

Fulbright U.S. Scholar Online Application General Instructions for Fulbright Commission and U.S. Embassy Users

Embark Application System

User ID and Password

Designated staff members are identified by each Fulbright Commission and U.S. Embassy. Contact CIES at fsponline@iie.org to request additions or changes to current users. Please provide a unique email address for each user.

- A user ID and temporary password will be created and linked to the unique email address of the user
- The user receives an email message informing him/her of the user ID and temporary password
- The user has **24 hours** from receipt of the account notification message to complete the Embark registration process
- Registration includes establishing a unique password and a security question
- If account information is lost or forgotten, please contact fsponline@iie.org or 202-686-7863

Accessing the Fulbright Application Manager

Bookmark this URL: <https://admissions.embark.com> [you will use this site for all Fulbright Programs utilizing Embark; each part of Fulbright that you work with will require a different user ID, you can use the same password across programs if you choose to]

Enter your Fulbright U.S. Scholar Embark User ID and password. Click on <**Sign In**> or press <**Enter**>.

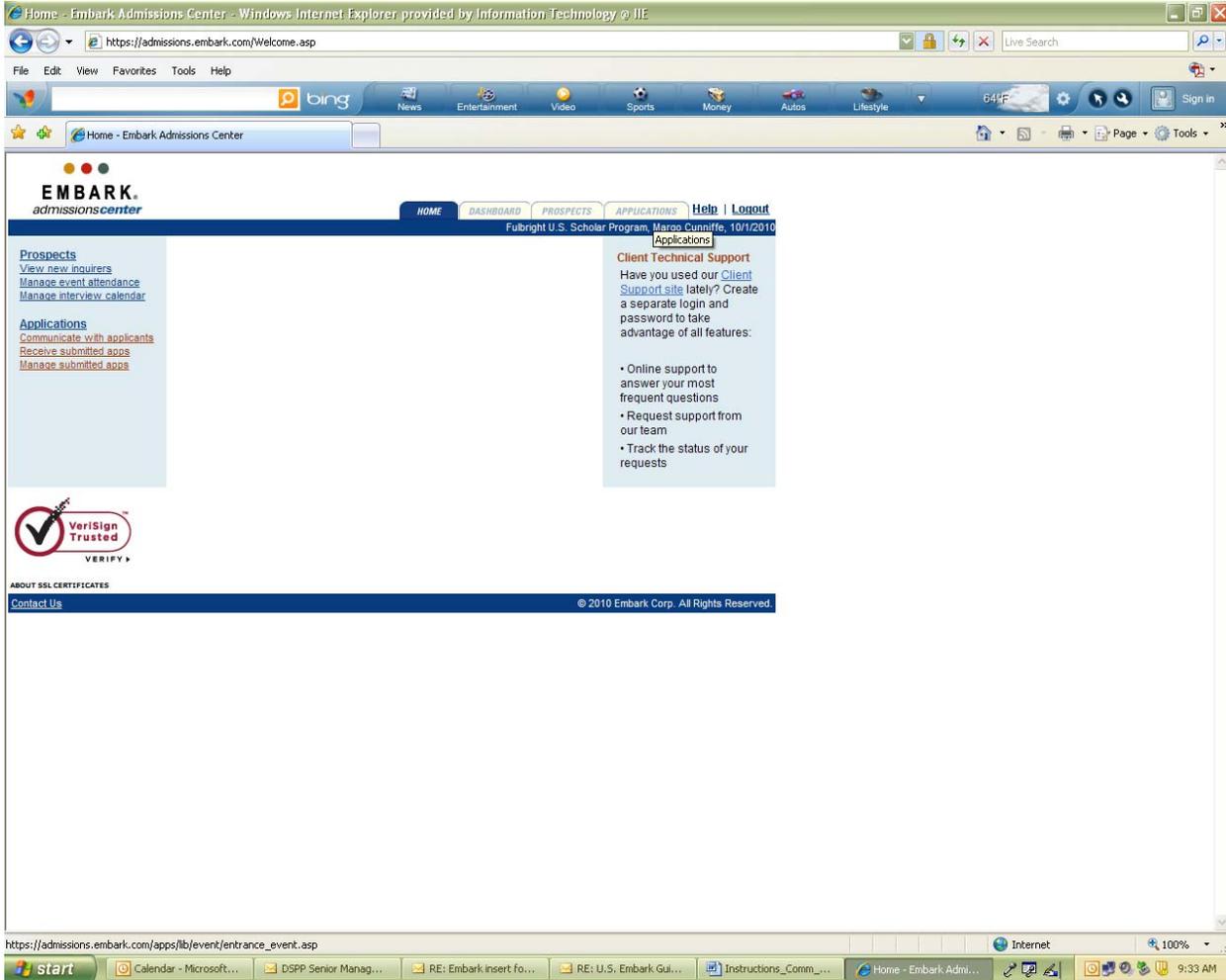
sign-in
Admissions Center

Member Institutions please login below:

