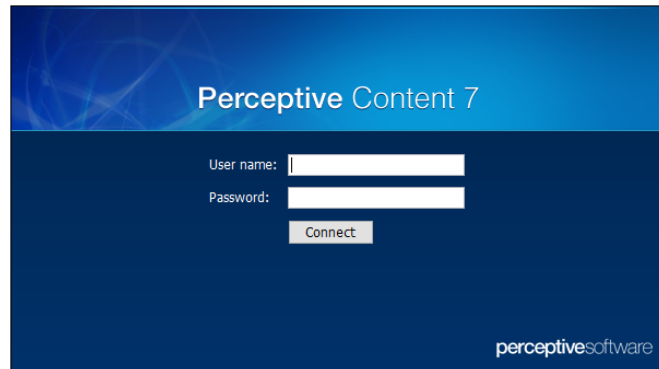


WebNow Instructions – Graduate Admissions

Accessing WebNow

To access WebNow:

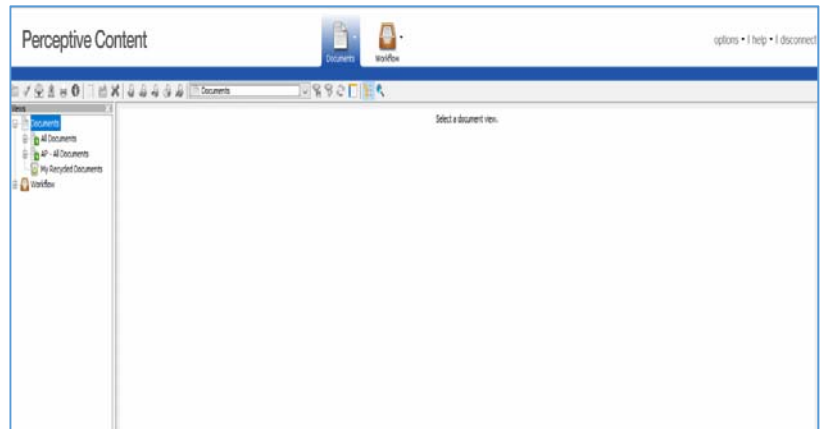
1. Open your web browser and navigate to the Secure Enclave at <https://secureapps.ccsu.edu>.
2. Log in using your BlueNet account and authenticate with Duo Security.
3. Open the Secure Desktop and double-click the WebNow icon from the desktop.
4. At the Perceptive Content log in screen, enter your BlueNet Account username (campus computer network username) and password.
5. Click on the Connect button.



WebNow Main Screen

After logging in, WebNow will open to the Documents screen. From this screen, you have several options:

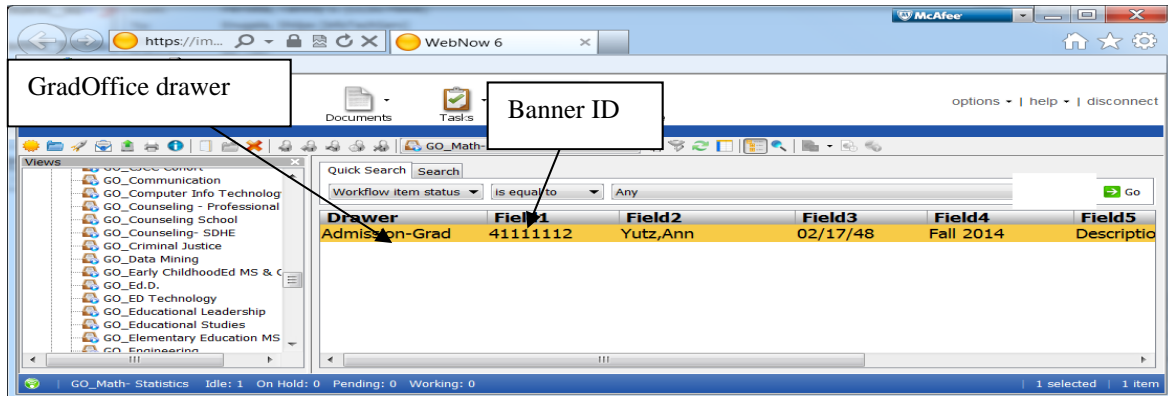
- Documents – allows you to search for documents
- Workflow – allows you to view the existing documents for your department
- Disconnect – allows you to exit the WebNow system
- Help – allows you to access WebNow system help



