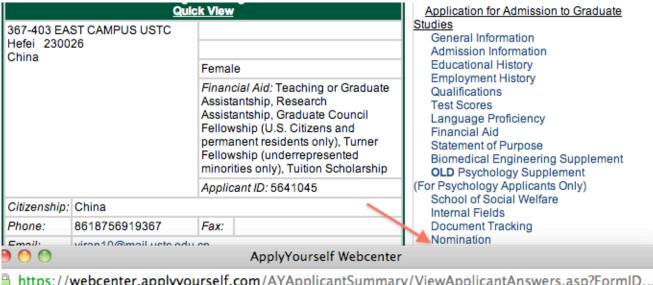
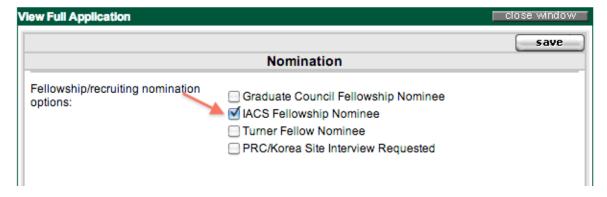
INSTRUCTIONS FOR DEPARTMENTS NOMINATING AN APPLICANT FOR AN IACS NEW RECRUIT AWARD WITHIN APPLY YOURSELF:

- 1. From the MAIN MENU, hit Select a System/ then Application System/ then Application for Admission.
- 2. From the APPLICATION MENU, Search for Applicants (using various search criteria).
- 3. From an individual opened application, use the navigation box on the right and click on Application for Admission to Graduate Studies. From the options, select Nomination.
- 4. You will then see a Nomination selection box. Check "IACS Award Nominee". Your screen should appear as below.



🖺 https://webcenter.applyyourself.com/AYApplicantSummary/ViewApplicantAnswers.asp?FormID...



5. You will then see a message indicating that your actions have triggered "business rules". Click "OK". This action will add the applicant to the IACS nominee roster and collect all pertinent information from his/her application.

