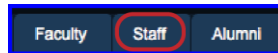


The Student Applicant Rating Tool is the online application that faculty use to rate potential students who have applied to Moody Bible Institute.

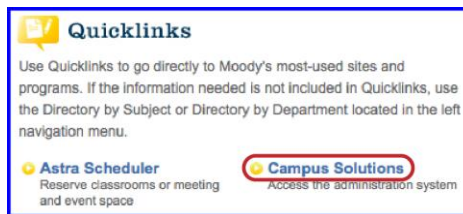
Process Steps

Open a Web browser and log on to *my.moody.edu*. Instead of clicking the “Faculty” tab, click the “Staff” tab.



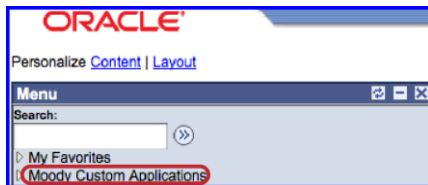
From the Staff Tab:

Click the “Campus Solutions” link.



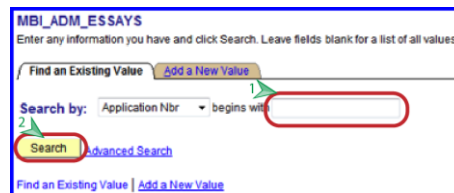
From Campus Solutions

In the upper-left corner of the Campus Solutions screen, click the “Moody Custom Applications” link, and then the “Student Applicant Rating” link.



From the “Student Applicant Rating” Screen:

On the “MBI_ADM_ESSAYS” screen, leave the drop-down at “Application Nbr” and in the “begins with” field enter the application number you received from the Admissions Office; then click the “Search” button.



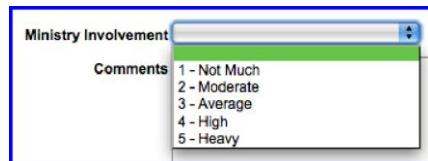
(Continued on next page)

The system will return the applicant’s essays to be used as the basis for the faculty rating. Click the “Ministry Inv.” and “Ministry Goal” tabs to read the associated essays. Use the arrow button to the right of the tabs to move to other available tabs (if necessary). (*Note:* You can also use the links at the bottom of the page as an alternate navigation method. The links have the same names as the tabs above.)

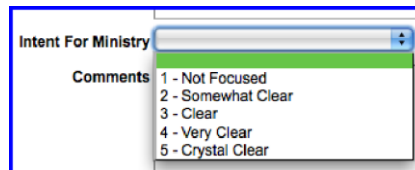


After reading the applicant’s essays, use the right arrow to scroll to the “Faculty Rating” tab; click it to enter your rating of the applicant.

Start by using the “Ministry Involvement” drop-down menu to select your rating; then, use the corresponding “Comments” box to record further comments.



Then, use the “Intent for Ministry” drop-down to select your rating; use the corresponding “Comments” box to record further comments.



(Continued on next page)

When you are finished, click the “Sign” box to submit your rating. (**Note:** There is not a “Submit” button for this form. When you click the “Sign” box, your rating will be submitted. You can’t go back to make any changes after clicking “Sign.”)

If needed, reference forms can also be viewed. Click the right arrow to move to the “Reference Forms” tab.

Choose the reference form you would like to view by choosing from the “Reference Name” drop-down list. (**Note:** If nothing appears in the drop-down, it means the reference was not provided to Moody in an electronic format.)

Choosing the name will show the responses the reference provided about the applicant.

How to Go Back to Assess Next Applicant

If you are assessing more than one applicant, click the “Student Applicant Rating” link at the left-hand side of the screen (see beginning of help sheet for further assistance) to go back to the first screen of the rating form.



How to Go Back to the myMoody Home Screen

To get back to the main page of the myMoody portal, click the “Return to Portal” link in the bottom of the “Menu” box on the left-hand side of the screen.

