

advistream

holistic advising: empowered students

Apply to University of Chicago Summer Programs

A student's guide to getting started

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AdviseStream

To create an account, go to <https://uchicago.advisestream.com/signup>.

If you already have an AdviseStream account click Log in at the bottom of the screen.

advisestream
holistic advising | empowered students

The University of Chicago

Create Account

first name *

last name *

email *

ACADEMIC PROGRAM TYPE *

institution name *

Start Term * Start Year *

Start Term * 2016

End Term * End Year *

End Term * 2016

sign up token *

Yes, I agree to the Terms of Service *

Cancel Get Started!

[Already have an account? Log In](#)

THE UNIVERSITY OF CHICAGO

Terms of Service © 2010 - 2016 AdviseStream, Inc. All rights reserved.

Sign up

Enter all required fields. If your institution name is not listed, click + add new institution to the list.

Use the sign up token associated with the program you are applying for:

CAMP:

f4ddf24e61816141d584edc1b09488c2

PSOMER:

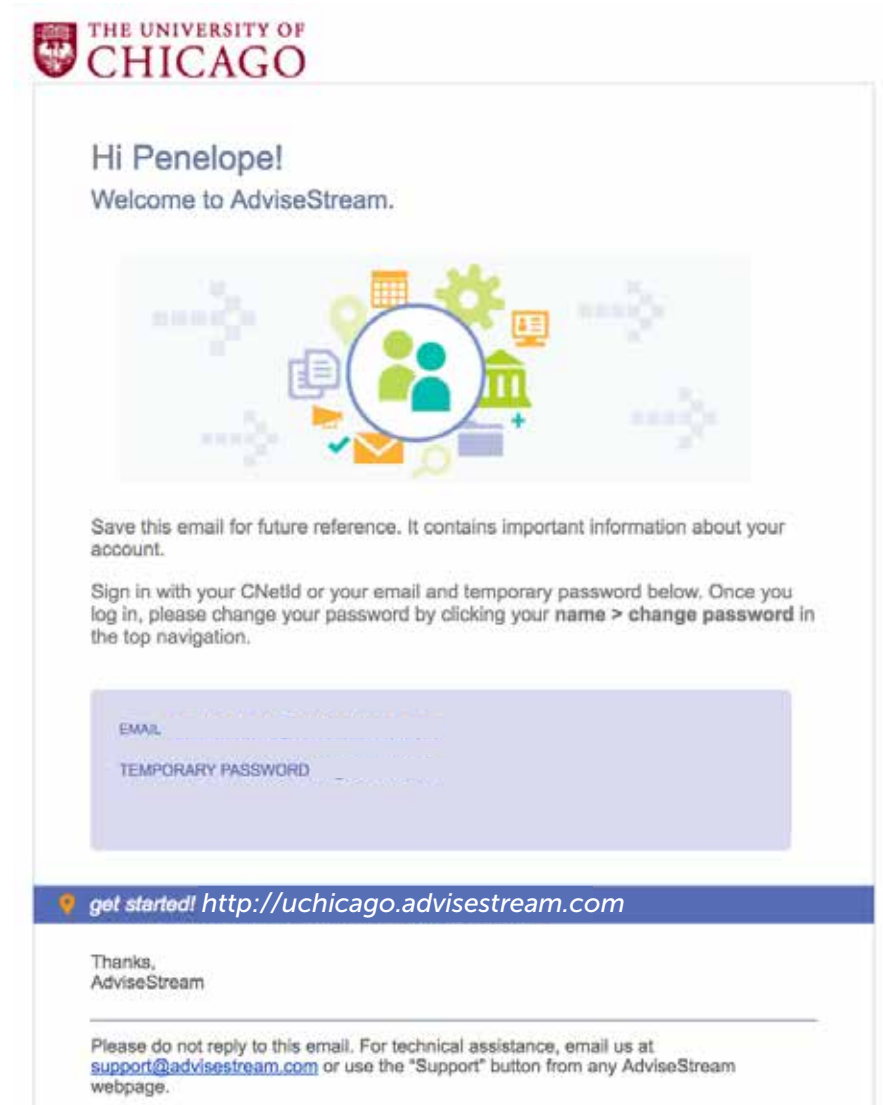
f4ddf24e61816141d584edc1b09488c2

Click **Get Started** to finish creating your account.

