

Accessing your Application Review Queue

STEP 1:

Log in to your Admissions Portal with your LUC ID and password.

ON CAMPUS PORTAL:

<https://portal.luhs.org/template/dean/index.cfm>

OFF CAMPUS PORTAL:

https://vault.lumc.edu/extranet/index_ssl.cfm



LOYOLA
UNIVERSITY
CHICAGO

Preparing people to lead extraordinary lives

Loyola Medicine's Employee Self-Serve Portal

Please enter your Logon ID and Password to continue.

If you are having problems with your Logon ID or Password, please contact the Help Desk at x-62160

Please enter your logon ID and password.

Logon ID

Password

[Log On](#)

STEP 2:

Select **SSOM Admission II**.



LOYOLA
MEDICINE

*We also treat the human spirit.**

[Learn About Us](#) | [View FAQs](#) | [Join the Loyola Team](#) | [Search the Site:](#) [

[Stitch School of Medicine](#) | [Marcella Niehoff School of Nursing](#)

[Home](#)

[Patient & Visitor Information](#)

[Medical Services](#)

[Health Guide](#)

[News](#)

[For Health Professionals](#)

Loyola University Health System Employee Self-Serve Portal

[Logout](#)

Available Applications:

[e-learning](#)

[Poster Printing](#)

[Nursing e-Journal Club](#)

[Annual Disclosure Statement](#)

[Room Scheduler](#)

[SSOM Admissions II](#)

STEP 3:

Under **Role Based Access**, expand the folder for the **Review Committee**, then select **My Reviews**.



Step 4:

Your files for review will be listed with the oldest applications first. The date stamp will calculate how long the file has been in your queue. Our goal is to complete files within one week (7 days old) of assignment.

Each applicant's file will include an **AMCAS application, academic updates, experience summary, letters of recommendation, supplemental application, and standardized rubric for you to complete on the applicant.** These documents should all open in new windows.

If you have a conflict of interest with a candidate or can no longer review the file, please select the **Remove from Queue** button to take them out of your queue.

My Assigned Reviews

A [redacted] (0 [redacted])

Priority: 2 Assigned: 05/04/2021 (0 days old)

- [AMCAS Application](#)
- [Academic Updates](#)
- [Experiences](#)
- [Letter of Recommendation 1](#)
- [Letter of Recommendation 2](#)
- [Letter of Recommendation 3](#)
- [Letter of Recommendation 4](#)
- [Letter of Recommendation 5](#)
- [Letter of Recommendation 6](#)
- [Supplemental Rubric - Review Form](#)

Step 5:

The **Rubric-Review Form** will start a 20-minute countdown from the time you open the form, which will be visible on the top of the screen in red. You may choose to wait until you are ready to completely fill out the form, enter all the fields, and then hit the **Finalize and Submit Review** button. You can also fill out the form as you go, but make sure to hit **SAVE & Continue** often so you don't lose what you have written. By hitting **SAVE & Continue**, your remarks will be saved, and the timer will restart back at 20 minutes.

