

# Module 1: GARP Introduction

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## **Objectives:**

- **Provide a brief overview of GARP**
- **Log in**
- **Get help**
- **Understand User Security**
- **Use GARP Navigation**

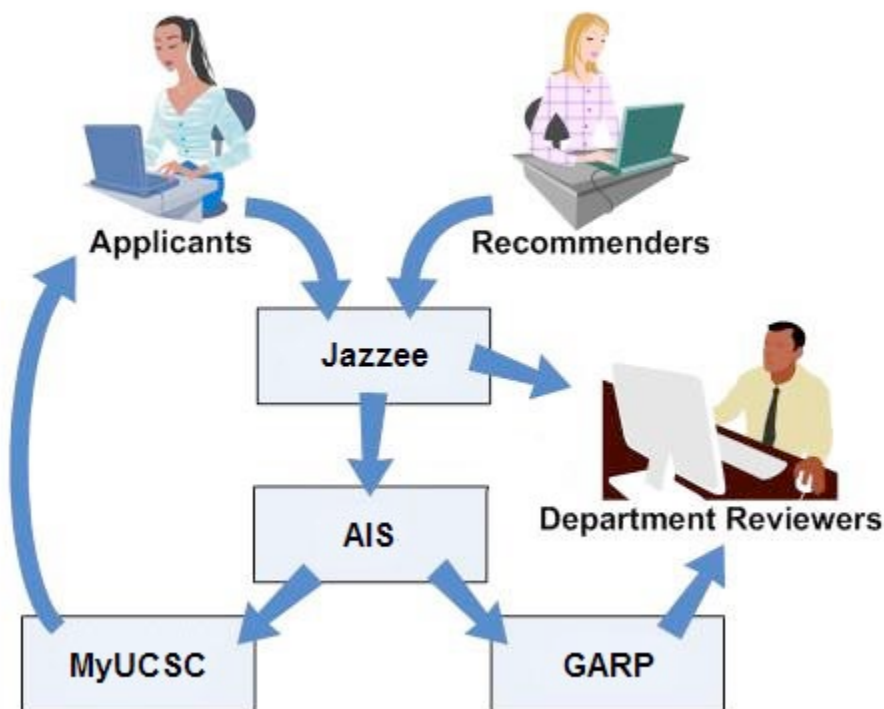
## **GARP at a Glance**

The Graduate Application Review Portal is a web-based application that allows department faculty and staff secured access to application data and materials for the purpose of reviewing applicants for admission. The four key pieces of functionality are:

- Store application documents;
- Record reviewer comments and ratings;
- Set and display applicant statuses;
- Record applicant financial support offers.
- GARP plays an important role in the graduate application cycle, as summarized below.

Notes:

**Recommended  
Browser:  
Chrome**



- Applicants and Recommenders submit their applications and recommendations to Jazzee (<https://gradapp.ucsc.edu>).
- Jazzee batches the data into files that the Graduate Division loads into AIS (UCSC's Academic Information System/system of record). Applicant data is also available to the Department Reviewers directly through the Jazzee website (<https://gradapp.ucsc.edu/ams/>).
- A series of internal processes take the data from AIS and loads it into GARP for the departments to view, and to MyUCSC, the student portal, for applicants to view.
- Admission decisions and financial support offers are communicated by the Departments to the Graduate Division where they are entered into AIS and made visible through both GARP and MyUCSC.

## Lesson 1: Logging In

1. Open a web browser. Go to the URL:  
<https://apply.graddiv.ucsc.edu/review/>  
*You'll be redirected to an authentication page:*

Notes:

## Login to GARP

CruzID

Gold Password

**Disable single sign-on**

Uncheck to enable single sign-on.

Login



[Forgot password?](#)

[Get Help](#)

*NOTE: Single sign-on is not available to GARP due to the sensitive nature of the data it contains. You will be required to re-authenticate each time you use GARP.*

2. Enter your CruzID and Gold password.

Login

3. Click .  
*The Applicant List page displays.*

## Getting Help

There are links at the bottom of all pages that offer resources for using GARP.