The image displays two screenshots of the 'Create Account' form. The left screenshot shows the 'Institution' dropdown menu open, listing several institutions and a red box highlighting the '+ Add a new Institute to the list.' option. The right screenshot shows the 'Add a new Institution' section with 'demo university' entered in the 'Add a new Institution' field, 'Semester System' selected in the dropdown, and 'programtokengoeshere' entered in the 'sign up token*' field. The 'Get Started' button is highlighted in red in both screenshots.


Welcome email

Look for a welcome email with your temporary password, then navigate to <https://uchicago.advisestream.com> to log in.



THE UNIVERSITY OF CHICAGO

Hi Penelope!
Welcome to AdviseStream.



Save this email for future reference. It contains important information about your account.

Sign in with your CNetId or your email and temporary password below. Once you log in, please change your password by clicking your name > **change password** in the top navigation.

EMAIL:

TEMPORARY PASSWORD:

get started! <http://uchicago.advisestream.com>

Thanks,
AdviseStream

Please do not reply to this email. For technical assistance, email us at support@advisestream.com or use the "Support" button from any AdviseStream webpage.

advisestream

Getting Started

After logging in, complete each step of the getting started.

Welcome to AdviseStream!
We want to get to know you.

This information is used to customize your application:

Legal Name	Current Address
<input type="text" value="Penelope"/>	<input type="text" value="address"/>
<input type="text" value="Test"/>	<input type="text" value="address 2 (suite, unit, building, dorm name)"/>
Preferred Name	<input type="text" value="city"/>
<input type="text" value="preferred name"/>	<input type="text" value="COUNTRY"/>
	<input type="text" value="STATE"/>
	<input type="text" value="zipcode"/>

Skip >>

1 of 4

Previous Save and Continue

Getting Started

On the final page, click the icon next to **Apply for University of Chicago Summer Programs** to get started with your applications, or click **finish** to navigate to the dashboard.

Thanks! Consider these next steps.

Apply for University of Chicago Summer Programs
Submit and manage your application(s).

- 100 Projects for Peace
- Adobe Design Achievement
- American Concrete Institute

Complete your Profile.
Add information about your background and skills.

Spanish
French
Chinese

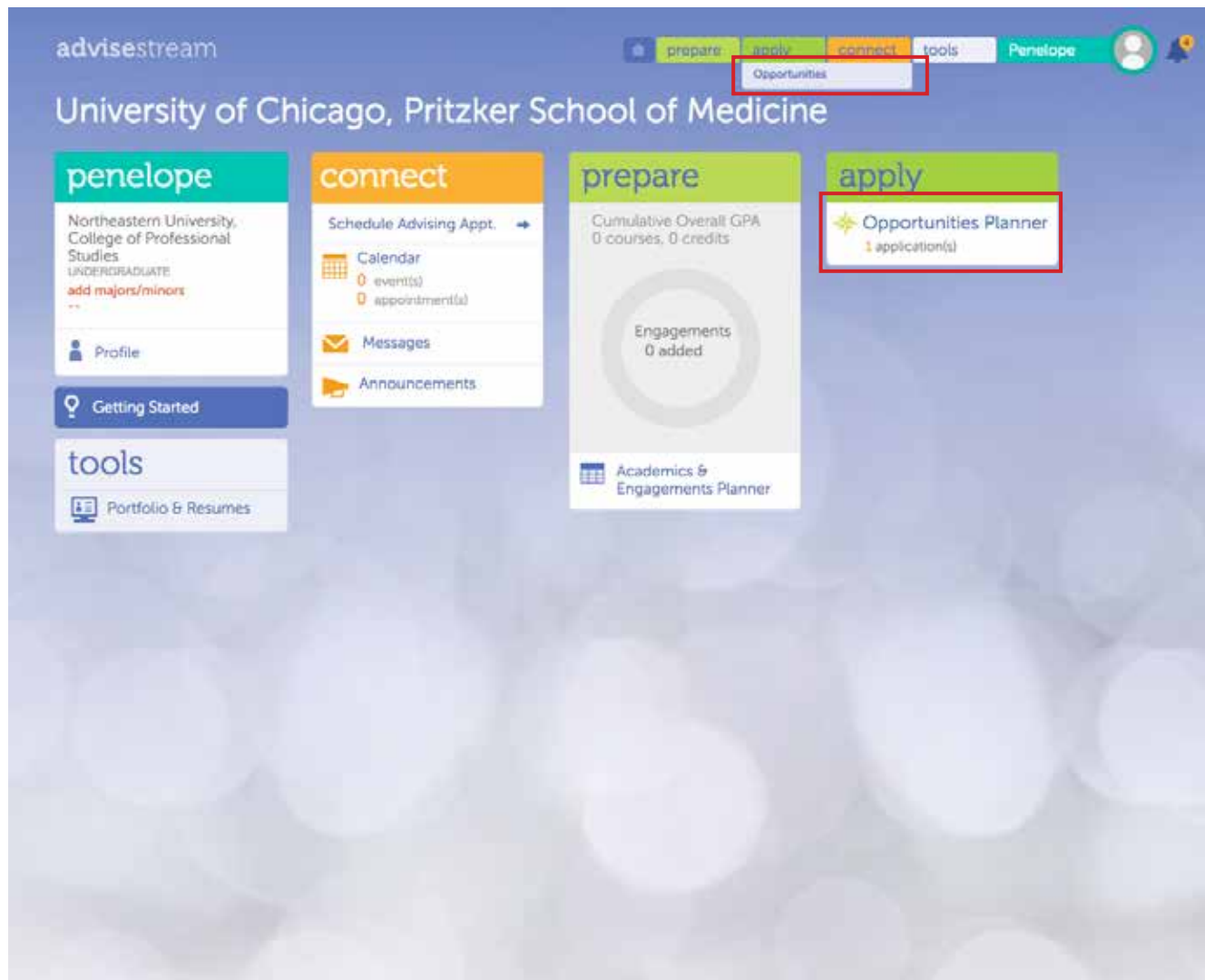
Learn more.
For more tips on getting started with AdviseStream, visit the [Help Center](#).
Click Finish to access your dashboard and begin the application process.

