MFA screen

Blackbaud ID Sign-in

Multi-factor authentication

We sent a verification code as a text message to your personal device.

To confirm your identity, enter the verification code (which, for security, expires within 5 minutes).

Remember this browser

Your Blackbaud ID won't require a verification code on this browser for 30 days. Don't select if on a public device.

Sign-in

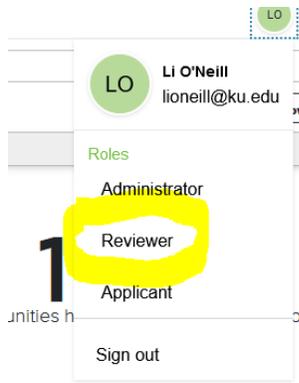
[Need help?](#)

You will receive a text message to your personal device. Enter the code in the **Verification Code** box.

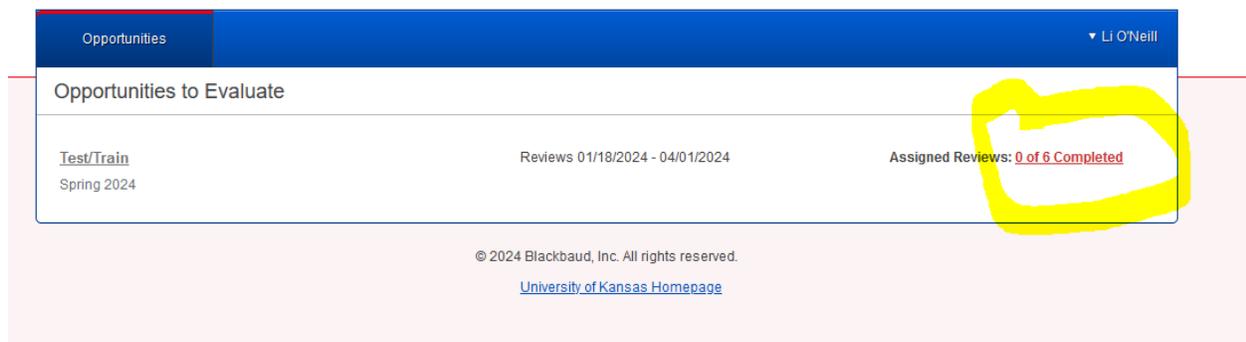
After you input the code, select **Sign-in** to access UKASH

Reviewing Applications:

After logging into UKASH, select your initials in the top right corner of the screen and make sure you have selected **Reviewer**.



You will then be directed to this screen which will show you how many **assigned reviews** you have:



Select the assigned review link.

Next, you will have a list of applicants to review. Choose one and **select Begin**.

Opportunities		▼ Li O'Neill			
Test/Train					Opportunity Details
🔖	Applicant	Assigned	Your Rating	Qualified	Actions
🔖	Test1 Test1	01/18/2024	-	Yes	Begin
🔖	Test2 Test2	01/18/2024	-	Yes	Begin
🔖	Test3 Test3	01/18/2024	-	Yes	Begin
🔖	Test5 Test5	01/18/2024	-	Yes	Begin
🔖	Test7 Test7	01/18/2024	-	Yes	Begin
🔖	Test8 Test8	01/18/2024	-	Yes	Begin

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[University of Kansas Homepage](#)

This is your rating for each applicant based on the rubric scoring on the review page

On the next screen, you will have three view options in the top right corner: **Review, Application and Side by Side.**

This is the **Review** screen. On this screen, you will see:

- The specific instructions for this scholarship
- Applicant name
- Rubric Information with dropdown points. On this example, there are three main factors to the rubric.
 - Academic Achievement
 - Essay
 - References
- Place for notes
- **SUBMIT** button in the lower right corner

The screenshot shows a web interface for reviewing scholarship applications. At the top, there is a blue header with 'Opportunities' and a user profile 'Li O'Neill'. Below the header, a breadcrumb trail reads 'OPPORTUNITIES > TEST/TRAIN > TEST1 TEST1'. On the right, it says '6 Reviews' and '1' with navigation arrows. A 'Review' button is highlighted with a yellow circle. Below this, there are options for 'Application' and 'Side-by-Side'. A large yellow oval highlights the text: '>>>These are instructions specific to this scholarship<<<' and 'Please be advised that 1 is the lowest and 10 is the highest when scoring.' Below this is the title 'Test1 Test1'. A 'Bookmark' section has a checkbox and the text 'Mark this applicant in your list of evaluations so you can easily find them again.' A yellow circle highlights three dropdown menus: '* Academic Achievement', '* Essay', and '* References'. Below these is a 'Notes:' field. At the bottom, there is a word count 'Words Used: 0 [Maximum Words: 1000]', a formatting example 'Example Formatting: *bold*,_italics_', a rich text editor toolbar with 'B', 'I', and list icons, and buttons for 'Help', 'Preview', 'Edit', 'Save', and 'Submit'.

This is the rubric information for this specific scholarship. Each apply-to scholarship can have customizable rubric information.

This is the **Application** screen. On this screen, you will see:

- Applicant name
- General Application information (Student Directory)
 - Imported Administrator information (Student Directory)
- Opportunity Application

Opportunities LI O'Neill

OPPORTUNITIES > TEST/TRAIN > TEST1 TEST1

6 Reviews 1 ▶ ▶ |

[Review](#) **Application** [Side-by-Side](#)

Application to Review

Test1 Test1

— General Application

Imported Applicant Information

1. Email Address
Test1@academicworks.com

2. First Name
Test1

3. Last Name
Test1

4. Citizenship Country
No answer provided

5. Major Plan
No answer provided

6. Career
No answer provided

7. Acad Level
No answer provided

8. GRDL LAW KU Cum GPA
No answer provided

Imported Administrator Information

1. Age
No answer provided

2. Street Address
No answer provided

3. Perm Street Address
No answer provided

— Opportunity Application

The **Side by Side** view is a combination of both the **Review** and the **Application** screen.

Submitting Application Reviews:

Once you have completed reviewing this application, select **SUBMIT** on either the **Review** or **Side by Side** screen. You will be directed back to the list of applicants to start reviewing the next one.