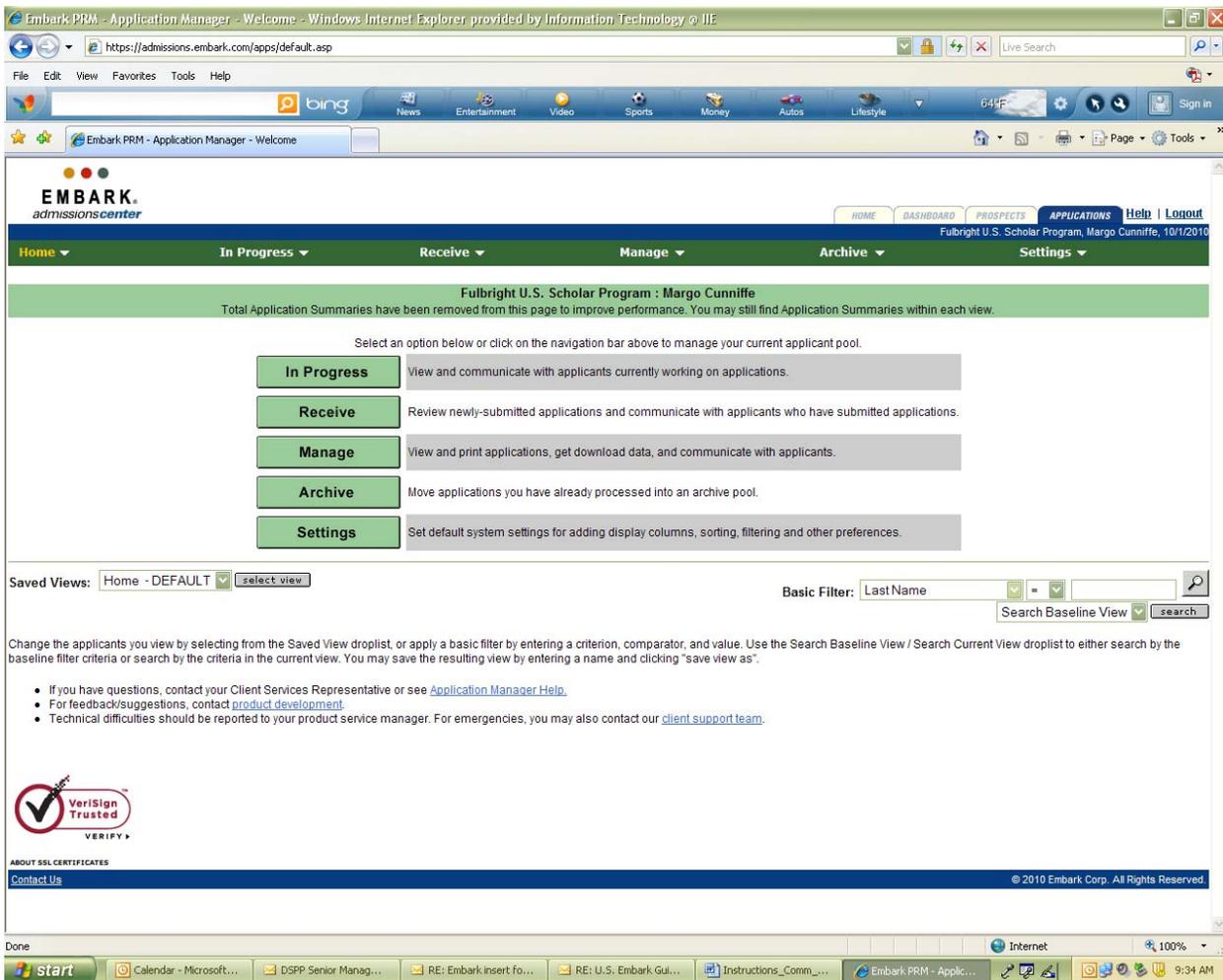
User ID:	<input type="text" value="mcunniffe"/>
Password:	<input type="password"/>

[forgot password](#) [help](#) [contact us](#)

- You are now on the Welcome Page of the Fulbright U.S. Scholar Application Manager. From this page you must choose *Applications* from the tabs at the top, or from the menu on the left of the screen.



