

## How to Modify Your Applicant Pool in ADMIT

- 1) Log in to myuvm.uvm.edu to access the applications
  - A) Click on the Resources tab in your portal account
  - B) Scroll down and to the right click on “Graduate Application Review Materials”
  - C) Click on “Admit” button – you may have to enter your netid and password one more time.
- 2) Here is a sample applicant pool

The screenshot shows the 'UVMGrad - Admit' interface. At the top, there are tabs for 'Applications', 'Configure', 'Activities', and 'Users'. Below these are dropdown menus for 'Actions', 'Searches', and 'Reports'. The main area is a table with columns: Last Name, First Name, UVM ID, Term Applied, Date Submitted, Last Edited Date, and several columns with truncated text (Or..., Pr..., De..., Sp..., Pr..., Gr..., De...). The 'Last Name' column has a small upward-pointing triangle. A green circle highlights this triangle with an arrow pointing to a callout box that says 'You can sort by ascending or descending by clicking on this triangle.' Another green circle highlights the vertical bar between 'Term Applied' and 'Date Submitted' with an arrow pointing to a callout box that says 'You can grab the bar between columns to adjust column width.' A third green circle highlights the top row of the table with an arrow pointing to a callout box that says 'You can use the top row to search within the column'. The table contains several rows of applicant data, with some fields redacted with black bars.

Last Name	First Name	UVM ID	Term Applied	Date Submitted	Last Edited Date	Or...	Pr...	De...	Sp...	Pr...	Gr...	De...	
[REDACTED]	[REDACTED]	[REDACTED]	Summer 2015	2014-11-09	2015-04-01T07:01:38	PT	Ph...	DPT	Ger...	De...	Deny	2	
[REDACTED]	[REDACTED]	[REDACTED]	Summer 2015	[REDACTED]	4-01T07:05:53	PT	Ph...	DPT	De...	Deny	2	2	
[REDACTED]	[REDACTED]	[REDACTED]	Fall 2015	[REDACTED]	8-28T14:41:12	PH...	Ph...	MS	Ad...	Admit	2	2	
[REDACTED]	[REDACTED]	[REDACTED]	Fall 2015	[REDACTED]	4-28T08:32:27	PSYC	Psy...	PHD	Psy...	De...	Deny	2	
[REDACTED]	[REDACTED]	[REDACTED]	Fall 2015	[REDACTED]	5-20T08:19:17	EE	Ele...	PHD	Sig...				
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8-29T13:22:27	PT	Ph...	DPT	De...	Deny	2	2	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8-18T05:45:21	HESA	Hig...	MED	Admit	Ad...	I ac...	2	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2014-12-15	2015-03-29T15:17:01	PT	Ph...	DPT	De...	Deny	2	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2014-10-26	2015-04-28T08:18:08	PSYC	Psy...	PHD	De...	Deny	2	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2014-10-24	2015-01-20T11:11:44	ELPS	Ed...	PHD	Hig...			
[REDACTED]	[REDACTED]	[REDACTED]	Spring 2015	2014-11-15	2015-02-13T14:56:51	EE	Ele...	MS	Mat...	Admit	Admit	I d...	2
[REDACTED]	[REDACTED]	[REDACTED]	Fall 2015	2014-08-11	2015-02-12T15:30:09	BIOS	Bio...	MS	Car...	Admit	Admit	I ac...	2
[REDACTED]	[REDACTED]	[REDACTED]	Fall 2015	2015-04-22	2015-06-26T08:55:04	SPED	Sp...	MED	auti...				
[REDACTED]	[REDACTED]	[REDACTED]	Fall 2015	2014-10-02	2015-02-05T13:14:30	CH...	Ch...	PHD	Ino...	Ad...	Ad...	I ac...	2
[REDACTED]	[REDACTED]	[REDACTED]	Fall 2015	2014-12-26	2015-04-20T13:21:38	PSYC	Psy...	PHD	So...	De...	Deny	2	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2014-11-25	2015-01-18T06:44:00	MIPS	MS...	PHD				