# Reviewer Instructions
## Terra Dotta Application Portal

## Login to the Fresno State Study Abroad Website

- Select **Fresno St Login** from the login screen.

- Login with your campus login credentials.
    - If you do not have an account already, please email studyabroad@mail.fresnostate.edu.

## Application Reviews in the *Reviewer Console*

- When an applications become ready for review, you will receive a daily email digest of all students that have become ready for your review within the last day.
- Go to the **Reviewer Console**. You will be prompted to login to the site. See above instructions for details about logging in.
- Select the student ( > ) that needs a review, then review the following documents before making a review decision.

    - Under the *Application Requirements* section, select each individual questionnaire to view applicant responses.

    - Review other items like applicant details (at the top), Profile Comments, Attached Documents, Recommendations, and other Reviews (will display other faculty leader reviews if already completed).

- Within the *Review* section (right side of screen)*,* leave a comment as needed, and then select **Approve** or **Reject**.

    - ***IMPORTANT NOTE***: When you make this decision, this <u>DOES NOT</u> automatically trigger the applicant's status to be approved.  The Study Abroad Office staff will manually update the applicant's official status after all review decisions are made for the applicant.

### *OPTIONAL:*

- To see all applications ready for review, select ☰ / ⌂ , then select **Reviewer Console** in the drop-down options.

- From the **Submitted Reviews** tab, you will be able to see previous proposals you have reviewed.

- From the **Pending Reviews** tab, you can see all of the faculty who have completed and submitted their proposal for review.