- You are now viewing the **Main Menu** of the Application Manager. You have access to the Home, Manage and Archive sections. Double click on the section you wish to view or click on the name in the top row.



- **Home**: Search here to locate an applicant. Your search will return the stage of the applicant. Applications will appear in their current stage only.
- **In Progress**: Not accessible to Posts and Commissions for U.S. applications.
- **Receive**: Not accessible to Posts and Commissions for U.S. applications.
- **Manage**: Applications of recommended applicants for current cycle of awards.
- **Archive**: *Recommended* applications from completed application cycles will appear here.
- **Settings**: Mostly administrative use, limited access (this is where you set and change your default application views)

Note: Your screen views can be customized. Contact fsponline@iie.org for further information

Common Functionality on All Embark Screens

All sections have a similar look and layout. You can easily move from section to section by clicking on the top, dark green tool bar. Click on the section you wish to view: [Home](#), [Manage](#) or [Archive](#).

When you enter a section, the default view will be a listing of applicants sorted by the most recent program cycle and alphabetically by last name.

Basic Filter: You can choose to apply a filter on your view to extract specific groupings of applications. Use the *basic filter* functions located on the top right side of the screen. When you apply a filter, it is very important that you select from **search current view** from the drop down menu before clicking on the *Search* button. Failure to do so will result in all filters being applied to the baseline view.

- Click on the drop down menu in the first box and select the field on which you want to apply your filter, e.g. last name.
- In the third box, type the specific field you want to view, e.g. Law.
- Click on *search current view*. **Note:** (This is necessary only when you are viewing applications in the [Manage](#) screen or on any screen when you have already applied a sort or a filter but want to filter more deeply)
- Click on **Search**
- If you want to save the view, e.g. specific cycle view, follow these steps:
 - In the **Set View** area located directly above the green buttons, name the view.
 - If you want to save this view as your default view, check the *set as default view* box. If not, just leave this box unchecked.
 - Click on the grey *save view* button.
 - You will now be able to choose this view whenever you enter a screen by selecting it in *saved view* box.

Return to Default View: After applying a sort or filter you can return to the default view by selecting *Default* from the drop down *Saved View* menu on the top, left side of the screen, click the *Select View* button.

Change Your Default View

- Click on [Settings](#) (which appears next to [Archive](#) on your screen options)
- Click on create/edit views (this displays all views that you have access to).
- Check the box to the left of the view that you want to make your default view.
- At the top of the list of views, click on the button.
- Click on the *Save* button at the bottom of the page.
- We suggest you make 'P/C Select Status' your default view in the Manage screen.

Green Function Buttons allow you to perform a function for groups of applications. The most useful is probably which allows you to export and save your current screen view to a spreadsheet format.

Change Page Size:

[10](#) - [25](#) - [50](#) - [75](#) - [100](#) - [200](#): This field indicates the total number of applicants appearing in the

screen view as well as the number of page listings. Under the default view 50 names will appear on each page. You can expand or contract this by clicking on one of the numbers. You move from page to page using the **yellow arrows** or by entering the page number in the box and pressing <enter>.

Grey function Buttons allow you to perform functions for individual applications. When working with an individual application, you must click the box preceding the applicant's name. The grey buttons functionality will change somewhat from screen to screen.

Manage Screen P/C Select Status View

We suggest you make 'P/C Select Status' your default view in Manage. Go to Settings > Create/Edit Views, click the box to the left of 'P/C Select Status' then click on the gray button.

Once you have concluded your in-country review process please enter your decisions, rankings if needed, and any comments you want CIES and ECA to view about the recommended applicants. Click the check box for the applicant; select the appropriate status from the drop down menu for P/C Status (Alternate, Principal or Non-select), type in ranking and comments then click on the gray button to save your data.

COLUMNS: All screen views are organized by columns.

The P/C Select Status view in Manage has the following columns:

Check Box: You need to click in the box to perform a function for an individual application (e.g. update P/C status)

SpecialProgram: Lists the country and/or special program(s) you have access to.

Printer Icon: By clicking this icon you can access, view and print a PDF version of the entire application plus the recommendation memo and the FSB transmittal form.

Last Name

First Name

Activity: Proposed category of grant (e.g. research)

Pref Host Inst: Preferred host institution, if identified

P/C Status: Enter P/C decision on application (Principal, Alternate, Non-select)

P/C Rank: Enter numerical ranking, if needed, of multiple recommended candidates for the same award.