<b>Link</b>	<b>Resource</b>
Training Materials	Links to a website with several types of training materials, including PDFs for this manual and a Quick Reference Guide, as well as short training videos.
FAQs	Links to a PDF of the Frequently Asked Questions found at the end of this document.
Grad Admissions Website	Links to the Graduate Admission website.
Jazzee App Mgr	Links to Jazzee's Application Management System (AMS).
Report a problem	Links to an email template for reporting problems with GARP functionality.
Request a feature	Links to an email template for requesting additional features.
Logout	Logs the user out of GARP.

Notes:

# Understanding User Security

There are several security roles that determine what users are able to see and do in GARP. For example, administrative department staff may have access to certain functionality that department faculty do not, and vice versa. Additionally, the Graduate Division staff members may have access to see pages that department staff members do not.

Initial security roles are assigned by the Graduate Division at the request of department administrative staff at the approval of the department chair. If a user believes that they have either too much or too little access, they should contact their program's graduate adviser/coordinator.

GARP Security is made up of these five primary roles:



Guest User



Administrative Staff (Department)



Faculty Reviewer



Graduate Division Staff



Super User

and these four add-on roles:

+ Set Decisions

+ Reviewer Comments

+ Manage Orphans

+ Manage Reviewers

The primary roles give users access to pages and functions, while the add-on roles give users access to additional functions that fall outside of the standard roles. (Please see [Appendix A: Security Matrix](#) for descriptions of each role.)

Each lesson in the remainder of this manual will be coded using the icons above to identify the security roles they pertain to.

Notes:

# GARP Navigation

GARP has two navigation bars: the primary navigation bar and the secondary navigation bar. Each tab on the navigation bars is an active link to the corresponding page.

The primary navigation bar tabs (shown below) correspond to pages that allow the user to view multiple application records with limited detail.



The secondary navigation bar tabs (shown below.) correspond to pages that allow the user to view one application record at a time, but in far greater detail. In order to access secondary navigation bar tabs, a user must select a single application record from a primary navigation bar page.



Users can navigate from application record to application record by returning to a primary navigation page (known as outer navigation) or by using these navigation links on the secondary navigation pages (internal navigation).



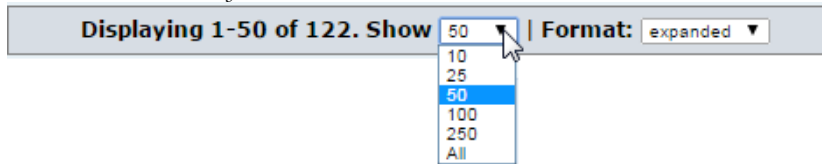
*NOTE: the tabs a user sees in their primary and secondary navigation bars depend on what pages their security allows them to view.*

Notes:

## Lesson 2: Setting Your Display Preference



1. In your top header bar, click on the Display dropdown.  
*You should see values of 10, 25, 50, 100, 250, and All.*



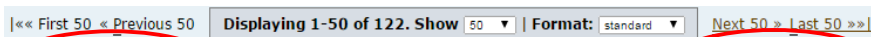
*NOTE: These values determine how many applicant records you will view on the Applicants List pages.*

2. Select 10.  
*Your page will refresh to display only 10 records.*

*NOTE: You may choose to view a smaller number of records to improve page load time, or more records if you plan to use the mass decision entry commands (covered later in this manual).*

Notes:

## Lesson 3: Using Outer Navigation



1. In your primary navigation bar (located at the top of the page), click Next 10 >>.  
*Your page will refresh to display the next 10 records that meet your current search criteria.*
2. In your top navigation bar, click Last 10 >>>.  
*Your page will refresh to display the last 10 records that meet your current search criteria.*
3. In your top navigation bar, click << Previous 10.  
*Your page will refresh to display the previous 10 records that meet your current search criteria.*
4. In your top navigation bar, click <<< First 10.  
*Your page will refresh to display the first 10 records that meet your current search criteria.*

Notes:

## Lesson 4: Logging Out **G A F D S**

There are two ways to log out from any page within GARP.

1. Click **Logout** in the top right corner of any page.
2. Click **Logout** in the bottom menu of any page.

Notes: