

Instructions for the Admissions Volunteer Portal  
Admissions Volunteer Coordinator (AVC)  
Diversity Board Student Recruitment Assistant Director (DBSRAD)

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 16 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 the total roster of students, click on the “All Students” 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](#).

### My Club Assignments

Club ▼	Role	Contact
St. Joseph Valley	ND Club Admissions Volunteer Coordinator (AVC)	<a href="#">Tri-State Admissions</a> <a href="#">All Students</a> <a href="#">My Assigned Students</a>

- “All Students” will allow you to view all students from your area separated on different tabs by applicant type (First Year, Transfer Confirms, and Gateway Offered/Accepted).
- Gateway students will **only** be visible to AVCs and DBSRADs and cannot be assigned to other volunteers.
- “My Assigned Students” will take you to a list of students assigned to you for contact - you will see students populated here if you assign yourself a list of students to contact.
- Your regional team or contact is listed under Contact and their name links to their email.

#### 4. View all students from club area or diversity board

Home All Students Assigned Students Account

From December through May, lists are based on the address of the student's high school. After June 1, lists are based on the student's home address.

Please complete all outreach no later than May 1. All admitted students should be contacted and the interaction should be logged as a comment in the system.

##### Students from the St. Joseph Valley Area

First Year Transfer Gateway

[Export Spreadsheet](#)

Name	Round	Location	High School	Major	Status	Contacted	Volunteer
[Redacted]	RD	Granger, IN	[Redacted]	Biological Sciences	Confirm	<input type="checkbox"/>	[Dropdown]
[Redacted]	RD	Saint Joseph, MI	[Redacted]	Film, Television, and Theatre	Confirm	<input type="checkbox"/>	[Dropdown]

- "Home" brings you back to the initial landing page.
- "All Students" brings you back to the full list of your club's students.
- "Assigned Students" will take you to a list of students assigned to you for contact - you will see students populated here if you assign yourself a list of students to contact.

#### 5. Export the spreadsheet of students.

Home All Students Assigned Students Account

From December through May, lists are based on the address of the student's high school. After June 1, lists are based on the student's home address.

Please complete all outreach no later than May 1. All admitted students should be contacted and the interaction should be logged as a comment in the system.

##### Students from the St. Joseph Valley Area

First Year Transfer Gateway

[Export Spreadsheet](#)

Name	Round	Location	High School	Major	Status	Contacted	Volunteer
[Redacted]	RD	Granger, IN	[Redacted]	Biological Sciences	Confirm	<input type="checkbox"/>	[Dropdown]
[Redacted]	RD	Saint Joseph, MI	[Redacted]	Film, Television, and Theatre	Confirm	<input type="checkbox"/>	[Dropdown]

- AVCs and DBSRADs are the only ones with the ability to export student rosters.
- Each student population tab will have a separate download: First Year, Transfer, and Gateway.
- First Year and Transfer students will be visible to AVC and volunteers (they can be assigned to other volunteers in your club or board). Gateway students will **only** be visible to AVCs and DBSRADs and cannot be assigned to other volunteers.

## 6. View student details

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

### Student Details

<i>NDId</i> [redacted]	<i>Gender</i> Male	<i>Round</i> RD
<i>Name</i> [redacted]	<i>Race</i> White	<i>Status</i> Confirm
<i>Address</i> [redacted]	<i>Legacy</i> Yes	<i>College</i> College of Arts and Letters
<i>Email</i> [redacted]	<i>First Gen</i> No	<i>Major</i> Film, Television, and Theatre
<i>ND Email</i> [redacted]	<i>QuestBridge</i>	<i>Contacted</i> <input type="checkbox"/>
<i>Phone</i> [redacted]	<i>AVC Club</i> St. Joseph Valley	<i>Volunteer</i> [dropdown]
<i>High School</i> [redacted]	<i>Alumni Club</i> St. Joseph Valley	

Yield Events

[Comment on this student](#)

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

## 7. Assign a student to an active volunteer in your club or board.

This can be done from the Student Details page or from the overall student roster (All Students link). The volunteer will only be able to view students assigned to them. Only one volunteer may be assigned to a student at one time.

### Student Details

<i>NDId</i> [redacted]	<i>Gender</i> Male	<i>Round</i> RD
<i>Name</i> [redacted]	<i>Race</i> White	<i>Status</i> Confirm
<i>Address</i> [redacted]	<i>Legacy</i> Yes	<i>College</i> College of Arts and Letters
<i>Email</i> [redacted]	<i>First Gen</i> No	<i>Major</i> Film, Television, and Theatre
<i>ND Email</i> [redacted]	<i>QuestBridge</i>	<i>Contacted</i> <input type="checkbox"/>
<i>Phone</i> [redacted]	<i>AVC Club</i> St. Joseph Valley	<i>Volunteer</i> Mark Rolfes
<i>High School</i> [redacted]	<i>Alumni Club</i> St. Joseph Valley	Susan Clark
		Mark Rolfes

[Comment on this student](#)

## 8. 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.

Home All Students Assigned Students
Account

### Student Details

<i>NDid</i> [redacted]	<i>Gender</i> Male	<i>Round</i> RD
<i>Name</i> [redacted]	<i>Race</i> White	<i>Status</i> Confirm
<i>Address</i> [redacted]	<i>Legacy</i> Yes	<i>College</i> College of Arts and Letters
<i>Email</i> [redacted]	<i>First Gen</i> No	<i>Major</i> Film, Television, and Theatre
<i>ND Email</i> [redacted]	<i>QuestBridge</i>	<b>Contacted</b> <input checked="" type="checkbox"/>
<i>Phone</i> [redacted]	<i>AVC Club</i> St. Joseph Valley	<i>Volunteer</i> Mark Rolfes
<i>High School</i> [redacted]	<i>Alumni Club</i> St. Joseph Valley	

[Yield Events](#)

[Comment on this student](#)

Home All Students Assigned Students
Account

From December through May, lists are based on the address of the student's high school. After June 1, lists are based on the student's home address.

