

## Commission and Embassy Staff Fulbright FLTA Student On-line Application

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### APPLICATION FLOW

1. Applicants complete, proof, and print out applications and supplemental forms.
  - The student application is located at: <https://apply.embark.com/student/fulbright/flta/> and at [http://www.flta.fulbrightonline.org/thinking\\_apply\\_now.html](http://www.flta.fulbrightonline.org/thinking_apply_now.html) Commission and Embassy staff can view a listing of individuals who are working on applications in the *In Progress* screen of the Application Manager at <https://admissions.embark.com/>
  - Staff can send an email to a group of applicants or to individual applicants.



2. Applicants electronically submit applications to the Fulbright Commission or U.S. Embassy in their countries of citizenship.
  - When an applicant submits his application, the application moves from the *In Progress* screen to the *Receive* screen in the Application Manager. While the applicant can access a PDF view of the application and can continue to access and print supplemental forms, he cannot make changes to the application.



3. Submitted applications are reviewed. Commission and Embassy staff selects candidates on the *Receive* screen.
  - Commission and Embassy staff accesses, edits, and prints applications in the *Receive* screen.
  - Staff can access and print letters of recommendation submitted online.
  - Staff completes the Selection Committee Advice Form for selected candidates.
  - Staff also can perform the following tasks:
    - Use email to send a message to a group of applicants or to individuals.
    - Export application data to an excel spreadsheet
    - “Unsubmit” an application in cases when candidates need to make major revisions to their application.



- 4 Commission and Embassy staff releases selected applications to ECA and the Fulbright Scholarship Board (and to IIE when applicable).
  - Applications move from the *Receive* screen to the *Manage* screen.
  - Staff still can access released applications in the *Manage* screen.
  - Staff informs IIE that the country panel is now ready for viewing and sends all supporting documentation by pouch or express mail to IIE who will inform ECA when the panel is ready for ECA review.



5. ECA reviews applications of selected candidates and releases for Fulbright Scholarship Board review and approval.



6. The Fulbright Scholarship Board reviews applications and approves or disapproves.
  - ECA informs Commission and Embassy staff of FSB results.



# GENERAL INSTRUCTIONS FOR FULBRIGHT COMMISSION AND U.S. EMBASSY USERS

## USER ID AND PASSWORD

Designated staff members are identified by each Fulbright Commission and U.S. Embassy. Contact Marsha Frith at [mfrith@iee.org](mailto:mfrith@iee.org) to request additions, deletions, and/or edits to current users. Always provide the user's unique email address. Multiple users for each Commission and Embassy can be created.

- A user ID and password will be created and linked to the unique email address of the user.
  - The user receives an email informing her of the user ID and password.
- If this account information is lost or forgotten, contact [mfrith@iee.org](mailto:mfrith@iee.org).

## ACCESSING THE FULBRIGHT APPLICATION MANAGER

- Bookmark this url: <https://admissions.embark.com/>
  - Enter your User ID and Password. Click on <Sign In> or hit <Enter> .
- You are now on the **Welcome Page** of the Application Manager. From this page you must choose "Applications" from the tabs at the top or from the menu on the left of the screen.
  - Note: Fulbright does not have access to the Recruiting, Prospects, and Profile Data tabs.*
- You are now viewing the **Main Menu** of the Application Manger. You will see four screen choices. Double click on the box of the screen name you wish to view or click on the name in the top row.
  - **In Progress:** Listing of applicants who have created an account in the on-line system and who may be in the process of completing an application.
  - **Receive:** Applications that have been submitted to your country.
    - Note: these applications will no longer appear on the In Progress screen.*
  - **Manage:** Applications that you have selected as a 'Principal' and 'Alternate' and released to ECA/FSB.
    - Note: these applications will no longer appear on the Receive screen.*
  - **Archive:** Applications that have been archived will appear on this screen.
    - Note: these applications will no longer appear on the Manage screen*
  - **Settings:** For administrative use only. You do not have access to links on this screen.

## COMMON FUNCTIONALITY APPEARING ON ALL SCREENS

- All screens have a similar look and layout. You easily can move from screen to screen by clicking on the top, dark green tool bar. Click on the screen you wish to view: **In Progress, Receive, Manage, or Archive.**
- When you enter a screen, you automatically will view a listing of applicants organized in alpha order by last name. This is the **'default' view.**

- **Sort:** You can change the sort by clicking on the name of column.
- **Basic Filter:** You can choose to apply a filter on your view so that you view specific groupings of applications. You do this by using the “basic filter” functions located on the top right side of the screen.
  - Click on the drop down menu in the first box and select the item on which you would like to apply your filter.
  - In the third box, type the specific field that you want to view.
  - Click on ‘search current view’
 