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Previous Finish

Dashboard

Navigate to your application (under *Apply*>
Opportunities) in the top navigation or by clicking
the Opportunities Planner on the dashboard.



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Opportunity Planner > Search Opportunities

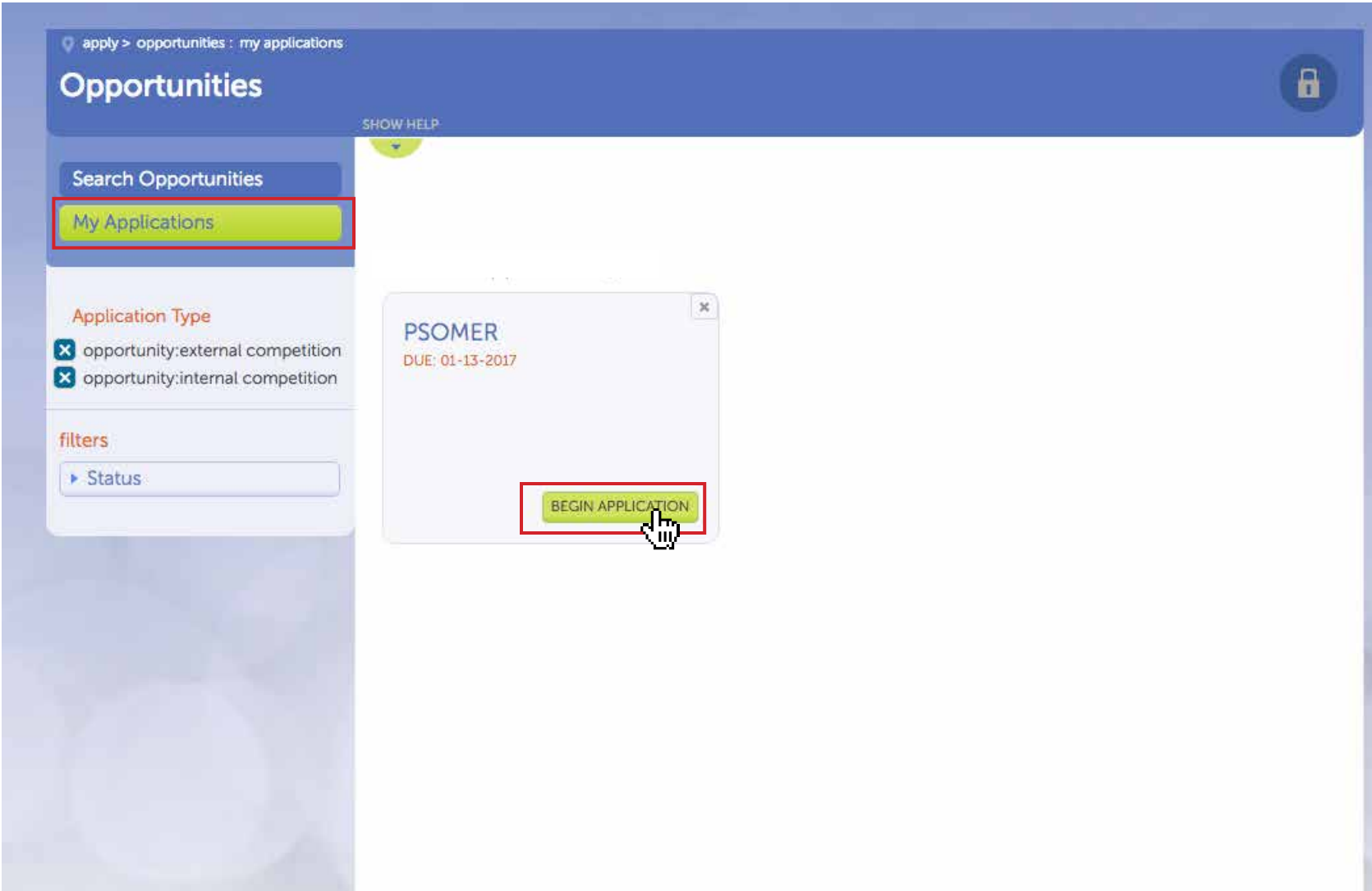
A green flag will be next to the opportunity you plan to apply for (token entered during sign up). Clicking the opportunity name to show a summary of information. If you are no longer applying for that opportunity or

