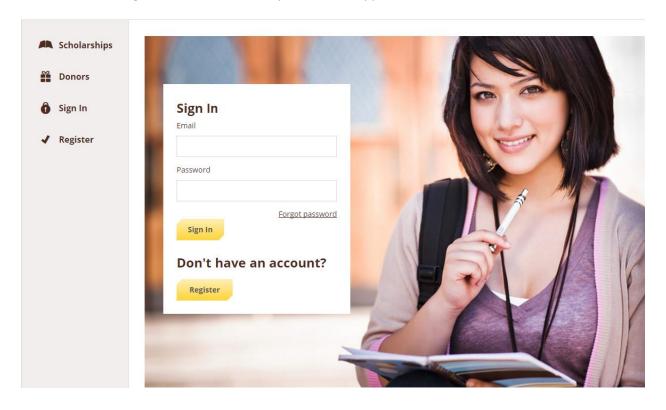# Reviewer Help Guide
Provided by AwardSpring

Navigate to http://nhsfoundation.awardspring.com to log in with your email address and password.
- Reviewer accounts may only be created by the NHSF administrator. Request a login from helen@nhsfoundation.org.
- The self-registration function is only for student applicants.



You will see your dashboard which displays a list of scholarships. These are the scholarships to which the applicants you will be reviewing have applied.



As the review process is underway, you will see percent complete (reviewed), number of applicants remaining to be scored, and the due date for each scholarship. Click the arrows next a column header to order (ascending or descending) by that particular value.
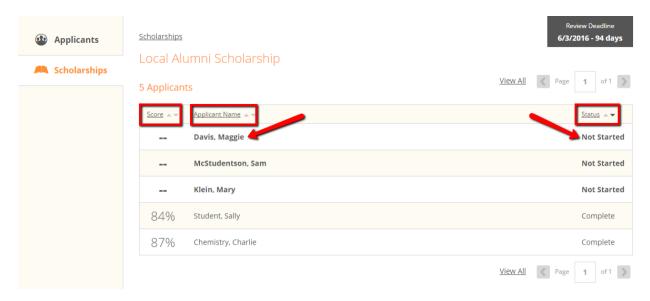
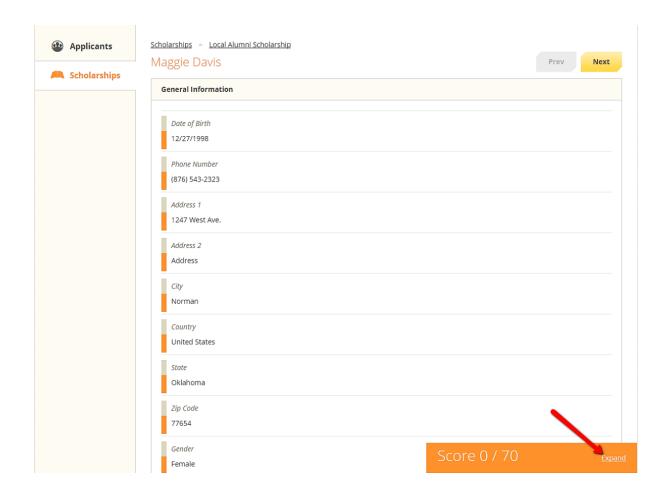Get started reviewing by clicking on a scholarship.



