

# Using the Embark Application Manager for the Visiting Fulbright Scholar Program

CIES Webinar

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# User Login Information

- CIES creates accounts and user IDs for Commission & Embassy staff
- Each user sets his/her own password upon receipt of Embark account notification
- CIES cannot access passwords, click on the [forgot password](#) link on the Application Manager login screen

# Application Manager Sections

Sections are based on application status:

- Allows easy filtering, communicating, and reporting to applicants based on which stage they are in the application process

**HOME** – contains all applications that have not been archived

- Search for applicants in this section

**IN PROGRESS** – contains all applications started, yet not submitted

**RECEIVE** – holding area for submitted applications

- Allows for online recommendations to be appended for batch processing
- Applications are hand-entered here
- External credentials to complete application can possibly be tracked here

**MANAGE**

- Receiving applications into the Manage section processes applications for printing and data transfer
- External credentials are usually tracked here
- Applications reside here through decision process

**ARCHIVE** – where completely processed applications are stored

**SETTINGS** – your administrative area for the application and Application Manager

# Application Manager Sections

All sections function in a similar fashion:

- **Default View**
- **Page Size**
- **Column sorting**
- **Search**
- **Saved views**
- **GREEN** buttons used for actions affecting all relevant applicants in a group or view
- **GREY** buttons used for actions with individual applicant (s)

# What You Can Do in Each Section

## IN EVERY SECTION

- Search
- Export to Excel
- Group Update of Custom Fields

## HOME / IN PROGRESS / RECEIVE / MANAGE Sections

- Email
- Publish Message
- Statistics

# Important Web Links

- CIES Fulbright Agency page:  
<http://www.cies.org/fulbrightagency.htm>
- Embark Application Manager:  
<https://admissions.embark.com>
- Embark Visiting Scholar Application:  
<https://apply.embark.com/student/fulbright/scholars>