

Fulbright Visiting Scholar Online Application 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 CIES at VisitingFulbrightScholar@cies.iie.org to request additions or changes to current users. Multiple users for each Commission and Embassy can be created. Please provide a unique email address for each user.

- A user ID and password will be created and linked to the unique email address of the user
- The user receives an email message informing him/her of the user ID and password
- If account information is lost or forgotten, please contact VisitingFulbrightScholar@cies.iie.org or 202-686-7863.

Accessing the Fulbright Application Manager

Bookmark this URL: <https://admissions.embark.com>

Enter your User ID and password. Click on **<Sign In>** or press **<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 Manager. You will see four screen choices. Double click on the screen name you wish to view or click on the name in the top row.
 - **Home**: Search here to locate an applicant. Your search will return the stage of the applicant. Applications will appear in their current stage only.
 - **In Progress**: Lists applicants who have created an account in the online system and are in the process of completing their applications.
 - **Receive**: Applications that have been submitted for your country.
 - **Manage**: Applications that you have selected as *Principals* or *Alternates* and released to CIES (*FSB will not review Visiting Scholar applications online this year*).
 - **Archive**: Applications from completed application cycles will appear here. Applications will be active for two years then archived.
 - **Settings**: For administrative use, limited access

Note: Your screen views can be customized. Contact VisitingFulbrightScholar@cies.iie.org for further information.

Common Functionality on All Screens

All screens have a similar look and layout. You can easily 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, the default view will be a listing of applicants sorted by the most recent program cycle and alphabetically by last name.

Basic Filter: You can choose to apply a filter on your view to extract specific groupings of applications. Use 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 field on which you want to apply your filter, e.g. last name.
- In the third box, type the specific field you want to view, e.g. Law.
- 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**
- If you want to save the view, e.g. specific cycle view, follow these steps:
 - In the **Set View** area located directly above the green buttons, name the view.
 - If you want to save this view as your default view, check the *set as default view* box. If not, just leave this box unchecked.
 - Click on the grey *save view* button.

You will now be able to choose this view whenever you enter a screen by selecting it in *saved view* box.

Return to Default View: After applying a sort of filter you can return to the default view by selecting *Default* from the drop down *Saved View* menu on the top, left side of the screen, click the *Select View* button.

Change Your Default View

- Click on [Settings](#) (which appears next to [Archive](#) on your screen options)
- Click on create/edit views (this displays all views that you have access to).
- Check the box to the left of the view that you want to make your default view.
- At the top of the list of views, click on the grey *Set as Default View* button.
- Click on the *Save* button at the bottom of the page.

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. Be 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 VisitingFulbrightScholar@cies.iie.org.

- To return to the **In Progress** screen, press the BACK button on your browser tool bar.

View Stats will display the number of applicants in the field you select, e.g. gender, field of study, etc.

Access message history provides a record of sent email messages.

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. Publish message to all, app start email, app submit email and recommender registration email buttons are reserved for administrative use.*

Page: the next field indicates the total number of applicants appearing in the 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 the page number in the box and pressing <enter>.

Grey function Buttons allow you to manipulate functions for an individual application. When working with an individual application, you must click the box preceding the applicant's name. The grey buttons functionality will change somewhat from screen to screen; please check the instructions for the various screens. In general, you can:

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

IN PROGRESS SCREEN

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

Tip 1: *An easy way to know whether an individual has actually started an application is to check the % **required done**. This displays how many of the required data elements have been completed. You can email potential applicants appearing on this screen and encourage them to initiate and complete their applications or to contact you if they have questions.*

You have the functionality described previously; you can:

- Apply filters
- View Stats
- Email applicants individually or as a group
- Export data to Excel

In addition, using the grey function button you can remove an individual application. This option is only available in the **In Progress** screen. There are a variety of reasons for removing an individual application. For example:

- The applicant does not qualify for the program
- You may be removing a 'test' application
- There may be individual applicants who created accounts but do not intend to complete their applications

It is your decision if you would like these applications to remain active **In Progress**. We recommend you contact the prospective applicants before removing their applications.

- You must click the box preceding the applicant's name to identify the application you wish to remove. You can remove multiple applications at once as long as you click the box preceding all the appropriate names.
- 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 application will re-appear on the **In Progress** screen.
- Each year there will be a global clean up of the online application system. Dormant applications will be removed (those with no activity for the past 12 months).