entered the wrong token, hover over the flag to remove it, and flag the correct opportunity. Flagged opportunities will be adding to "My Applications"

TITLE	AWARD	DEADLINE
PSOMER	\$3200	01-13-2017
CAMP	\$2400	01-13-2017

Opportunity Planner > My applications

Navigate to “My Applications” and click **Begin Application** to start your application process.



Application

Fill out all fields on the application page, and upload required documents on the uploads tab.

application

PSOMER

You may submit the application when all required fields are complete. Please click on "SAVE" to enable the "Submit Application" button.

Submit Application

Summary

Application

Uploads

Evaluations

SAVE

Complete the following: 0/1 complete

Profile REQUIRED up to date

Information

Profile information is pulled from AdviseStream.

LEGAL NAME	CURRENT ADDRESS
Test, Penelope	--
	--, --
	--
PREFERRED NAME	
--	
INSTITUTIONAL E-MAIL	PERMANENT ADDRESS
amelia.lepak@advisestream.com	--
	--, --
	--
NET-ID	CITIZENSHIP
nounivld	--
STUDENT ID	GRADUATION DATE
--	2019 SPRING
	MAJOR(S)

Application > Evaluations

Navigate to the "Evaluations" tab to request Letters of Evaluation. Begin with the **click to add evaluator** button.

evaluations

PSOMER

You may submit the application when all required fields are complete. Please click on "SAVE" to enable the "Submit Application" button.

Submit Application

Summary

Application

Uploads

Evaluations

Letters of Evaluation

Add evaluator information, attach files, sign FERPA Waivers and send a letter request through AdviseStream. Evaluators will receive login details to submit their letter in support of your application. You must send letter requests to the minimum number of evaluators in order to submit your application.

Please provide the contact information for up to 3 evaluators. Please contact them ahead of time to let them know you will be submitting their names for a letter of recommendation.

- 1 click to add evaluator
- 2 click to add evaluator
- 3 click to add evaluator (optional)

Application > Evaluations

Enter a name to search evaluators who have Advisestream accounts. Select the evaluator and click **add**.

If you do not see the person you are looking for, click **create new evaluator**.

< Evaluations

- Add Evaluator
- Files
- FERPA
- Request
- Message

Search to add evaluator(s)

evaluator demo

Email Institution

SEARCH

Don't see who you're looking for? CREATE NEW EVALUATOR

1 - 1 of 1 result(s) Add

<input type="checkbox"/>	Evaluator, Demo University of Chicago	email@demo.com
--------------------------	--	----------------

Application > Evaluations

After you have added an evaluator, the tabs on the side of the page will become active. Update evaluator information as needed, then navigate to the other tabs to prepare your letter request.

