ApplyYourself is the Graduate School’s online application system, where graduate programs self-manage applications. Below are basic instructions on how to maneuver throughout the ApplyYourself Web Center. The Web Center is the administrative side of the ApplyYourself application system. Each degree program has been issued a Record Access Account allowing each department to only view their applications.

The Graduate School can work with your program to develop a virtually paperless application process, just let us know if you are interested by emailing gradadmin@missouri.edu.

Logging into the Web Center

The ApplyYourself Web Center is located at https://webcenter.applyyourself.com/

Once your account has been created, you will receive the following required log in information from the Graduate School.

Client ID: umc-grad
User ID: Your MU PawPrint
Password: Set-up info. contained in email sent by Hobsons

Updating your User Profile

From the Main Menu screen, click on Update Profile located at the top of the page.
On this page, you may subscribe to automatic status messages that will alert you of new materials daily or weekly.

Accessing Applications for Admission

From the navigation bar on the left side of the screen under Main Menu, follow the path (Select a System> Application System> Application for Admission) and click on Application for Admission.

After clicking on Application for Admission, the following screen will appear.
On the right hand side of the screen you will see a square box entitled **Overview** which will give a snapshot of application activity for your program. There is a 24 hour time delay from the time an application has been submitted to the time the application appears in the Overview count.

To **search for applicants**, click on **Search for Applicants** on the left navigation bar.

To find all of your applications to date, follow these instructions:

Under **Display Options/Record Options**, keep the radio button set on **Submitted**: Please note: the system default for number of displayed records is 50; you may change this option each search if you wish.

Under **Search by Date**, keep radio button set to **Submission Date**; change the search period by clicking the down arrow next to the Select box and choose from the drop down list.

Click **Submission Date** and choose **All** in the drop down.
You may also search for applications by date of submission, applicant name (last or first), applicant’s email address, birth date, etc. You may also search for un-submitted applications.

**Search Tip:** the wildcard symbol, %, can be used when you need to broaden the search. For example, if you know an applicant’s name but the search is not bringing them up, try placing a % before or after the name for more results.

Queries are pre-formatted searches. Queries are set-up to search on specific application fields. Click on the User Queries drop-down to view the pre-formatted queries.
Below is an example of a query for all Fall applicants

From any Search Results screen, applicant name, email address, submission date, as well as the mapped PDF copy of the application may be reviewed.

The Applicant Summary Screen

To open the Applicant Summary Screen click on the applicant’s name. The Applicant Summary Screen offers a snap-shop of the application and allows further drill-down into the application sections.

The Applicant Summary Screen expanded

**Personal Information**: Contains applicant addresses, citizenship categories, race/ethnicity, etc. **All information in this section has been submitted by the applicant.**

**Application Information**: Contains academic program of interest, focus area, term of entrance, etc. **All information in this section has been submitted by the applicant.**

**Educational History**: Contains applicant educational history from high school through post-secondary schooling. This is the page where applicants **are required to upload** their own unofficial transcripts. **All information in this section has been submitted by the applicant.**

**Test Information**: Contains applicant self-reported standardized test scores information such as GRE, GMAT, and TOEFL. Applicants are able to upload copies of their test reports to this page. **All information in this section has been submitted by the applicant.**
Supplemental information: Contains supplemental application materials uploaded to the application system by the applicants. May include resume or vita, personal statements, and/or degree program application. All information in this section has been submitted by the applicant.

GRAD SCHL: Transcript Uploads: In-active page, no longer in use.

GRAD SCHL: Official Test Scores: Contains official standardized test scores directly from the testing services. All information in this section is provided by the Graduate Admission Office.

GRAD SCHL: Immigration Documents: Contains information on if/when the I-20 (required for visa appointments overseas) was sent and the mailing address. All information in this section has been provided by the Graduate Admission Office.

GRAD SCHL: Required Admission Docs: Contains information regarding transcripts or documents needed by the Graduate Admission Office. This information is inserted in the official admission letter from the Graduate School. All information in this section has been provided by the Graduate Admission Office.

