How to Create an Advisor Account and Certify Applications

To Create an Account:

1. To create an account click the link on the left side of your screen under the account registration box called "New Advisor"
2. Enter the contact information required to open an account. You will be able to select your own user name and password.
3. Select your institution's state from the dropdown list provided, and then select your institution from the next dropdown list. If you institution is not listed, please email gilmanadvisors@iie.org.
4. Select the appropriate advisor type (study abroad or financial aid)
5. Click the "Register" button at the top right corner of the Advisor Registration box
6. Once your have registered, you can now login to the Gilman application system using the login and password you created

Verifying Account Information:

Before you can view and certify student applications your account must be verified. There are two ways for your account to be verified.

1. The Gilman staff will review and verify account information as new accounts are created. Most accounts will be verified by the Gilman Program within 2 business days.
2. If your institution already has at least one verified advisor in the system, that verified advisor can login to the application and verify your account.
   - To verify another advisor in the system, a verified advisor at your institution should login to the application. Once logged in, the verified advisor should scroll down to the bottom of the screen and locate the pending advisor's information under "Non-Certifying Advisors" and click on the green check box next to the pending advisor's information.
   - If your institution has decided to designate one financial aid advisor or study abroad advisor for all Gilman applicants, then only that advisor's account should be verified. Other advisors who create an account will remain in the system as Non-Certifying Advisors and will not be able to certify students' applications.

Certifying a Student's Application:

1. Once your account has been verified, you will be able to see a list of all students from your institution who have selected you as their advisor in their application.
2. You will receive an email when a student who has selected you as his/her advisor submits a complete application. The application is now ready for your certification.
3. To certify an application, click on the icon to the left of the student's name, review the certification questions, and submit your certification. You may not change your responses once you have submitted your certification.
4. If you wish to view or print a PDF of the student's entire application, you may do so by clicking on the Print button next to their name or at the top of the page.