UKASH Reviewers

Access:

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

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

Logging on:

Reviewers/References with a KU online ID:

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

Opportunities	
Applicants and Administrators	
Welcome!	
If you are an Applicant or Scholarship Administrator, please sign in using your Login and password. If you need help with your Login or password, please click on trouble signing in.	
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University of Kansas Homepage	

Reviewers/References without a KU online ID:

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

Opportunities
You need to sign in or sign up before continuing.
Applicants and Administrators
Welcome!
To access your Reference or Reviewer account, sign in with you r Blackbaud ID (BBID) using the email address where you received your invitation.
If you don't have a Blackbaud ID, click Continue with Blackbaud ID then select Sign Up and follow the steps to create one. The sign up is a one-time process . Once you have signed up, you will be able to sign in with your new Blackbaud ID.
If you need to recover your password or you have not yet received an email confirming your account, see <u>trouble signing in</u> .
Continue with Blackbaud ID
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• The Blackbaud sign-in screen will look like this:



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

If you have previously signed in and do not know you 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).

Veri	fication code
R	emember this browser
Your l code if on c	llackbaud ID won't require a verification on this browser for 30 days. Don't select 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.**

	LO	
	LO Li O'Neill lioneill@ku.edu	-
	Roles	
	Administrator	
1	Reviewer	
unition h	Applicant	
Junies n	Sign out	

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

Opportunities		▼ Li O'Neill
Opportunities to Evaluate		
Test/Train Spring 2024	Reviews 01/18/2024 - 04/01/2024	Assigned Reviews: <u>0 of 6 Completed</u>
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Select the assigned review link.

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

est/Train					Opportunity Details
×	Applicant	▼ Assigned	 Your Rating 	▼ Qualified	Actions
Π	Test1 Test1	01/18/2024	-	Yes	Begin
Π	Test2 Test2	01/18/2024	-	Yes	Begin
Π	Test3 Test3	01/18/2024	-	Yes	Begin
Π	Test5 Test5	01/18/2024	-	Yes	Begin
Π	Test7 Test7	01/18/2024	-	Yes	Begin
	Test8 Test8	01/18/2024	-	Yes	Begin

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

Opportunities OPPORTUNITIES > TEST/TRAIN > TEST1 TEST1		6 R	▼ Li O'Neill eviews 1 ▶ ▶
>>>>These are instructions specific to this scho Please be advised that 1 is the lowest and 10 is	larship<<<< the highest when scoring.	Review <u>Applicatio</u>	<u>n</u> ∎ <u>Side-by-Side</u>
Test1 Test1			
Bookmark Mark this applicant in your list of evaluations so you ca * Academic Achievement * Essay * References Notes: Words Used: 0 [Maximum Words: 1000]	n easily find them again. Example Formatting: *bold* , _ <i>italics</i> _		
B I = =	Δ.	Help	Preview Edit
			Save Submit
	This is the rubric information for t scholarship. Each apply-to schola have customizable rubric informa	his specific arship can ation.	

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

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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.