*Note: This is necessary only when you are viewing applications in the MANAGE screen or on any screen when you have already applied a sort or a filter but want to filter more deeply.)*
  - Click on “search.”
- **Return to Default View:** After applying a sort or a filter, you can return to the default view by selecting DEFAULT from the dropdown “Saved View” menu on the top, left side of the screen and clicking the “Select View” button.
- **Green Function Buttons** located about a third of the way down the screen allow you to manipulate functions for ALL applicants. With the green function buttons, you can
  - **Email** all applicants
    - Follow the instructions on the email template for creating subject lines, entering text, and saving messages. Make sure to scroll to the bottom of the screen in order to access the buttons for previewing messages, sending, saving, etc. If you encounter difficulties, please contact Marsha Frith at [mfrith@iee.org](mailto:mfrith@iee.org).
    - To return to the **In Progress** screen, hit the “BACK” button on your browser tool bar.
  - **View stats** will display the number of applicants in the field you select, e.g. male/female.
  - **Access message history** provides a record of emails that have been sent
  - **Export data** will export the viewable information on the screen to an excel worksheet
 

*Note: You do not have access to the functionality of all buttons. You cannot use publish message to all, app start email, app submit email, and recommender registration email buttons as these are reserved for administrative use.*
- **Page:** The next field indicates the total number of applicants appearing in that screen view as well as the number of page listings. Up to 50 names will appear on each page. You can move from page to page using the **yellow arrows** or by entering a page number in the box and hitting <enter>.
- **Gray Function Buttons** allow you to manipulate functions for an individual applicant. When working with an individual applicant, you must click on the box preceding the applicant’s name. The gray buttons functionality will change somewhat from screen to screen; so, check the instructions for the various screens. However, in general you can:

- Access message history for an individual applicant
- Send an individual email

## IN PROGRESS SCREEN

On this screen, you can view all applicants who have created an Fulbright FLTA online application account. However, you cannot access or view the application until it has been submitted by the applicant.

You have all the functionality described previously; you can:

- apply sorts and filters
- view stats
- email applicants as a group or as individuals
- export data to excel

In addition, using the gray function button you can remove an individual application.

The option to remove from view an individual application only occurs in the *In Progress* view. There are a number of reasons that you might want to remove an application from view, for example:

- someone does not qualify as a candidate;
- you may have created a ‘test’ application; or,
- there may be individuals who created an account but who do not intend to complete the application.

It is your decision if you would like these applications to continue to appear in *In Progress*. If you do not, you can opt to ‘remove’ the applications. Ideally, you should contact these prospective applicants before ‘removing’ their applications.

*Note<sup>1</sup>: Remember that you must click on the box preceding the applicant’s name to identify the application that you wish to remove. You can remove multiple applications as long as you click the box preceding all appropriate names.*

*Note<sup>2</sup>: Removing an application from view does not delete the application from the online system. Should the applicant re-enter his or her online account, the applications will again appear on the *In Progress* screen.*

## RECEIVE SCREEN

For Commission and Embassies this is the most important screen. On this screen you will be able to take the following actions.

- Access applications and letters of recommendations (sent online)
- Select and rank candidates
- Complete Selection Committee Advice Forms for selected candidates
- Unsubmit an applicant's application (when necessary)
- Release applications to IIE, ECA and FSB

**TIP:** When you are on the **Receive** screen, it might be useful to think of all the “receive” buttons—both green and gray—as “release” buttons. These buttons provide you with the functionality to release selected candidates' applications for ECA and FSB review. The applications then move from the **Receive** screen to the **Manage** screen. In other words, you are actually allowing the **Manage** screen to ‘receive’ these applications.

**Note<sup>1</sup>:** Access to and functionality for the green buttons—all applicants—and gray buttons—an individual applicant—are the same as on the **In Progress** screen.

**Note<sup>2</sup>:** Do not use the green ‘receive application’ button or the “receive all remaining applications” on this screen as this will move all of the applications appearing in the **Receive** screen to the **Manage** screen. If this happens, contact Marsha Frith at [mfrith@iie.org](mailto:mfrith@iie.org) to have the applications moved back to the **Receive** screen.

**Note<sup>3</sup>:** You cannot use the ‘edit confirmation’ button on this screen as this is reserved for administrative use.

**COLUMNS:** Your screen view is organized into the following columns.

**Box:** You need to click in the box to perform a function for an individual application, e.g. send an email, unsubmit an application, edit an application, complete the Selection Committee Advice Form, release an individual application to ECA and FSB, etc.

**Printer Icon:** By clicking on the printer icon you can access, view, and print a PDF version of the entire student application.

**Note<sup>1</sup>:** To return to the **Receive** screen from the PDF view, click on the “BACK” arrow on your browser tool bar. Do not click on the “X” button to exit as this will exit from the entire Application Manager system.