RECEIVE SCREEN

On this screen you can take the following actions

- **Access applications** and reference letters
- **Select and rank** applicants
- **Unsubmit** an application (when necessary)
- **Identify and track** missing documents
- **Export data** to an Excel spreadsheet
- **Release** applications to CIES

Tip 2: When you are in the **Receive** screen, think of the receive buttons – both green and grey – as “release” buttons. These buttons provide you with the functionality to forward applications to CIES. The applications will then move from the **Receive** screen to the **Manage** screen.

- Access and functionality for the green buttons (all applicants) and grey buttons (individual applicant) are the same as the **In Progress** screen.
- Do not use the green *receive application* button or the *receive all remaining applications* button on this screen as these actions will move all of the applications to the **Manage** screen. If this happens, contact VisitingFulbrightScholar@cies.iie.org to have the applications re-set to the **Receive** stage.
- You cannot use the *edit confirmation* button on this screen. This function is reserved for administrative use.

COLUMNS: All screen views are organized by columns. The General Default view has the following columns

Box: You need to click in the box to perform a function for an individual application (e.g. send an email message, unsubmit an application, etc.)

Printer Icon: By clicking this icon you can access, view and print a PDF version of the entire visiting scholar application.

Note: 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 as this will exit out from the entire Application Manager system.

Recs Submitted: The number following the print icon indicates the number of reference letters submitted for the applicant. By clicking on the number, you will access a screen where you can view and print the reference letters.

Cycle: Indicates the application cycle (academic year) for which the applicant is applying. Two application cycles may be active at any given time.

Note: If the applicant has entered the wrong application cycle you can correct this error by clicking on the edit user data button. Further instructions follow.

Application: Displays which program application the applicant completed (should be Fulbright Visiting Scholar)

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

Last Name: Applicants are listed alphabetically by last name, most recent application cycle first.

First Name

Gender

Degree

Field of Study (Discipline)

- **Status:** This is the field where you **select** applicants. Initially, the status field will display 'none.' From the drop down menu you may choose *principal*, *alternate* or *not selected*. To save your decisions:
 - Check the box preceding the applicant's name
 - Update the field and
 - Click on the grey *update status* button

Save updates for multiple applicants by checking the boxes preceding the appropriate applicant names before clicking on the grey *update status* button.

Program Name

Ranking: You can enter applicant preferences by entering a numeric value in this field. This is an optional field. To save your rankings, you must:

- Check the box preceding the applicant's name
- Update the field and
- Click on the grey *update status* button

Save rankings for multiple applicants by checking the boxes preceding the applicants' names before the clicking on the grey *update status* button

Date App Submitted: Records the exact time the applicant submitted the application to the system.

Other views include

ALL DATA view: You will find much of the applicant's data in this view. You can export these data to Excel by clicking on the *Export to Excel* button. This generates an Excel report that can be saved to your computer. You can then modify the data to make it compatible for uploading into your database.

Missing Documents view: You can identify documents that the applicant still needs to submit to complete his/her file. The applicant will also be able to view this information on the home page of his/her application in the *tracking* section. This view also carries over to the [Manage](#) screen for future use by you and CIES.

Customized views: Please contact VisitingFulbrightScholar@cies.iie.org if you would like a customized view created.

Green Button Functionalities: **Email, Message History and View Stats** have the same functionalities as the *In Progress* Screen

Receive all Applications: **Do not use this button.** It will release all applications to CIES rather than just the selected candidates. Use only the grey *receive application* button to forward principal and alternate candidates to CIES.

Note: If you do use this button by mistake, please contact VisitingFulbrightScholar@cies.iie.org to re-set the applications to the **Receive** stage.

Receive all Remaining Applications: **Do not use this button**. This button functions similarly to the *Receive all Applications* button. The difference is a technical one pertaining to batching reference letters.

Export to Excel: 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, e.g. the status for all applicants becomes *principal*.

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

Manual Entry of Applicant Data

Option 1: Entering Data through the **Receive** screen

- **Advantage to using the Receive screen option:** You do not have to go back and forth between Web sites or create a user ID for the applicant. However, you must complete the application in one session.

Start a New Application: You can create a new Visiting Scholar application. You will need to do this for any applicants 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 corner. However, any changes made to the application 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 created a new application, upon completing the data entry 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 screen, and
- On the next screen, click on *Close*.

This posts all the new information to the PDF version of the application.

Option 2: Using the Fulbright Visiting Scholar Application Site

<https://apply.embark.com/student/fulbright/scholars/>

- **Advantage to using the application site:** You have all the functionality an applicant has: you do not have to complete the entire application at one time. However, you will need to create a unique email address that will be used as the user ID and assign a password for each applicant.