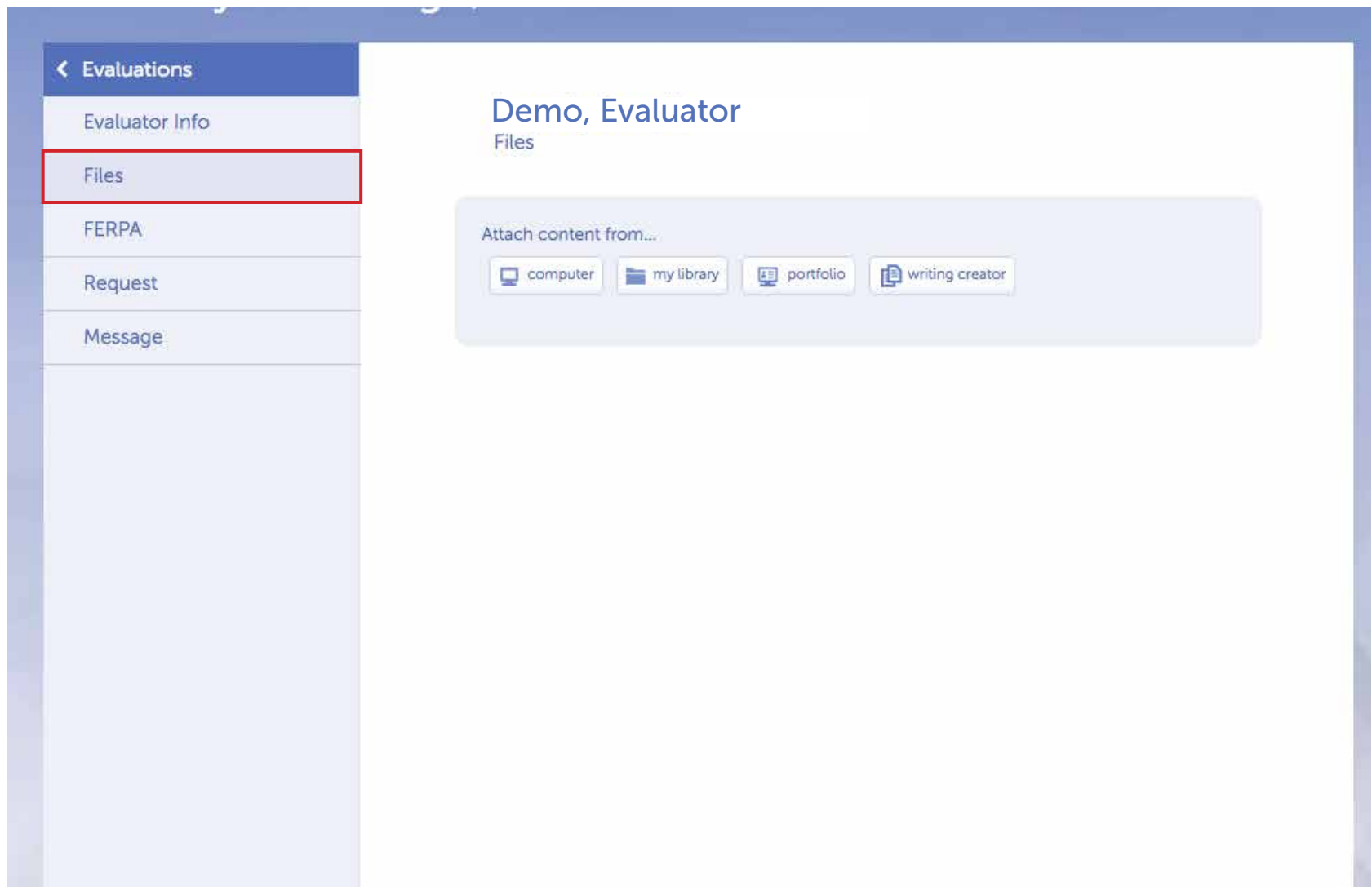
Navigate back to your Evaluations page at any time by clicking **Evaluations**. This information will be saved. You can return at a later time to finish the letter request.

The screenshot displays the 'Demo, Evaluator' form within the 'Evaluations' application. The left sidebar contains a navigation menu with the following items: 'Evaluations' (highlighted with a red box), 'Evaluator Info', 'Files', 'FERPA', 'Request', and 'Message'. The main content area is titled 'Demo, Evaluator' and includes the following fields and controls:

- Evaluator**: Input field containing 'Demo'
- Demo**: Input field containing 'Demo'
- title**: Input field containing 'title'
- AdviseStream**: Input field containing 'AdviseStream'
- email@demo.com**: Input field containing 'email@demo.com'
- phone number**: Input field containing 'phone number'
- EVALUATOR CATEGORY**: Dropdown menu
- Text Area**: A large text area with the placeholder text 'briefly describe your relationship/how you know them?'
- Buttons**: A row of buttons at the bottom right, including 'REMOVE', 'CANCEL', and 'UPDATE' (highlighted with a red box).

