ONLINE APPLICATION INSTRUCTIONS – FOR FACULTY LEADERS

1. To see who has applied to your program, go to https://global-education.butler.edu/
2. Login with your Butler credentials (No @butler.edu)

3. You will see your homepage or click the button to get there. Under “my Reviews,” all of the students who have applied for your program and their status are listed. You cannot click on the applicant until CGE has marked it “ready for review” which means they have a complete application. I will be monitoring this daily and will try to stay current with the applications.
4. Then review “Pending” students who are “ready to Review”

| Porter, Claire (ID: 10600) | 07/12/2018 | Current Status: Pending Ready for Review |

Review the application and tell Dena whom you want to admit. You can do this via email, or mark them, accordingly on the application at the bottom. *Keep in mind; we cannot officially admit students until we have met the budget’s break-even point. However, they can be internally accepted until we hit the break-even point.

**Recommendation:**

- Accept
- Reject
- Waitlist

Mark as completed
*Your review is not considered completed until this checkbox is marked. You can make preliminary notes and judgments here without marking the checkbox then return later to finalize your review later.*

- Apply to Multiple Applications
  *Your review can be applied to other applicants within this term/year combination.*

[Submit] [Cancel]

**Review applicants in batches - before applications are complete** (optional)

1. Select “Applicants” and “Search”

[Applicants] [Program]

[Search] [Advanced Search]

2. You only have access to your program’s applicants, so select “search” and your student’s will show up. You do not need to filter the search.
   a. However, if you ran a program last year, select the correct “Program Term” to get this year’s students.
3. I will be monitoring your student’s progress and will be looking for complete applications to reach our break-even point in the budget. If you want to monitor their applications, as well, you can click on each student to see what they have completed, or to see all of the student’s progress – run an Audit.
   a. Select “Progress Audit,” “Pre-decision”

4. Check All Materials and Questionnaires, Select “next”
Send a batch email to students

1. Select “Applicants” and “Search”
2. Select “Options” & “send email”
3. Select some or all students that you want to message. The system defaults to sending a message to everyone. You can unclick people that you do not want to email.
4. Send the email.