INSTRUCTIONS FOR DEPARTMENTS NOMINATING AN APPLICANT FOR AN IACS NEW RECRUIT AWARD WITHIN APPLY YOURSELF:

1. From the MAIN MENU, hit Select a System/ then Application System/ then Application for Admission.

2. From the APPLICATION MENU, Search for Applicants (using various search criteria).

3. From an individual opened application, use the navigation box on the right and click on Application for Admission to Graduate Studies. From the options, select Nomination.

4. You will then see a Nomination selection box. Check “IACS Award Nominee”. Your screen should appear as below.

5. You will then see a message indicating that your actions have triggered “business rules”. Click “OK”. This action will add the applicant to the IACS nominee roster and collect all pertinent information from his/her application.