Grey Buttons on the Receive Screen

Message History and Email Individuals: Same functionality as on the *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 grey *Update Status* button

You can save updates for multiple applicants by checking the boxes preceding the relevant applicant names.

Receive Applications: When you move applications from the *Receive* to *Manage* stage, you are releasing them to CIES for affiliation and grants administration. Only move applications that you have selected as either principals and/or alternates. All non-selects should remain in the *Receive* stage.

You can release applications to CIES individually or in groups. Use the grey *Receive Applications* button to move applications to the *Manage* stage.

- Click on the box preceding the applicant's name
- Click on the *Receive Applications* button
- You will receive a "warning" message about batches. You can ignore this message. Click *Okay* to release the application or *Cancel* not to release it.
- The application will no longer be accessible in the *Receive* screen. You will be able to access, view, and print the application in the *Manage* screen.
- When you release an application, the applicant receives an email message informing her/his that her/his application has been forwarded to CIES.

Edit User Data: By clicking on this button, you will enter an applicant's application. You can make certain edits to the application, e.g. fix an application cycle, date of birth, spelling of name, etc. For more substantive changes, you should unsubmit the application and instruct the applicant to make the necessary edits (see instructions below).

- Check the box preceding the applicant's name
- Click on the *Edit User Data* button [there is a 40-minute time out function for the application]
- Go to the Page scroll bar near the top of the screen and click on the appropriate page number
- Complete the changes on the page and click on *Save* (you can cut and paste text from Word documents into application text fields).

- In order to post the updates to the PDF view of the application, you must:
 - Click on the *Submit Application* button
 - On the next screen click the *Finish* button (ignore the other options)
 - On the next screen click on *Close* button

Note: *If you do not want to save your changes/updates, click on the **Quit** link. In the grey box that appears click on Cancel.*

Unsubmit Application: If an applicant needs to make significant revisions to her/his application, you should *Unsubmit* the application so that the applicant will have access to the application.

- Click on box preceding the applicant's name
- Click on *Unsubmit* button. You will receive a message asking you if you want to want to unsubmit the application. Indicate Yes.
- Contact the applicant to inform her/his of the necessary edits for her application. She/he will need to resubmit her/his application after she/he makes and saves the necessary changes to the application.

Note: *If you had already updated the status, program and ranking columns, you will need to redo this when the applicant resubmits her application.*

As mentioned previously, you can make changes to the application on behalf of the applicant. For example, if the applicant needs to submit a revised essay, you can post it to the application. The applicant would need to send you the new essay as an email attachment. Follow the same steps as editing the application. On the essay page you would:

- Click on *delete* essay link to remove the current essay.
- Click on the *Browse* button. Locate the file you want to upload. Upload the file.
- Click on the *Upload* button.
- To post the new essay to the PDF application view:
 - Click on the *Submit Application* button in the left column
 - On the next screen click on the *Finish* button (ignore the other options)
 - On the next screen click on the *Close* button

MANAGE SCREEN

The **Manage** screen offers at least four views to choose from.

General Default View: This view is almost identical to the **Receive** screen view

ALL Manage View: This is the baseline view which provides minimal demographic information for each applicant

Missing Documents View: Same as the view on the **Receive** screen which both you and CIES can update and use to communicate with one another in real time.

ALL DATA View: Same as the view on the **Receive** screen.

Customized Views: Any views that you have saved or had been created for you.

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 baseline **ALL Manage View**.

While the Manage screen is primarily used by ECA and CIES, you will be able to:

- **Access and print** applications and reference letters
- **Email applicants**
- **View Stats**
- **Export data** to Excel spreadsheets
- **Edit user data**
- **Make edits** to status, program and ranking columns
- **Track missing documents**
- **Access ALL DATA**

The only functionality that is unavailable to you is to **unsubmit an application**. If you need an application re-set to the **Receive** stage please contact

VisitingFulbrightScholar@cies.iie.org.

ARCHIVE SCREEN

Annually all Fulbright Visiting Scholar applications in the previous program cycle will be moved from the **Manage** stage to the **Archive** stage. They will remain accessible in the **Archive** stage for an additional period.

At any give time, up to five previous program cycles will be available in the **Archive** screen. There are two views:

ARCHIVE view: Contains general data fields.

ALL DATA view: Same view as found in the **Receive** and **Manage** screens.

Note: *The PDF view of the application is only accessible for 12 months.*

If you accidentally move an application to the **Archive** screen, you can correct the error by:

- Entering the **Archive** screen
- Clicking on the box that precedes the applicant's name and
- Clicking on the **Unarchive** button
- The application will move back to the **Manage** stage

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