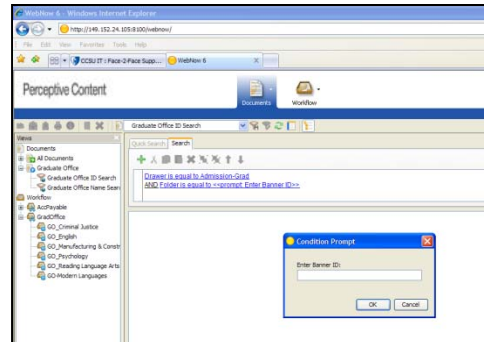
WebNow Instructions – Graduate Admissions

Reviewing Files

1. From the Views panel on the left, click on Workflow, then click on the GradOffice drawer.
2. Click on the name of your department and the WorkFlow screen will display student files for your department.
3. Locate the file you would like to review, then make a note of the 8-digit Banner ID number, located in the Folder column.

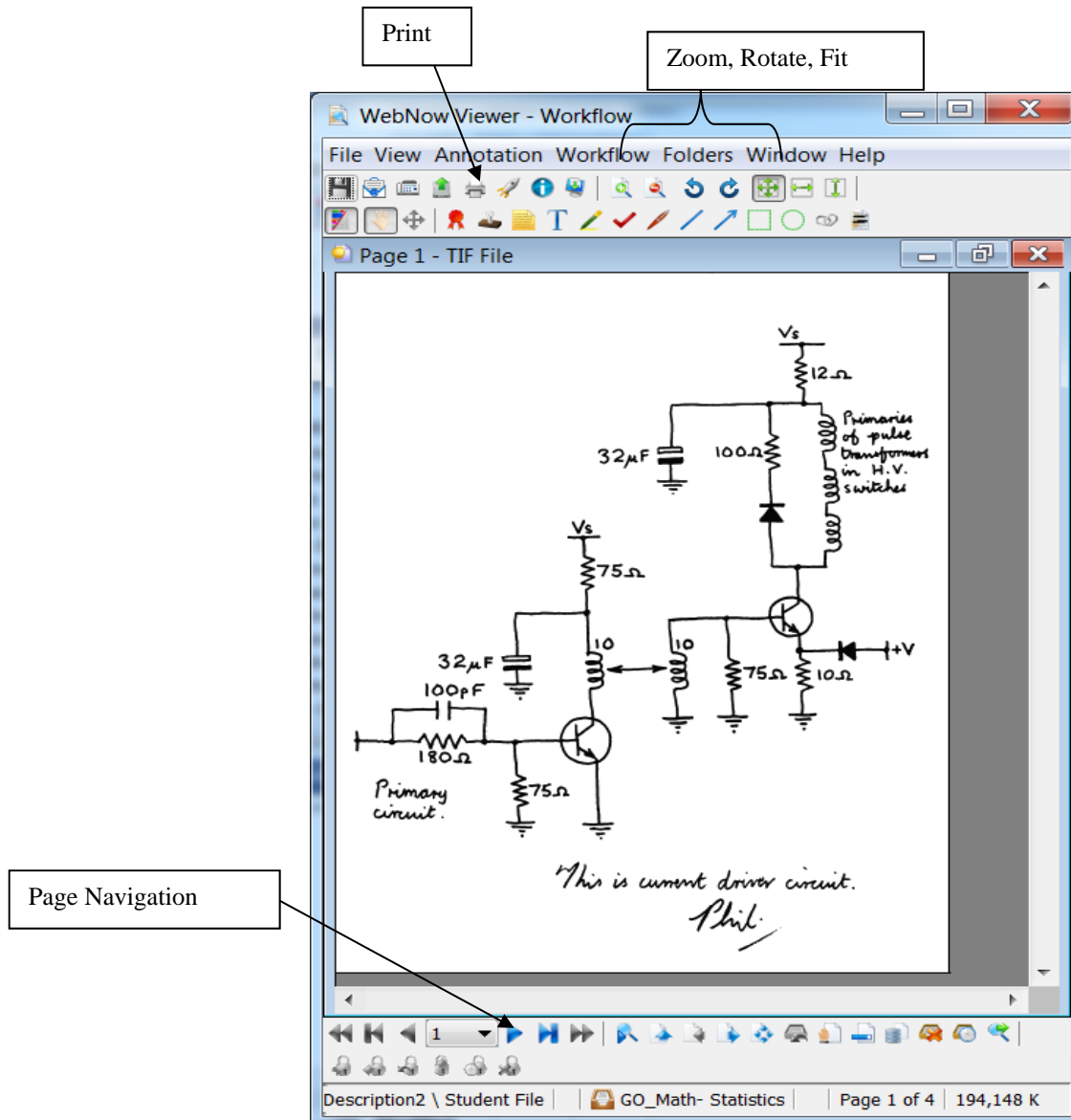


4. From the Views panel, click on the Documents, then Graduate Office.
5. Click on Graduate Office ID Search, then enter the student's 8-digit Banner ID number and click on OK.
6. A list of documents in the student's file will display. From the list of documents, double-click the document to review.



