

## **Section D: ApplyYourself**

This section contains information about the ApplyYourself inquiry, application, and recommendation management system.

### ***ApplyYourself Overview***

The ApplyYourself system consists of three components related to graduate studies: Prospect Management, Application Management, and Online Recommendation Management. Information on specific ApplyYourself procedures is found in the Procedures section of this manual.

#### **Prospect Management**

The Prospect Management system provides a Prospective Applicant form. Data collected from this form or from other prospective applicant sources are managed in the ApplyYourself WebCenter, the back-end system for managing prospective applicant data and initiating communication activities. The system's communication tools allow for immediate and targeted communications to prospective applicants. Querying and analysis tools allow for history viewing and activity tracking to assess the effectiveness of recruiting efforts.

#### **Application Management**

The Application Management system provides BYU application forms. Applicant communication and tracking are facilitated through dynamic email templates and querying tools. The system also contains statistical reporting and analysis tools. Business rules are created by Graduate Studies in order to streamline the unique workflow process and to automate manual tasks. For example, a business rule can be set up to send an automatic email to an applicant when an application is submitted. The user-friendly multi-part applications, PDF printing, document upload, manual application entry, and online fee payment provide additional functionality. Application data are uploaded to the AIM system daily.

#### **Online Recommendation Management**

The Online Recommendation Management system provides recommenders a step-by-step, secure method for submitting recommendations online. It also allows applicants to monitor recommendation status online. The system allows personalized messages to be sent to recommendation providers and provides authenticity verification. Recommendations are linked to the applicant's submitted application.

### **ApplyYourself Training**

Graduate Studies can provide ApplyYourself training to department graduate administrators. To schedule training, please contact Graduate Studies. The ApplyYourself website also contains training information, as well as help features.

### **ApplyYourself Support**

For technical problems with the ApplyYourself system, please consult the ApplyYourself online help and/or contact ApplyYourself Technical Support. For other issues and problems, contact Graduate Studies.

## ***ApplyYourself Procedures***

### **Log into ApplyYourself**

1. Navigate web browser to the ApplyYourself Webcenter (<https://webcenter.applyyourself.com>).
2. Log into the ApplyYourself Webcenter. The User ID and initial password are provided by Graduate Studies.
3. Enter Client ID: byugrad.
4. Enter User ID: (unique for department).
5. Enter Password: \*\*\*\*\*.
6. Click the *Login* button.

### **Update Account Information (name, email etc.) in ApplyYourself**

1. Navigate web browser to the ApplyYourself Webcenter (<https://webcenter.applyyourself.com>).
2. Log into the ApplyYourself Webcenter.
3. Enter Client ID: byugrad.
4. Enter User ID: (unique for department).
5. Enter Password: \*\*\*\*\*.
6. Click the *Login* button.
7. Click the *Manage My Account* link.

8. Change the *First Name*, *Last Name*, or *Email Address* as desired. This is the name and contact information of the person who receives notification emails from ApplyYourself.
9. Click the *Submit* link.

### **Change Password in ApplyYourself**

Note: The ApplyYourself system will prompt users to change the password every 60 days. Password changes are recommended, but not required.

1. Navigate web browser to the ApplyYourself Webcenter (<https://webcenter.applyyourself.com>).
2. Log into the ApplyYourself Webcenter.
3. Enter Client ID: byugrad.
4. Enter User ID: (unique for department).
5. Enter Password: \*\*\*\*\*.
6. Click the *Login* button.
7. Click the *Manage My Account* link.
8. Type the old password in the *Old Password* text field.
9. Type the new password in the *New Password* text field.
10. Retype the new password in the *Confirm Password* text field.
11. Click the *Submit* link.

### **Change Status Report Schedule in ApplyYourself**

1. Navigate web browser to the ApplyYourself Webcenter (<https://webcenter.applyyourself.com>).
2. Log into the ApplyYourself Webcenter.
3. Enter Client ID: byugrad.
4. Enter User ID: (unique for department).
5. Enter Password: \*\*\*\*\*.
6. Click the *Login* button.
7. Click the *Manage My Account* link.

8. Select how frequently you would like to receive an email listing Prospect and Applicant activity (*Daily, Weekly, or Do Not Receive*).

### **Log Out of ApplyYourself**

Click the *Logout* link in the upper right-hand corner of any ApplyYourself page.