Instructions for the Admissions Volunteer Portal Notre Dame Club and/or Diversity Board Outreach Volunteers

1. Go to the Admissions Volunteer Portal Site

The Applicant Status Portal will be available soon after REA decision release (mid-December) through August 31. Please see point 12 below for the view of the portal when it is not accessible.

2. Log-in with your email and your password.

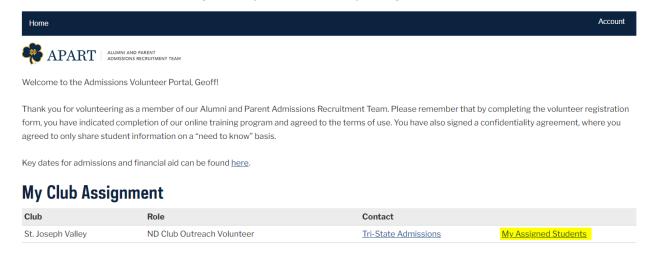
Login

Admissions Volunteer Portal

To log in, please enter your username and password.				
Username Password	Forgot Your Password?			
Login				

3. View student roster

To view students assigned to you, click on "My Assigned Students."



"My Assigned Students" will take you to a list of students assigned to you for contact you will see students populated here if you have been assigned a list of students to
contact. You will see First Year Students and Transfer Confirms separated on different
tabs.

4. View all students from club area or diversity board



- "Home" brings you back to the initial landing page.
- "Assigned Students" will take you back to this list of students assigned to you for contact.

5. View student details

Clicking on an individual student's name on the Home page will show more details on that student.

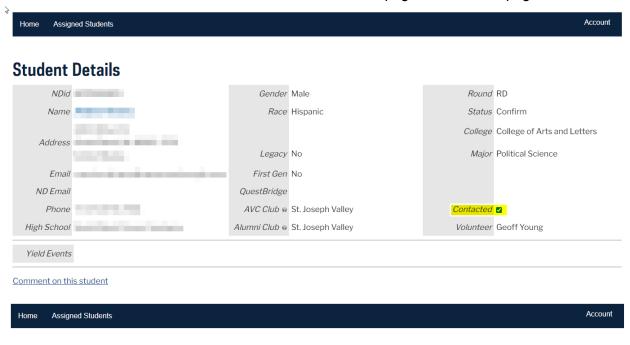


Comment on this student

- Please see the key at the end of this document for descriptions of the data points above.

6. Mark student as contacted

Our expectation is that each student will be contacted in some way by a volunteer (i.e., email, phone call, personal note). We ask that a volunteer who has made that outreach effort checks the "Contacted" box so we know that outreach has been made to that student. This can be done from the Student Details page or the Home page.

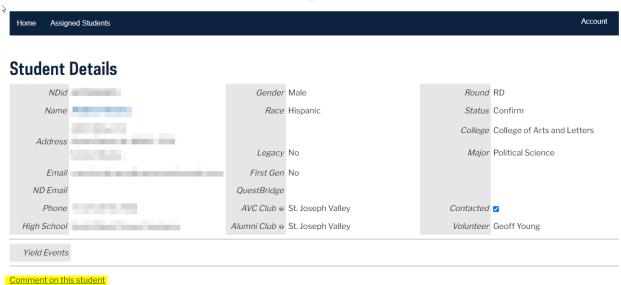


Assigned Students from the St. Joseph Valley Area



7. Provide a comment on student interaction

Both you and the assigned volunteer will have the ability to provide a comment on the interaction with the student. This can be used to provide general commentary or to forward a specific question a student may have to their admissions counselor.



- THINGIE OF THIS STUDENT
- Comments should be submitted if the student has a question.
- Comments should be submitted if the student provides any information that may be. helpful to the counselor (e.g., if they shared where they are attending college other than Notre Dame, concerns they have about enrolling).