WebNow Instructions – Graduate Admissions

- The document will open in the WebNow Viewer. Maximize the screen to view the entire document and the Navigation bar at the bottom of the screen. To review the entire contents of the file, use the page navigation buttons. During the review process, you may use the Print button to print the entire file or certain pages; you may also need to use the View buttons to zoom in or out on a page, rotate a page or fit a page to the screen.

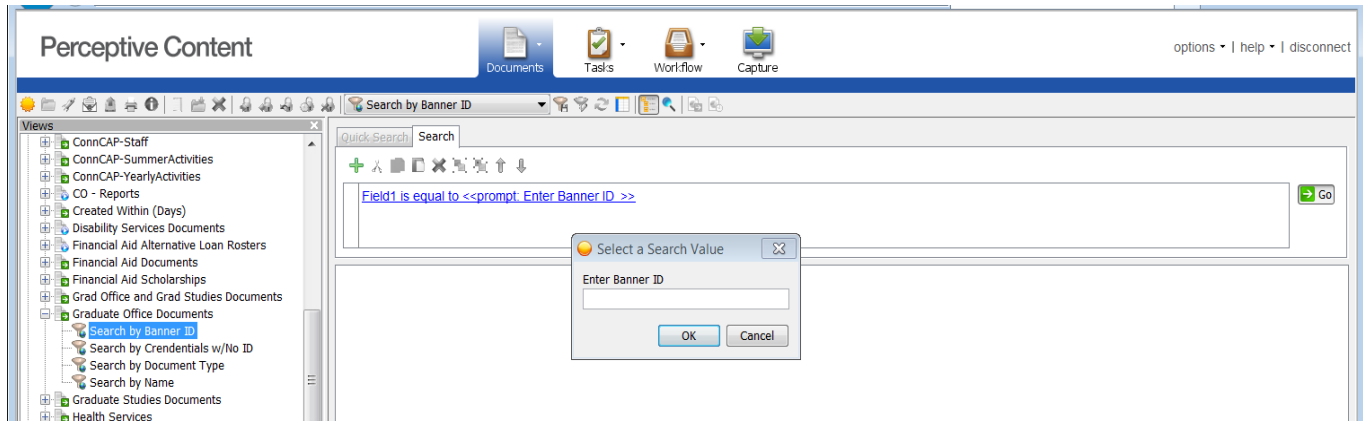


WebNow Instructions – Graduate Admissions

Searching for Documents

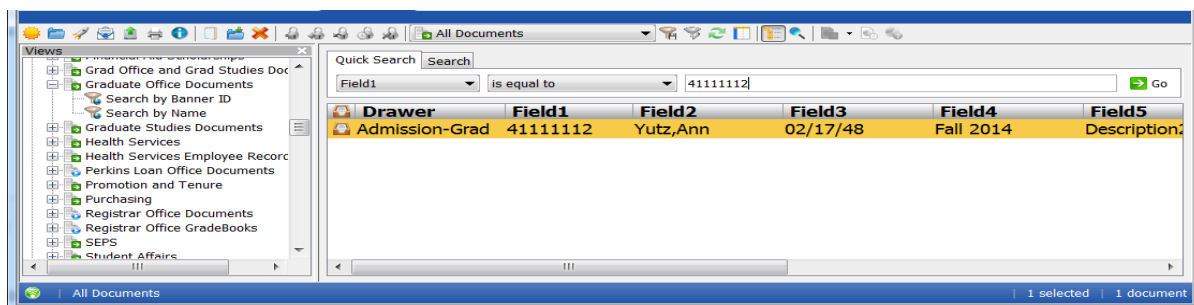
Using the built-in search filters:

1. From the Views panel, click on Documents, then Graduate Office.
2. Click on a search filter, enter the search criteria and click on OK:
 - a. Search by Banner ID – enter the student’s 8-digit Banner ID
 - b. Search by Name – enter the student’s last name
3. A list of documents that meet the search criteria is displayed. From the list of documents, double-click the document to view.