Application > Evaluations

Navigate to the files section to attach files for your evaluators reference. You may choose to include a resume or cover letter. *This is optional.*



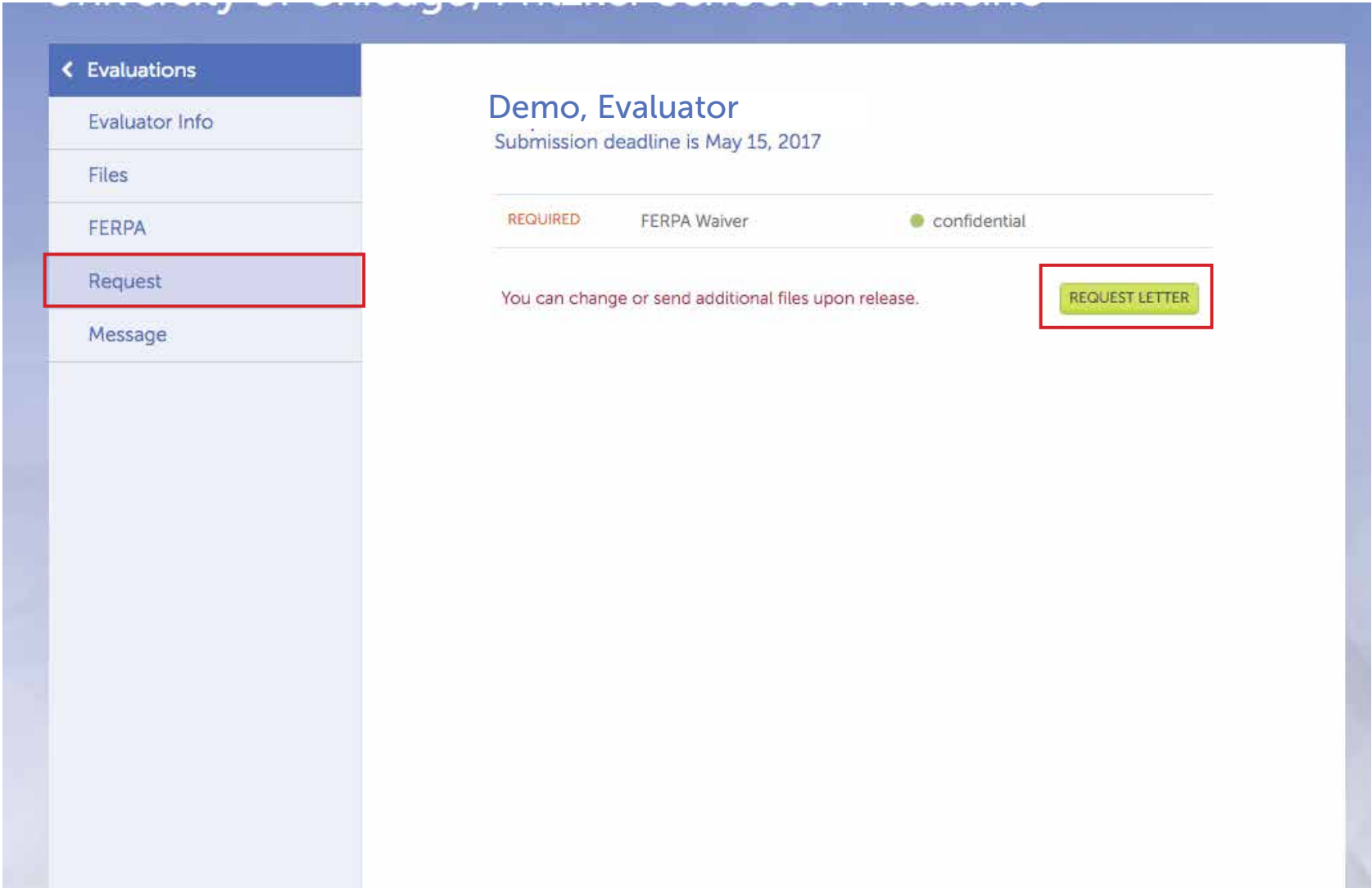
Application > Evaluations

Sign the FERPA Waiver by selecting your waiver choice and entering an electronic signature. Click **sign FERPA**. *This is required in order to send a letter request.*