8. Applicant feedback form

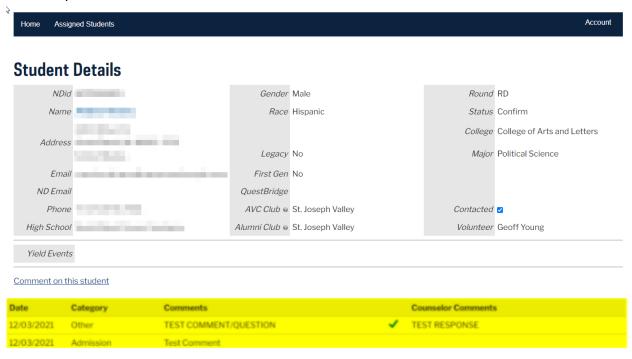
The "Comment on this student" link will send you to the Applicant Feedback form to log comments on a particular student from your interactions or pass along a question that student has that our office needs to follow up on.

Applicant Feedback Form

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2019 čany Action	
State of Name	
Student Name	
Service Section 2	
Volunteer Name	
MK Whittington	
Ch. h. Name	
Club Name	
Greater Orlando	
Category	
☐ Admission	
☐ Financial Aid	
Other	
Comments/Questions	
Submit Cancel	
Submit	

9. View comments and responses

You will be able to view your comments and response comments from the admissions representative on the individual student's record.



10. Update your address and phone number (when needed)



- Every volunteer will have the ability to update their address and phone number.
- If you need to update your email, please reach out directly.

11. Student Details Key

NDid	Student's NDID	
Name	First Name Last Name	
Address	Address provided on the application	
Email	Email provided on the application	
ND Email	Will appear for confirmed students (student needs to have activated their ND account)	
Phone	Phone number provided on the application	
High School	High School student currently attends	
Gender	F = Female M = Male Null = Student did not respond to the question	
Race	Students have the option to provide the information on the application.	
Legacy	Indicates if parent, step-parent, or legal guardian holds degree from Notre Dame Y = Yes, N = No	
First Gen	First Generation (parents/guardians did not receive a four-year college degree): Y = Yes, first generation; Null = No, not first generation	
QuestBridge	Notre Dame has partnered with QuestBridge , a non-profit which connects the nation's most exceptional, low-income youth with leading colleges and opportunities. Students are admitted through the Match process, or through the regular admissions process. Matched = QuestBridge Match (decision is binding) Applicant = Admitted through regular admissions process (decision is not binding)	
AVC Club	The Alumni Volunteer Club (AVC) is assigned based upon a student's high school address. From December through May, lists are based on the address of the student's high school (AVC Club). After June 1, lists are based on the student's home address (Alumni Club).	
Alumni Club	The Alumni Club is assigned based upon a student's home address. From December through May, lists are based on the address of the student's high school (AVC Club). After June 1, lists	

	are based on the student's home address (Alumni Club).	
Round	REA: Restrictive Early Action RD: Regular Decision	
Status	Admit = student has been admitted Confirm = student has sent their deposit and is planning to attend Confirm Pending = deposit is processing Cancel = student was admitted, but decided not to attend and has withdrawn	
College	Intended College	
Major	Intended Major	
Contacted	Indicates if student has been contacted (check mark only appears if manually indicated by volunteer)	
Volunteer	Volunteer assigned to contact student	

12. View when portal is not active

The Applicant Status Portal will be available soon after REA decision release through August 31. You will be notified when the portal is active. Note that administrative functions (i.e., address update, adding volunteers) can still be accessed through the "Account" link.

Home Account



Welcome to the Admissions Volunteer Portal, Karen!

Thank you for volunteering as a member of our Alumni and Parent Admissions Recruitment Team. Please remember that by completing the volunteer registration form, you have indicated completion of our online training program and agreed to the terms of use. You have also signed a confidentiality agreement, where you agreed to only share student information on a "need to know" basis.

Key dates for admissions and financial aid can be found here.

Applicant decisions are not currently available through this site. You will be notified via email when decisions are available (approximately mid-December). Administrative functions may still be accessed through the "Account" link.

My Club Assignment

Club	Role	Counselor
St. Joseph Valley	ND Club Admissions Volunteer Coordinator (AVC)	Erin Camilleri

Updated: December 6, 2021