

Completing the Selection Committee Advice Form (SCAF) Online

- 1) Go to <https://admissions.embarc.com/>. Once you log in, go to *Applications* and to the screen in which nominees' applications are currently listed. SCAFs can be completed in either *Receive* or *Manage*.
- 2) Click the blank box next to the candidate's name whose SCAF you will be completing, then click the grey *edit user data* button. A new window will open with the application and the candidate's responses. The SCAF is on page 10.
- 3) You will need to complete all fields in the SCAF then check the *Please confirm that your SCAF is complete* button, then click SAVE.
- 4) After you SAVE, please move on to Application Inspector. If all fields are complete you should be able to *Submit* the application. If any required fields need completing Application Inspector will prompt you. The *Submit* button will not appear until all required fields are completed. SCAFs must be SAVED and Submitted in order to appear in the PDF of the application.

Note: Please preview your SCAF responses in the pdf copy of the candidate's application to ensure you have not exceeded the provided space.