Using Quick Search:

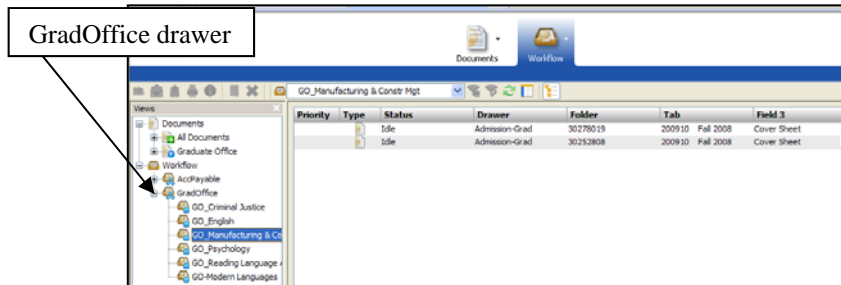
1. From the Views panel, click on Documents, then Graduate Office.
2. Click on the Quick Search tab.
3. Click on the first down-arrow and select a search field:
 - a. Field1 – Banner ID
 - b. Field2 – Name
 - c. Field3 – DOB
 - d. Field4 – Term
 - e. Field5 – Description
4. Click on the second down-arrow and select a condition, such as “starts with” or “is equal to”.
5. Click in the text field and enter the search criteria, then click on the Go button.



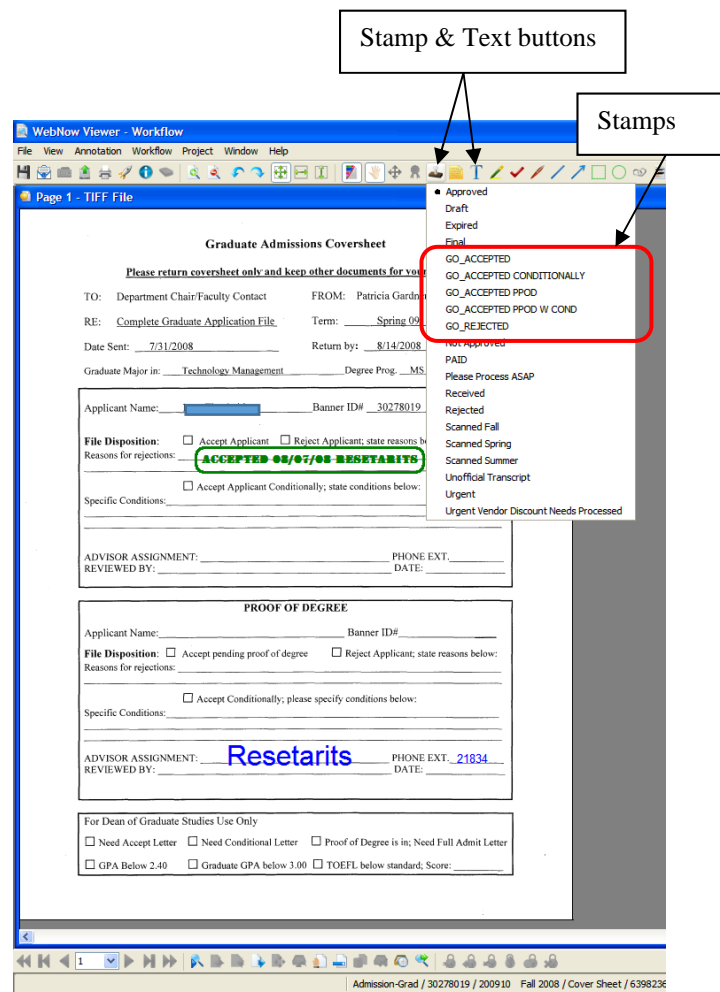
WebNow Instructions – Graduate Admissions

Indicating a Decision and Routing a File

1. From the Views panel on the left, click on Workflow, then click on the GradOffice drawer.
2. Click on the name of your department and the WorkFlow screen will display student files for your department.
3. You will indicate the final decision and route the document on the coversheet. Locate the file you would like to work with, then double-click the file to open the cover sheet.