**Note<sup>2</sup>:** You will not be able to view the Grant Cover Sheet and Selection Committee Advice Form until you enter the applicant's application using the ‘edit user data’ button and click on the “submit application” button in the left-hand column. (Further instructions follow.)

**Recs Submitted:** The number following the print icon indicates the number of letters of recommendations that have been submitted online. By clicking on the number, you will access a screen where you can view and print the letters of recommendation.

**Citizenship:** You will only be able to view applications for your country.

**Last Name:** Applicants are listed in alpha order by last name. You can change the sort by clicking on the column titles.

**First Name**

**Gender**

**Status:** This is the field in which you will SELECT applicants. Initially, the status field will display ‘none.’ From the drop down menu, choose “principal”, “alternate”, or “not

selected.” Your selections will not automatically save. In order to save these selections, you must:

- check the box preceding the applicant’s name;
- update the field; and,
- click on the gray ‘update status’ button.

You can save updates for multiple applicants as long as you make sure that the boxes preceding the applicants’ names are checked before clicking on the gray ‘update status’ button.

You can save updates for multiple applicants as long as you make sure that the boxes preceding the applicants’ names are checked before clicking on the gray ‘update status’ button.

**Date App Submitted:** Records the exact time that the applicant submitted the application.

## FUNCTIONALITY ON the *RECEIVE* Screen

### Green Buttons

**Email, Message History, and View Stats:** Same functionality as on *In Progress* screen.

**Receive all Applications:** Do **not** use this button. It will release all applications to ECA and the FSB rather than just the applications that you have selected. Use only the gray “receive application” button to release applications to ECA and FSB.

*Note: If by mistake you do release all applications and they all move from the **Receive** screen to the **Manage** screen, contact Marsha Frith at [mfrith@iie.org](mailto:mfrith@iie.org) and provide a listing of applicants whom you want to have moved back to the **Receive** screen.*

**Receive all remaining applications:** Do **not** use this button. It functions very similarly to the ‘receive all applications’ button. The difference is a technical one that pertains to batching letters of recommendation.

**Export to Excel:** Currently, you can export column data on the *Receive* screen to an excel spreadsheet.

**Group Update:** You can use the “group update” button to automatically update a column with the same information for all applicants.

- Click on ‘group update’ button.
- Select the column field that you want to update.
- Enter the information that you want to display in that column for all applicants.
- Click the ‘update’ button.
- This both updates the field and saves the updates.

**Start a New Application:** You can create a new student application. You will need to do this for any applicants who could not access the online application and who submitted paper applications.

- Click on the green ‘start new application’ button.
- Enter the first and last name of applicant.
- When you are in an applicant’s application, you can return to the **Receive** screen by clicking on the ‘Quit’ link in the upper right hand corner. However, changes will not be saved. You must ‘save’ updates on each application page.
- If you make changes to an existing application (see further information below) or create a new application, upon finishing your input you must
  - click on the ‘Submit Application’ button in the left-hand column of the screen;
  - on the next screen, click on the ‘Finish’ button at the bottom of the next screen;
  - on the next screen, click on ‘Close.’

This saves the information as well as posts all information to the PDF version of the application.

### **Creating an application to replicate data that is in a paper application.**

**TIP 1:** You have two options. You can create a new application on the **Receive** screen by clicking on the green ‘start new application’ button or you can go to the student application website at <https://apply.embarck.com/student/fulbright/flta/> and start an application from there.

- **Advantage to using the actual student application site:** You have all the functionality an applicant has: you don’t have to complete the entire application at one time. You can go in and out of the application. However, you will need to assign a password for each applicant.
- **Advantage to using the ‘start new application’ on the RECEIVE screen:** You don’t have to go back and forth between websites. However, you MUST complete the application in one sitting.

*Note: You do not have access to ‘Publish Message to All’ and ‘Edit Confirmation’ buttons as these are reserved for administrative use.*

## **GRAY BUTTONS on the Receive Screen**

**Message History and Email Individuals:** Same functionality as on **In Progress** screen.

**Update status:** As described previously, this button allows you to save changes and updates that you make in the Status, Program and Ranking columns for individual applicants. To save your data, you must:

- check the box preceding the applicant’s name, and
- click on the gray ‘update status’ button.

You can save updates for multiple applicants as long as you make sure that the boxes preceding the applicants’ names are checked.

**Receive Applications:** You can release to ECA and the FSB an application for an individual applicant or for a group of applicants. By using the gray ‘receive applications’ button, you will move selected applications view from the **Receive** screen to the **Manage** screen. You must do the following.

