

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.”

HomeAccount

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

Welcome to the Admissions Volunteer Portal, Geoff!

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	Contact
St. Joseph Valley	ND Club Outreach Volunteer	Tri-State Admissions 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

Assigned Students from the St. Joseph Valley Area

First Year **Transfer**

Name	Round	Location	High School	Major	Status	Contacted	Volunteer
[Redacted]	RD	South Bend, IN	[Redacted]	Political Science	Confirm	<input type="checkbox"/>	Geoff Young

- "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.

Student Details

<p><i>NDid</i> [Redacted]</p> <p><i>Name</i> [Redacted]</p> <p><i>Address</i> [Redacted]</p> <p><i>Email</i> [Redacted]</p> <p><i>ND Email</i> [Redacted]</p> <p><i>Phone</i> [Redacted]</p> <p><i>High School</i> [Redacted]</p>	<p><i>Gender</i> Male</p> <p><i>Race</i> Hispanic</p> <p><i>Legacy</i> No</p> <p><i>First Gen</i> No</p> <p><i>QuestBridge</i></p> <p><i>AVC Club</i> St. Joseph Valley</p> <p><i>Alumni Club</i> St. Joseph Valley</p>	<p><i>Round</i> RD</p> <p><i>Status</i> Confirm</p> <p><i>College</i> College of Arts and Letters</p> <p><i>Major</i> Political Science</p> <p><i>Contacted</i> <input type="checkbox"/></p> <p><i>Volunteer</i> Geoff Young</p>
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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.

Home Assigned Students
Account

Student Details

<i>NDId</i> [Redacted]	<i>Gender</i> Male	<i>Round</i> RD
<i>Name</i> [Redacted]	<i>Race</i> Hispanic	<i>Status</i> Confirm
<i>Address</i> [Redacted]	<i>Legacy</i> No	<i>College</i> College of Arts and Letters
<i>Email</i> [Redacted]	<i>First Gen</i> No	<i>Major</i> Political Science
<i>ND Email</i> [Redacted]	<i>QuestBridge</i>	Contacted <input checked="" type="checkbox"/>
<i>Phone</i> [Redacted]	<i>AVC Club</i> St. Joseph Valley	<i>Volunteer</i> Geoff Young
<i>High School</i> [Redacted]	<i>Alumni Club</i> St. Joseph Valley	

[Yield Events](#)

[Comment on this student](#)

Home Assigned Students
Account

Assigned Students from the St. Joseph Valley Area

Name	Round	Location	High School	Major	Status	Contacted	Volunteer
Alvarez, Andres	RD	South Bend, IN	South Bend Career Academy	Political Science	Confirm	<input checked="" type="checkbox"/>	Geoff Young

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

Student Details

NDID		Gender	Male	Round	RD
Name		Race	Hispanic	Status	Confirm
Address		Legacy	No	College	College of Arts and Letters
Email		First Gen	No	Major	Political Science
ND Email		QuestBridge		Contacted	<input checked="" type="checkbox"/>
Phone		AVC Club	St. Joseph Valley	Volunteer	Geoff Young
High School		Alumni Club	St. Joseph Valley		

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, Sarahand.parkinson@gmail.com
2019 Early Action

Student Name
Sarah Johnson

Volunteer Name
MK Whittington

Club Name
Greater Orlando

Category
 Admission
 Financial Aid
 Other

Comments/Questions

Submit Cancel

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

NDID	[Redacted]	Gender	Male	Round	RD
Name	[Redacted]	Race	Hispanic	Status	Confirm
Address	[Redacted]	Legacy	No	College	College of Arts and Letters
Email	[Redacted]	First Gen	No	Major	Political Science
ND Email	[Redacted]	QuestBridge		Contacted	<input checked="" type="checkbox"/>
Phone	[Redacted]	AVC Club	St. Joseph Valley	Volunteer	Geoff Young
High School	[Redacted]	Alumni Club	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	

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

Home Account

My Information

[Update](#)

Name	[Redacted]
Address	217LL Main Building Notre Dame, IN 46556 United States
Primary Phone	+1 574-631-7505
Cell Phone	

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

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
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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