The screenshot shows a web interface for the 'Evaluations' section. On the left is a sidebar menu with options: 'Evaluations' (selected), 'Evaluator Info', 'Files', 'FERPA' (highlighted with a red box), 'Request', and 'Message'. The main content area is titled 'Demo, Evaluator' and 'FERPA'. It contains a text block with a request for a Letter of Evaluation, followed by a compliance statement and a waiver statement. Below this are two radio button options: 'waive my right to inspect this Letter of Evaluation at any time (Confidential)' (selected and boxed in red) and 'do not waive my right to inspect this Letter of Evaluation at any time (Non-confidential)'. A confirmation box contains a checked checkbox for 'I understand the FERPA Waiver agreement*', a text input field with the placeholder 'ENTER YOUR NAME TO CONFIRM*' and the text 'sign your name|', and a green 'SIGN FERPA' button (boxed in red).

Application > Evaluations

Review any attached files and your FERPA Waiver decision. Click **Request Letter**. This will send a login email to your evaluator where they can upload a letter.



Application > Evaluations

Request additional evaluations. You can track the status of each letter, and send a reminder or a message to your evaluator.

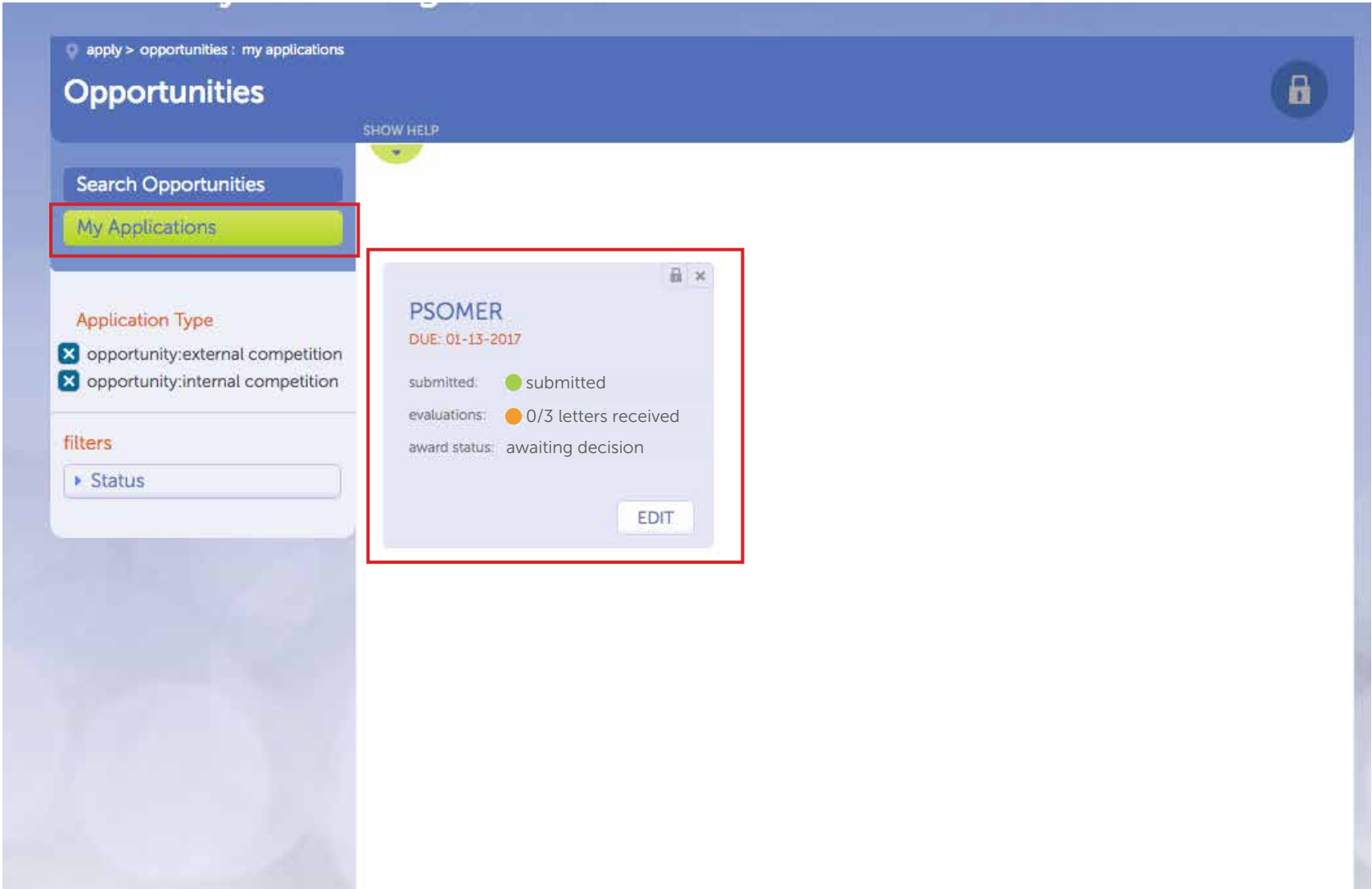
After you have requested the minimum number of evaluations and completed each section of the application, click **Submit Application**.