You will be taken to a screen where you can see all the applicants who have applied for that scholarship.
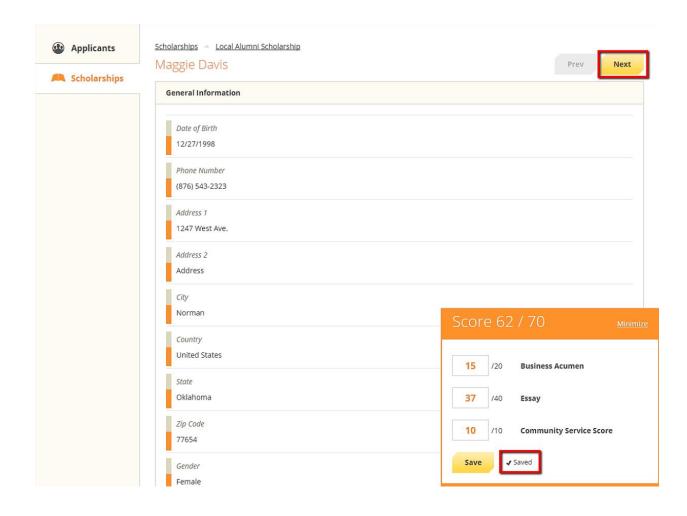
Click on an applicant to begin reviewing his/her application. We will be walking through reviewing Maggie Davis in the example.
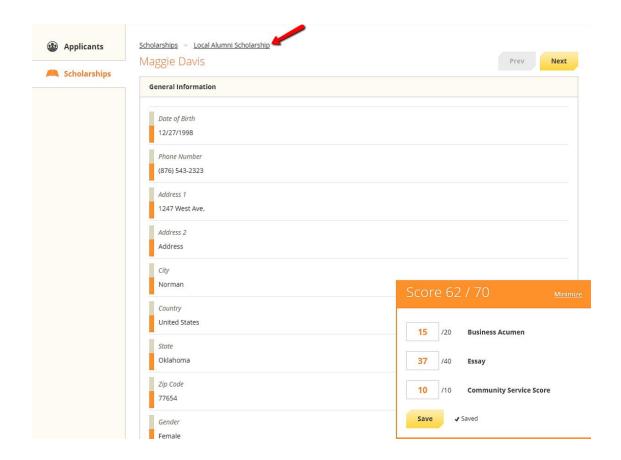


Click the "Expand" link in the lower right corner to expand the Score Card for Maggie's application.
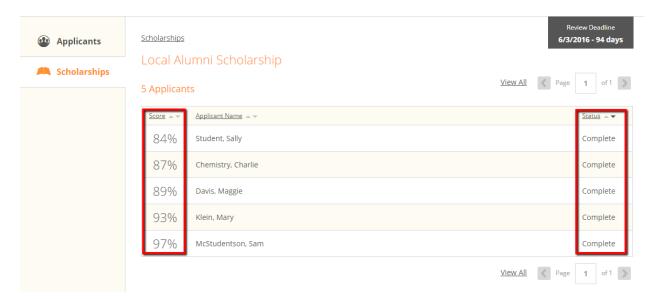
Once the Score Card is expanded, it remains locked in the bottom right hand corner of the screen as you proceed with reviewing the applicant's responses. As you input scores, the total will be automatically calculated and saved. After you have completed scoring an applicant, click the "Next" button at the top right screen to proceed with reviewing the next applicant.
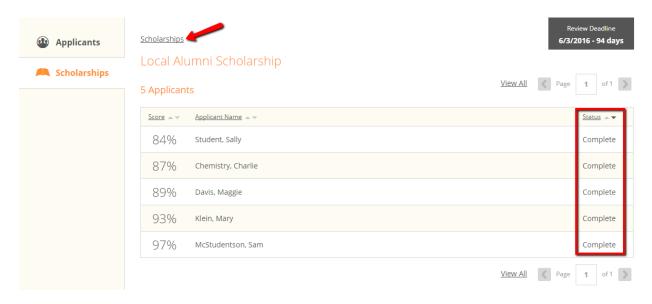
When you have reviewed all of your assigned applicants for the scholarship, click that scholarship's name link at the top of the page to see a summary of all applicants reviewed.
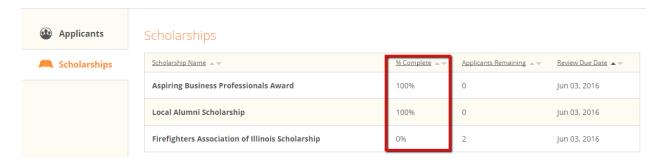
You will see the list of applicants assigned to you with their individual score percentages and review statuses.

After you have completed reviewing all of your applicants, your screen will resemble the following screen, with all applicants marked as "Complete." Click the "Scholarships" link at the top of the page to return you to the main dashboard page.



You are done reviewing for this award cycle when all scholarships display 100% complete.



Select the drop down at the top right of the screen to log out.