Please complete all outreach no later than May 1. All admitted students should be contacted and the interaction should be logged as a comment in the system.

## Students from the St. Joseph Valley Area

[Export Spreadsheet](#)

Name	Round	Location	High School	Major	Status ▼	Contacted	Volunteer
[redacted]	RD	South Bend, IN	[redacted]	Political Science	Confirm	<input type="checkbox"/>	[dropdown]
[redacted]	RD	South Bend, IN	[redacted]	Film, Television, and Theatre	Confirm	<input checked="" type="checkbox"/>	Mark Rolfes

- 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).

## 9. 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.

Home All Students Assigned Students Account

### Student Details

<i>NDid</i>	[Redacted]	<i>Gender</i>	Male	<i>Round</i>	RD
<i>Name</i>	[Redacted]	<i>Race</i>	White	<i>Status</i>	Confirm
<i>Address</i>	[Redacted]	<i>Legacy</i>	Yes	<i>College</i>	College of Arts and Letters
<i>Email</i>	[Redacted]	<i>First Gen</i>	No	<i>Major</i>	Film, Television, and Theatre
<i>ND Email</i>	[Redacted]	<i>QuestBridge</i>		<i>Contacted</i>	<input checked="" type="checkbox"/>
<i>Phone</i>	[Redacted]	<i>AVC Club</i>	<input type="radio"/> St. Joseph Valley	<i>Volunteer</i>	Mark Rolfes ▾
<i>High School</i>	[Redacted]	<i>Alumni Club</i>	<input type="radio"/> St. Joseph Valley		

*Yield Events*

[Comment on this student](#)

## 10. Applicant feedback form

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

### Applicant Feedback Form

2019 Regular Decision

Student Name  
[Redacted]

Volunteer Name  
Karen Putt

Club Name  
St. Joseph Valley

Category  
 Admission  
 Financial Aid  
 Other

Comments/Questions

## 11. View comments and responses

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

Home All Students Assigned Students
Account

### Student Details

<i>NDid</i>	[Redacted]	<i>Gender</i>	Male	<i>Round</i>	RD
<i>Name</i>	[Redacted]	<i>Race</i>	White	<i>Status</i>	Confirm
<i>Address</i>	[Redacted]	<i>Legacy</i>	Yes	<i>College</i>	College of Arts and Letters
<i>Email</i>	[Redacted]	<i>First Gen</i>	No	<i>Major</i>	Film, Television, and Theatre
<i>ND Email</i>	[Redacted]	<i>QuestBridge</i>		<i>Contacted</i>	<input checked="" type="checkbox"/>
<i>Phone</i>	[Redacted]	<i>AVC Club</i>	St. Joseph Valley	<i>Volunteer</i>	<input type="text"/>
<i>High School</i>	[Redacted]	<i>Alumni Club</i>	St. Joseph Valley		

[Yield Events](#)

[Comment on this student](#)

Date	Category	Comments	Counselor Comments
12/03/2021	Other	TEST COMMENT/QUESTION	✓ TEST RESPONSE
12/03/2021	Admission	Test Comment	

## 12. View all active volunteers

You will be able to view all active volunteers who have been given access in our system to assist with outreach efforts.

Home
Account

### Active Volunteers for St. Joseph Valley

Name	Role	Email	Primary P
[Redacted]	ND Club Admissions Volunteer Coordinator (AVC)	[Redacted]	[Redacted]

[Volunteers - St. Joseph Valley](#)
  
[My Info](#)
  
[Logout](#)

### Need to add a volunteer?

Please submit [this form](#) to send an invitation to a new volunteer. New volunteers will receive an email with a form they will need to complete. After they complete their form, they will be added to the system within a week.

- All volunteers will remain in the system at the end of the admissions cycle every year. We will ask you to review volunteers on an annual basis to let us know who is no longer active.

### 13. Request new volunteers be added to the system

Home Account

#### Active Volunteers for St. Joseph Valley

Name	Role	Email	Primary Phone	Cell Phone
[REDACTED]	ND Club Admissions Volunteer Coordinator (AVC)	[REDACTED]	[REDACTED]	

#### Need to add a volunteer?

Please submit this form to send an invitation to a new volunteer. New volunteers will receive an email with a form they will need to complete. After they complete their form, they will be added to the system within a week.

- To add a volunteer to your club area:
  - Submit the form highlighted above (the form will need to be submitted for every volunteer you want to add to the system)
  - Volunteer will receive an email with a link to a form they need to complete
  - The Office of Admissions will receive the form and will grant access to the volunteer within a week
  - The volunteer name and role will appear in your list once we activate them

### 14. Update your address and phone number (when needed)

Home Account

#### My Information

[Update](#)

Name	Karen Putt
Address	218D Main Building Notre Dame, IN 46556-5602 United States
Primary Phone	+1 574-631-3401
Cell Phone	

Volunteers - St. Joseph Valley

**My Info**

Logout

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

## 15. 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 <a href="#">QuestBridge</a> , 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

## 16. 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.



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