Tipsheet: ApplyYourself-Logging in and Searching

Overview
Applicants use the ApplyYourself System to apply online to the Graduate School. The Admissions Office uses ApplyYourself for downloading applications for export into Banner, finding application information about an applicant, and updating an applicant’s online checklist. You must first go to this site to log in: https://webcenter.applyyourself.com and then there are various ways to search for applicants.

Logging In
- In the upper left corner of this page, you will see the “Webcenter Login” section. Enter this information:
  - Client ID= gtu-g
  - User ID= your Apply Yourself user name
  - Password= your Apply Yourself password
- Your User ID was assigned by the Graduate School. Contact Mary Thomas (mt276@georgetown.edu) if you misplace your ID. If you misplace your password, click on the “Need Help?” link for assistance. ApplyYourself provides an online password search, and also a toll free number that you can call during business hours.
- Click “Go” to login.
The Application Module

*Note:* this is where you will find most of the information you will want to access

- To access the Application Module, go to the Main Menu in the green panel on the left, click on “Select a System,” then select on “Application System” and select “Application for Admission.”

Executing a Search

- Once you are in the Application Module, go to the Main Menu and click “Search for Applicants.”
- When you reach the Search screen, you will notice many options for searching for applicants. Decide which type of search best suits your needs.

Display Options

- When searching for an applicant, you can have ApplyYourself search applications that have been submitted, have not been submitted, or all records. It is helpful to be able to look at unsubmitted applications because there are often times students who are confused and forget to click the final Submit Application button. As a result, they believe that their applications are submitted when they actually are not.
- You can also select the number of records to be displayed per page.
Search by Date

- This option allows you to search all of your applications, based on the date that the application was begun (Creation Date) or the date it was submitted. The dropdown menu gives you lots of options for selecting a date.

Search by Individual

- Enter information, such as last name or first name, to search for the student.
  - ApplyYourself looks for exact matches. This means that if you enter a search for “John Smith,” the records returned will not include “John Smithe.”
  - You can search by any field singly, or a combination of fields.

Wildcard Searches

- If you are unsure how a student’s name is spelled, you can perform a “wildcard search” to bring back all similar records.
  - The wildcard marker is the percent sign (%).
  - For example, let’s say that you know the person’s first name is “Alison,” but you are not sure if there are one or two “l’s” or if there is an “i” or a “y.” You can go to the first name field and type “al%son” and click “Submit.”
Under “User Queries,” programs can search for all of their applicants specifically simply by scrolling down to their program and selecting the appropriate query. Also, please remember that you are able to run the Applicant Listing report in Cognos to a full listing of your applicants.

Search for a New Person

To begin a new search, you can click again on the “Search for Applicants” button, or click on “new search” at the bottom of the search results.

Search Results

Date application was submitted (or created if you search by creation date)

Has it been exported to Banner?
Click the student’s name to view the record and materials

Click the email address to bring up a window and compose a message to the student

Text overview of applicant’s personal information and the program to which he/she is applying

Application form in PDF format