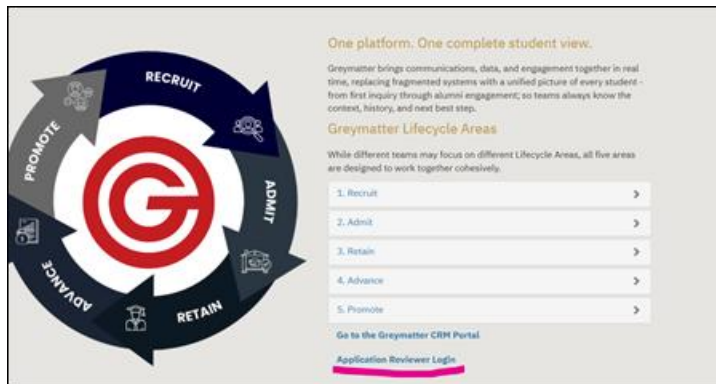


Greymatter Reviewer Login

Step 1:

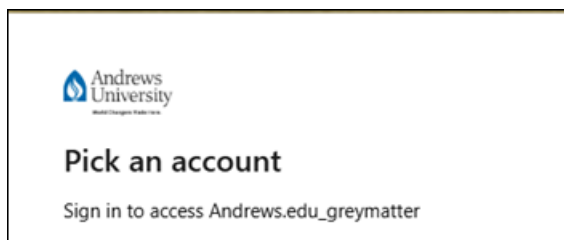
Go to <https://www.andrews.edu/crm>

Scroll to the bottom and choose Application Reviewer Login



Step 2:

Note: This is NOT your Andrews login, but you must use your Andrews email address as the username. Department email addresses will not work.



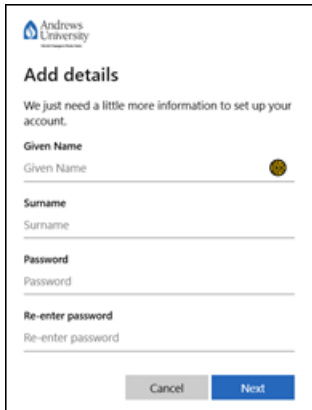
If you see your Andrews email listed, select that, and use the password you created. Jump to Step 3.

If you don't see your Andrews email listed, click Use another account  Use another account

Step 2a (if you are creating an account):

- Click No account? Create one. *Ignore the wording about creating an account to apply to Andrews.*
- A code will be sent to your Andrews email. Submit that.

- Add your details. Given name = first name; surname = last name. *This is “out of the box” Microsoft wording; it will be customized in the future to be clearer.*



Andrews University

Add details

We just need a little more information to set up your account.

Given Name
Given Name 

Surname
Surname

Password
Password

Re-enter password
Re-enter password

Cancel Next

- A red sign in failed message will show up. *This is getting fixed too. Ignore it for now.*
- Click the blue Sign In link.

Step 3

- You will land on the Profile page. *Note that the Profile page is a person's whole profile in greymatter, which allows for student and reviewer views with the same login.*
- If you are set up as a reviewer, you will have a Reviewer option on the left menu. *If you should be, and aren't, please email helpdesk@andrews.edu.*
- If you don't see any reviews, there aren't any at your step yet. *Currently, you can only see applications when they are at your step of the review process. Efforts are being made to give you access through the whole funnel journey, but aren't yet in place.*

Questions? helpdesk@andrews.edu or graduate@andrews.edu.