- Click on the box preceding the applicant’s name.
- Click on the ‘release applications’ button.
- You will receive a “warning” message. Click ‘okay’ to release or ‘cancel’ to not release.
- If you click okay, the application(s) will be released to ECA and FSB. The application(s) moves to **Manage** and will no longer be accessible in **Receive**.
- When you release an application, the applicant receives an electronic email that informs him or her that the application is being reviewed and that she or he will hear soon from the Fulbright Office regarding the status of the application.

*Note<sup>1</sup>: First identify the applicant(s) as either principal or alternate candidates before releasing to ECA and FSB.*

*Note<sup>2</sup>: Once you have released applications, you must contact IIE (for IIE-placed panels) or ECA (for all other panels) and let them know that the applications are now ready for viewing. IIE will inform ECA when panels released to IIE are ready for ECA and FSB review.*

*Note<sup>3</sup>: Selected applications now will appear in the **Manage** screen and will no longer appear on the **Receive** screen. However, you will still be able to access, view, and print applications on the **Manage** screen. In fact you will retain all functionality on the **Manage** screen as you do on the **Receive** screen with one exception. You cannot ‘unsubmit’ an application (see below for further information on unsubmitting functionality).*

**Edit User Data:** By clicking on this button, you will enter the applicant’s application. You must enter the applicant’s application to do the following.

- Access and complete the Selection Committee Advice Form.
- You can also perform small edits to the application, e.g. fix an application cycle, date of birth, spelling of name, etc. However, for more comprehensive or substantive changes to the application, you should unsubmit the application and instruct the applicant to make the edits. (See below for instructions on how to unsubmit an application.)

To enter the student application, you must do the following.

- Check the box preceding the applicant’s name.
- Click on ‘edit user data’ button.
 

*Note: You will now be in the applicant’s live application. There is a 40-minute time out function imposed when you are in the application.*
- The Selection Committee Advice Form will be located on the very last two pages of the application. Go to the Page scroll bar near the top of the screen and click on the appropriate page numbers.
- Complete the page and click on Save. Go to the next page and complete page; click on Save.
 

*Note: You can copy and paste text from a word processing document into the text fields.*
- Click on the ‘Submit Application’ button located on the column to the left; it is the last button in the column.
- On the next screen ignore the other fields on the screen. You only need to click on the “Finish” button at the bottom of the screen.
- On the next screen, click on the “Close” button at the bottom of the screen.

By submitting the application, the Selection Committee Advice Form will post to the PDF version of the application. Additionally, the Grant Cover Sheet will now appear as page one of the application.

*Note<sup>1</sup>: If you do not want to save your changes/updates, click on the “Quit” link in top right-hand corner. In the gray box that will appear, click on “cancel.”*

*Note<sup>2</sup>: The Selection Committee Advice Form is viewable by managers in the PDF application version; however, it is not viewable to applicants in the PDF version that they can access.*

**Unsubmit Application:** If an applicant needs to make significant revisions to her application, you should ‘unsubmit’ the application so that the applicant will have access and can make revisions.

- Click on box preceding the applicant’s name.
- Click on ‘unsubmit’ button. You will receive a message asking you if you want to unsubmit the application. Indicate yes.
- You might want to call or email applicant to let them know that you have unsubmitted the application and explain to her what areas need editing.
- When the applicant has completed the changes, she will need to resubmit the application.

*Note<sup>1</sup>: If you have already completed the Selection Committee Advice Form, this will be viewable to the applicant as part of the ‘real time’ application.*

*Note<sup>2</sup>: If you had already updated the status, program and ranking columns, you will need to redo this when the applicant resubmits his or her application.*

## **MANAGE SCREEN**

**The Manage Screen will look very similar to the RECEIVE screen.**

**However, you have two views from which to choose.**

- **General Default View:** This view is almost identical to the *Receive* screen view.
- **ALL Manage View:** This view provides an overview of the demographic information for each applicant.

There is only one accommodation that you will need to make when maneuvering on the *Manage* screen. When you apply a filter, it is very important that you select from “search current view” from the drop down menu before clicking on the ‘search’ button. Failure to do so will result in all filters being applied to the **ALL Manage View**.

**While the Manage screen is primarily used by ECA, FSB, and IIE, you will continue to be able to:**

- **access and print** applications as well as letters of recommendation for applications that you have released to ECA and FSB
- **email applicants**
- **view stats**
- **export data to excel spreadsheets**
- **edit user data**
- **make edits to status, program, and ranking columns**

The only functionality that you no longer have is the ability to to **unsubmit an application**. If you need to 'unsubmit' an application after you have moved it to the *Manage* screen, contact Marsha Frith at [mfrith@iee.org](mailto:mfrith@iee.org) who will move the application back to the **Receive** screen. You can then 'unsubmit' it.