The screenshot displays the 'Evaluations' section of the PSOMER application. The sidebar on the left has 'Evaluations' highlighted in green. The main content area includes a 'Submit Application' button in the top right, a 'Letters of Evaluation' section with instructions, and a table of evaluation requests. The table has columns for 'Files', 'Ferpa Waiver', 'Requested', and 'Status'. A 'SEND REMINDER' button is located above the first row.

Files	Ferpa Waiver	Requested	Status
0	11-22-2016	Nov 22, 2016	● requested 11-22-2016

Opportunity Planner > My Applications

Track the status of your application here.



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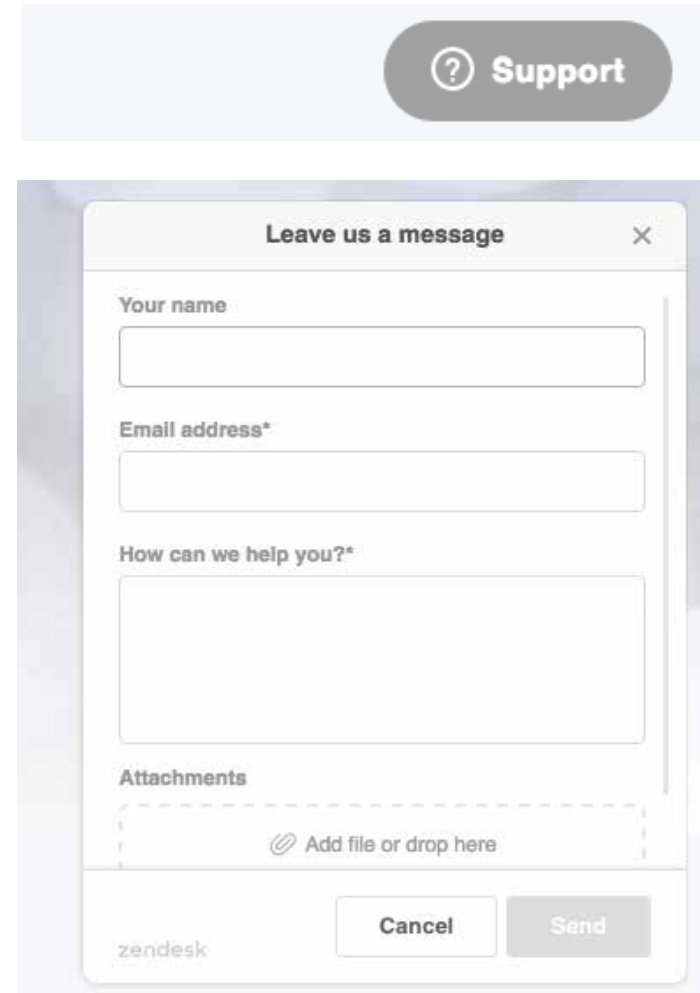
Getting Support



How to get help in AdviseStream

1. Contact Support

For technical issues, use the gray **Support** button located at the bottom of every page. This will send a message to the AdviseStream support team.



The image shows a gray rounded button with a question mark icon and the text "Support". Below it is a "Leave us a message" form with the following fields:

- Your name**: A text input field.
- Email address***: A text input field.
- How can we help you?***: A large text area for the message.
- Attachments**: A dashed box containing the text "Add file or drop here" with a paperclip icon.

At the bottom of the form are "Cancel" and "Send" buttons, and a "zendesk" logo in the bottom left corner.