

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

1. **Go to the [AVC 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.”

HomeAccount

 **APART** | ALUMNI AND PARENT
ADMISSIONS RECRUITMENT TEAM

Welcome to the Admissions Volunteer Portal, MKI

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 Assignment

Club	Role	Counselor	
Greater Orlando	ND Club Outreach Volunteer	Mary Katheryn Whittington	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 Assigned Students Account

Assigned Students from the Greater Orlando Area

First Year Transfer

Name	Round	Location	High School	Major	Status	Contacted	Volunteer
Suzanne Smith	REA	Orlando, FL	Lake Nona High School	Chemistry	Confirm	<input type="checkbox"/>	MK Whittington

- "Home" brings you back to 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.

Home Assigned Students Account

Student Details

<i>NDid</i>	80084480	<i>Round</i>	REA
<i>Name</i>	Suzanne Smith	<i>Status</i>	Confirm
<i>Address</i>	8000 Wilshire St Orlando, FL 32817-1004 United States	<i>High School</i>	Lake Nona High School
<i>Gender</i>	Female	<i>College</i>	College of Science
<i>Race</i>	White	<i>Major</i>	Chemistry
<i>Email</i>	suzanne@gnf.com	<i>Legacy</i>	Yes
<i>ND Email</i>	suzanne@nd.edu	<i>First Gen</i>	No
<i>Phone</i>	+1 817.388.8842	<i>Contacted</i>	<input type="checkbox"/>
		<i>Volunteer</i>	MK Whittington

[Yield Events](#)

[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.

Student Details

<i>NDid</i>	XXXXXXXXXX	<i>Round</i>	REA
<i>Name</i>	XXXXX XXXXX	<i>Status</i>	Confirm
<i>Address</i>	XXXXX XXXXX St Orlando, FL XXXXX-XXXX XXXXX XXXXX	<i>High School</i>	Lake Nona High School
<i>Gender</i>	Female	<i>College</i>	College of Science
<i>Race</i>	White	<i>Major</i>	Chemistry
<i>Email</i>	xxxxxx@gmail.com	<i>Legacy</i>	Yes
<i>ND Email</i>	xxxxxx@nd.edu	<i>First Gen</i>	No
<i>Phone</i>	+1 XXX-XXX-XXXX	Contacted	<input checked="" type="checkbox"/>
		<i>Volunteer</i>	MK Whittington

Yield Events

[Comment on this student](#)

Assigned Students from the Greater Orlando Area

First Year **Transfer**

Name	Round	Location	High School	Major	Status	Contacted	Volunteer
XXXXXX XXXXX	REA	Orlando, FL	Lake Nona High School	Chemistry	Confirm	<input checked="" type="checkbox"/>	MK Whittington

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.

Home	Assigned Students	Account
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Student Details

NDId	80024480	Round	REA
Name	Sarah Whittington	Status	Confirm
Address	80024480 Charlotte, NC 28207-7054 United States	High School	Wake Forest High School
Gender	Female	College	College of Science
Race	White	Major	Chemistry
Email	swhittington@wake.edu	Legacy	Yes
ND Email	swhittington@nd.edu	First Gen	No
Phone	+1 407 508 1234	Contacted	<input checked="" type="checkbox"/>
		Volunteer	MK Whittington

[Yield Events](#)

Comment on 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

[Sarah Whittington@wake.edu](#)
2019 Early Action

Student Name

Volunteer Name

Club Name

Category
 Admission
 Financial Aid
 Other

Comments/Questions

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.

Home Assigned Students
Account

Student Details

<p><i>NDid</i> 1000000000</p> <p><i>Name</i> Name (Person)</p> <p><i>Address</i> 1234 Main St Notre Dame, IN 46556 United States</p> <p><i>Gender</i> Female</p> <p><i>Race</i> White</p> <p><i>Email</i> student@nd.edu</p> <p><i>ND Email</i> student@nd.edu</p> <p><i>Phone</i> +1 (812) 333-3333</p>	<p><i>Round</i> REA</p> <p><i>Status</i> Confirm</p> <p><i>High School</i> Notre Dame High School</p> <p><i>College</i> College of Science</p> <p><i>Major</i> Chemistry</p> <p><i>Legacy</i> Yes</p> <p><i>First Gen</i> No</p> <p><i>Contacted</i> <input checked="" type="checkbox"/></p> <p><i>Volunteer</i> MK Whittington</p>
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Yield Events

[Comment on this student](#)

Date	Category	Comments	Counselor Comments
08/26/2019	Other	Test Comment	
08/22/2019	Admission	TEST COMMENT/QUESTION	✓ TEST RESPONSE TO QUESTION

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

Home
Account

My Information

Update

<i>Name</i>	MK Whittington
<i>Address</i>	217LL Main Building Notre Dame, IN 46556 United States
<i>Primary Phone</i>	+1 574-631-7505
<i>Cell Phone</i>	

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.

11. Student Details Key

Round

REA = Restrictive Early Action

RD = Regular Decision

Status

Confirm = student submitted deposit to attend Notre Dame

Cancel = student plans to attend another university

Admit = student hasn't responded to our offer of admission

Legacy

Yes = Student's parent, step-parent, or legal guardian attended Notre Dame or student's uncle is a Holy Cross priest

First Gen

Yes = neither parent has a Bachelor's degree

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



APART

ALUMNI AND PARENT
ADMISSIONS RECRUITMENT TEAM

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