- This is an optional field. To save your rankings, you must:
 - Check the box preceding the applicant's name
 - Update the field and
 - Click on the grey *update status* button

Save rankings for multiple applicants by checking the boxes preceding the applicants' names before the clicking on the grey *update status* button

P/C Comments: Enter comments on recommended applicants; viewable by CIES and ECA.

Award Number: Award number and title of award applicant applied for.

AcadDisc: Academic discipline of the applicant.

RC Decision: CIES Review Committee consensus on applicant, e.g. Highly Recommended or Recommended

Proj Title: Project title

Institution: Home institution affiliation

Institution Other: Home institution affiliation

Prof Title: Applicant's professional title

Note: To return to the **Manage** screen from the PDF view click on the **BACK** arrow on your browser tool bar. Do not click on the "X" button as this will exit out from the entire Application Manager system.

The screenshot shows the Embark PRM Application Manager interface. The top navigation bar includes 'HOME', 'DASHBOARD', 'PROSPECTS', 'APPLICATIONS', 'Help', and 'Logout'. The main content area is titled 'MANAGE' and displays a list of 23 applications. The list has columns for 'SpecialProgram', 'App & R', 'Last Name', 'First Name', 'Activity', 'Pref Host Inst', 'P/C Status', 'P/C Rank', 'P/C Comments', and 'Award Number'. The 'P/C Status' column shows 'none' for all entries. The 'Award Number' column shows '1451 | Fulbright-N' for all entries. The interface also includes a search bar, a 'Saved Views' dropdown, and various action buttons like 'email all', 'publish message to all', 'view statistics', 'message history', 'batch print', 'download', 'individual batch files', 'export to excel', 'archive all', and 'group update'.

SpecialProgram	App & R	Last Name	First Name	Activity	Pref Host Inst	P/C Status	P/C Rank	P/C Comments	Award Number
India		Allaei	Sara	Seminar	N/A	none			1451 Fulbright-N
India		Bell	Kathrina	Seminar	various	none			1451 Fulbright-N
India		Bender	Carol	Seminar	Several to be visited	none			1451 Fulbright-N
India		Biggs	Noeli	Seminar	N/A	none			1451 Fulbright-N
India		Call	Dwight	Seminar	N/A	none			1451 Fulbright-N
India		Forsyth	Kay	Seminar	N/A	none			1451 Fulbright-N
India		Geis	Paul	Seminar	N/A	none			1451 Fulbright-N
India		Gronbeck-Tedesco	Susan	Seminar	N/A	none			1451 Fulbright-N
India		Harris	Kathleen	Seminar		none			1451 Fulbright-N
India		Jelski	Daniel	Seminar	N/A	none			1451 Fulbright-N

Other views

- Any other views you have access to can be selected from the **Saved Views** box on any screen.
- Please contact fsonline@iie.org if you need a customized view created.

ARCHIVE SCREEN

Annually all Fulbright U.S. Scholar applications in the previous program cycle will be moved from the **Manage** stage to the **Archive** stage.

ARCHIVE view: Contains general data fields.

Note: The PDF view of the application is accessible for 24 months from the date of submission.

If you accidentally move an application to the **Archive** screen, you can correct the error by:

- o Entering the **Archive** screen
- o Clicking on the box that precedes the applicant's name and
- o Clicking on the **Unarchive** button
- o The application will move back to the **Manage** stage

The screenshot displays the 'Archive' view of the EMBARK Admissions Center. The page title is 'EMBARK admissionscenter'. The navigation menu includes 'HOME', 'DASHBOARD', 'PROSPECTS', 'APPLICATIONS', 'Help', and 'Logout'. The current view is 'Archive', and the page shows 'All Archive' applications. A search filter is set to 'Last Name'. The page indicates 'Applications in View: 3' and provides a 'HIDE APPLICATIONS' button. Below the search area, there are buttons for 'unarchive all', 'export to excel', and 'group update'. The main content area shows a table of 3 applications:

SpecialProgram	User ID	Last Name	First Name	Award Number	Review Ctte	App & R
1. <input type="checkbox"/> Austria	33037706	Sample	Test	1150 Fulbright-HFK Visiting Fellow in Cultural Studies	Austria and Hungary	1
2. <input type="checkbox"/> Austria	33979944	Fulbright	Tester	1148 Fulbright-Diplomatic Academy Visiting Professor of International Relations	Austria and Hungary	1
3. <input type="checkbox"/> Austria	33986058	Fulbrightington	Chester	1146 All Disciplines	Austria and Hungary	1

At the bottom of the page, there is a VeriSign Trusted logo and a Windows taskbar showing the time as 9:33 AM on October 14, 2010.

October 14, 2010