Thank you for participating as a scholarship review committee member. Review committees bring to the selection process the benefits of diverse outlooks, local knowledge, and the ability to rank candidates on quality of character, drive, and talent. This guide will assist you the review process for your awards.

1. When a scholarship pool (applicant group) is ready to be reviewed, committee members will receive an email to their JagMail account with a link which will direct them to their review workflow in JagSPOT.

Committee members can also access JagSPOT by going to https://southalabama.scholarshipuniverse.com/school/dashboard and use their single sign-on credentials (JagNumber and password) to login.

2. Upon logging into JagSPOT, select Review on the left-hand navigation bar.

Then select the Review Applications tile.

3. The Review Workflow shows the pools (groups) that have been assigned to the reviewer. To begin reviewing, select the Binoculars which will display the list of applicants.
4. To view an applicant data, select the Gavel icon.

A pop-up window will appear with the applicant’s information. Toggling between the Application, Matching, Academic, Finance, and Admissions tabs will reveal additional applicant information.

Letters of Recommendation or additional materials asked of the applicant are available on the application tab. Selecting the Letter of Recommendation link will display the letter in another pop-up window.

If the committee is using a scorecard (rubric), the right side of the student’s profile will display any scoring or questions that need answering for the selection process. If the committee is not using a scorecard, general ranking options from Strong No to Strong Yes will be the only option available.

5. Once review of the application is complete and any scoring and comments have been made, be sure to save all work. This will move the student to the completed review section of the workflow.