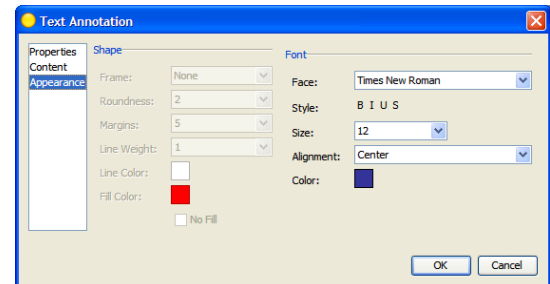
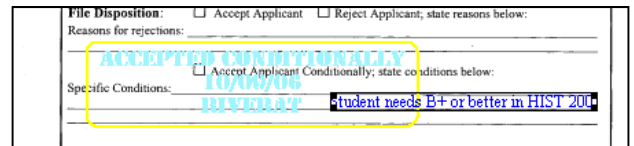
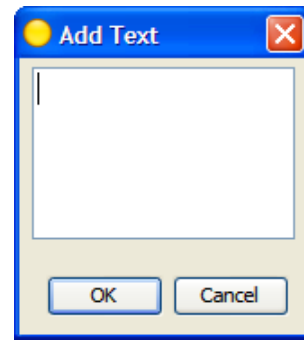


4. The coversheet will open in the WebNow Viewer. Maximize the screen to view the entire document and the WorkFlow toolbar.
5. The Graduate Admissions Coversheet is where you will indicate the final decision:
 - a. Right-click on the Stamp button and select the stamp matching the decision:
 - i. GO_Accepted – used to indicate that the file is accepted as is.
 - ii. GO_Accepted PPOD – used to indicate that the file is accepted pending proof of degree.
 - iii. GO_Accepted PPOD W Conditions – used to indicate that the file is accepted pending proof of degree with specific conditions to be met.
 - iv. GO_Accepted_Conditionally – used to indicate that the file is accepted with specific conditions to be met.
 - v. GO_Rejected – used to indicate the file is rejected.
 - b. On the coversheet, click near the checkbox matching the decision (please note that there is a separate section for Proof of Degree) and the appropriate stamp will be placed on the document.



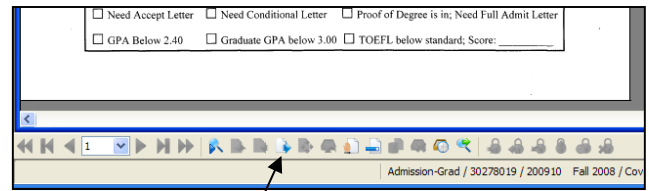
WebNow Instructions – Graduate Admissions

- c. If the decision is Accepted Conditionally, Accepted PPOD with Conditions, or Rejected, you will need to indicate the conditions or reason for rejection:
 - i. Click on the Text button, then click near the decision stamp.
 - ii. In the Add Text dialog box, type your text, then click on OK and your text will be added to the coversheet.
- d. If the decision is Accepted, Accepted Conditionally, Accepted PPOD, or Accepted PPOD with Conditions, you will need to indicate the Advisor assignment:
 - i. Click on the Text button, then click near the Advisor Assignment line on the coversheet.
 - ii. In the Add Text dialog box, enter the advisor's full name, then click on OK and your text will be added to the coversheet.
 - iii. Click on the Text button, then click near the Advisor Phone Ext. line on the coversheet.
 - iv. In the Add Text dialog box, enter the advisor's phone extension, then click on OK and your text will be added to the coversheet.
- e. If you would like to modify the font style of the text, double-click the text field, then click on Appearance. Make the desired changes and click on OK.

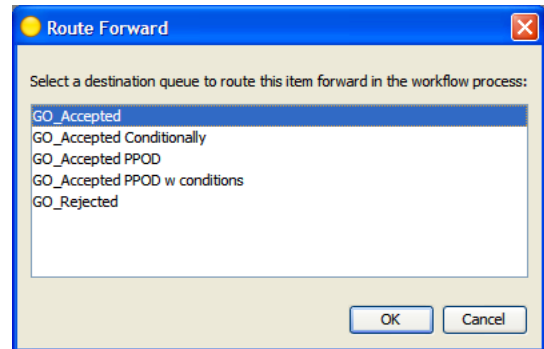


WebNow Instructions – Graduate Admissions

6. After the appropriate stamp and comments have been added to the coversheet, you will need to route the file back to Graduate Admissions:
 - a. On the Workflow toolbar (located at the bottom of the coversheet), click on the Route Forward button
 - b. Click on the routing option matching the decision indicated on the coversheet. The file is routed electronically to Graduate Admissions and removed from your Workflow queue. If you have other files in your Workflow queue, the next coversheet will open automatically, otherwise the WebNow Viewer will close and you are returned to the Workflow screen.



Route Forward



Logging Out of WebNow

To log out of WebNow:

1. Close any open documents.
2. Click on the Disconnect button located in the upper right corner of the screen. You will be brought back to the WebNow log in screen - close the browser window by clicking on the X in the upper right corner.

Note: It is very important that you click on Disconnect before closing the browser. If you close the browser without clicking on Disconnect, you will not be logged out of WebNow and you will get an error message the next time you try to log in.