DEPT: GPA Entered by Dept General Comments: Contains grade point average information entered by degree program and general comments. This information is not required; however the fields are available for degree program use. The GPA and General Comment fields can be exported. All information in this section would be provided by the degree program.

DEPT: Application Decision Form: Used by Academic programs to accept or deny individual applicants. These forms are batch-processed daily by the Graduate Admission Office.

Supporting Document Status

The receipt status of recommendations, standardized (“official”) test scores, and electronic recommendations is viewable from the Applicant Summary Screen as well. Click on the individual links to view status.

Recommendations

☐ An open square with no shading indicates the recommendation request has been sent to the recommender, but the recommendation has not been started.

☐ A partially shaded square indicates the recommender has logged in and has begun the recommendation, but the recommendation has not been submitted.

☐ A fully shaded square will be visible if an electronic recommendation has been completed and received.

Click on the Recommendation link to expand the recommendation section.
Standardized Test Scores

- Official test scores, received from the testing services, are loaded to the application by the Graduate School. A fully shaded square will be visible after test scores have been loaded to the application.

Transcripts

- Applicants are required to upload unofficial copies of transcripts, as part of the submission process. The status of unofficial transcripts will be marked as "Received (Unofficial)" after applicant upload and cursory review by Graduate Admissions. The status will be updated to "Received (Official)" after program acceptance and Graduate School receipt of official transcripts.
  - A partially shaded square indicates the applicant uploaded unofficial transcripts to their application.
  - A fully shaded square indicates the Graduate School has received official transcripts for the applicant.

Complete Status

- Disregard the Complete Status section of the Applicant Summary Screen. These fields are used by the Graduate School for administrative purposes. These fields do not accurately reflect the overall complete status of the application.
Printing Applications for Admission

Once you have found your application(s), you may wish to print one or more application(s) to PDF. Follow the steps below to print applications to PDF.

To print a single application to PDF, click on the PDF icon. The file will batch-print, meaning all uploaded files and submitted recommendations will be included.

The application file could then be saved to a local network folder or uploaded to another site (e.g. Blackboard or SharePoint) for review.

To batch-print all applications to one PDF file, follow the steps below.

Click on the check mark next to the statement **Click to select or de-select all records on this page**. By clicking the check mark, you will select all records on that page. (If you do not wish to print all applications from your search, you may click the box next to each record to choose one or more applications).

After choosing the records you wish to print, go to the **Select an Action** box in the lower right of the screen: scroll down to **Print Application**. After selecting **Print Application**, click **Go** at the bottom of the screen.
After clicking **Go**, you will see the following screen.

You may wish to **Record an Action**, which is not required, but you may wish to keep track of these.

If your printer allows for duplex (double-sided printing), click the **Use Duplex Printing** box.

If you would like all **uploaded documents** associated with the application (the 2-page application for admission, personal statement, transcripts uploaded by Grad Admissions, etc.), then leave the box checked.

Click the final box if you would like the **electronic recommendations** that have been submitted with each application.

After you click **Print**, please wait until the PDF file pops up with the applications.

After the PDF file has been returned, you may either print the file or save the file on your computer/network.

**Note:** the first page will always have a cover sheet like the one below.

When you have completed printing your applications, you will be returned to the **Applicant Search** screen. At this time, you may select applications and perform other actions from the **Select an Action** list or you may return to the Main Menu.
If you wish to print **more than 30 applications**, the system will automatically break the print job up into smaller batches. To access the applications, you will have access and print the applications in a different way.

To access the applications, go to the **Application for Admission** main menu and click on the **Application Batches** button in the lower right corner of the screen.

Click **View** to open and save or print the PDF file.

This packet is intended to give new users an overview of the system and highlight basic system features. Check out the [Graduate Admissions Toolkit](#) for more resources related to the application system and the graduate admission process at MU.

Please contact the Graduate Admission Office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) for more information or to schedule a training session.