

How to Navigate FS4U as a Reviewer

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Logging Into a Reviewer Account

If you don't already have a user account in **Award Management**, you'll automatically receive an invitation email (on the **Begin Review Period** date set on your opportunity).

Select your invitation link in the email, which will bring you into the system and give you the chance to select a password. If you already have an account, you'll receive a notification email when you have reviews assigned.

You'll only receive these emails:

- Once per day
- From opportunities with open review periods
- For reviews you haven't already seen in your Reviewer portal

First, you'll navigate to the **Award Management** site at <https://fsu.academicworks.com> and click **Sign In** at the top right.

The process of logging in is going to be slightly different based on whether you are an employee of the University or external to FSU. External users are now required to utilize a *Blackbaud ID (BBID) account.

*Beginning in January 2024, users logging into Blackbaud Award Management with local authentication (email and password) will require a Blackbaud ID (BBID) account. This is a more secure login method and will further protect your personal information by providing enhanced password protection. BBID also allows you to enhance security with multi-factor authentication (MFA) through text messages or mobile authenticators.

Tip: If you currently log in with the University's Single Sign-On (SSO) system, BBID is not required. There is no change to your login process.

Internal Reviewers

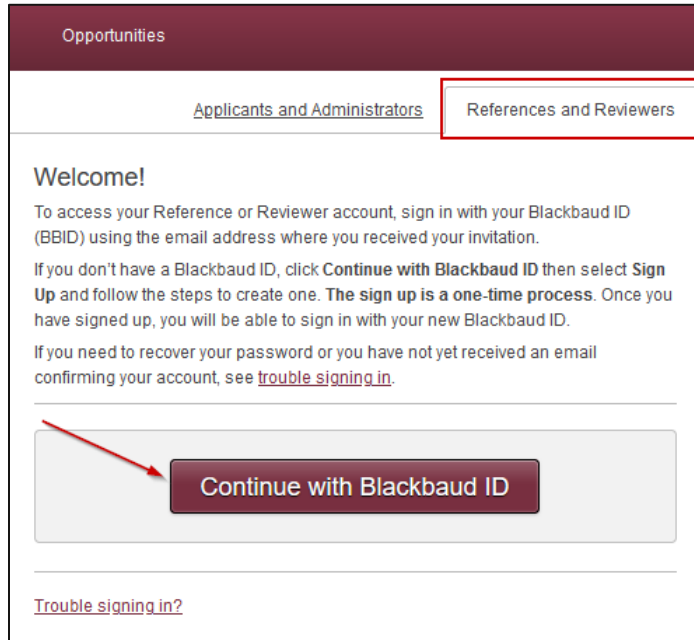
For employees, you will have the option to utilize the University's Single Sign-On (SSO) system by clicking the **Applicants and Administrators** tab, then **Sign In With Institution**. This will redirect you to an FSU landing page.

The screenshot shows the 'Opportunities' section of the FSU website. At the top, there are two tabs: 'Applicants and Administrators' and 'References and Reviewers'. The 'Applicants and Administrators' tab is highlighted with a red rectangular box. Below the tabs, there is a 'Welcome!' message and instructions for users. At the bottom, there is a large button labeled 'Sign In With Institution', which is highlighted with a red arrow pointing to it from the left.

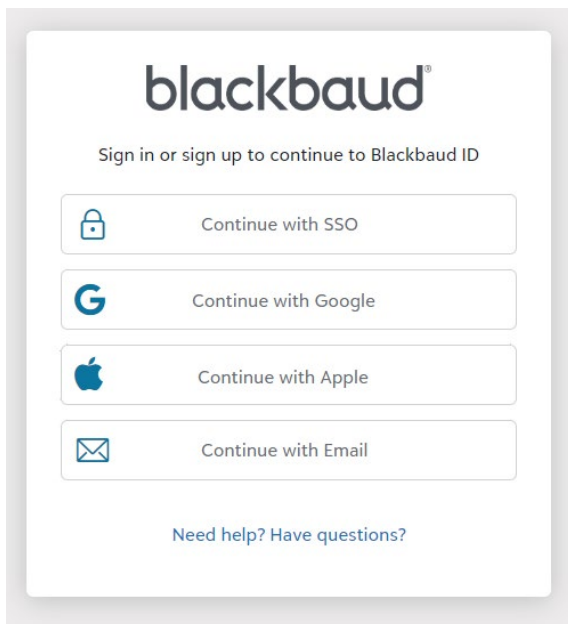
The screenshot shows the 'SIGN IN' page of the FSU website. The page has a dark blue header with the FSU logo and the text 'FLORIDA STATE UNIVERSITY'. Below the header, there is a 'SIGN IN' section. On the left, there is a light blue box with a lightbulb icon and the text 'Did you check the URL?' followed by a warning: 'When clicking on links in emails from unknown senders always check the URL first. The official URL for this page should be cas.fsu.edu!'. On the right, there is a login form with the title 'Enter your FSUID and password'. The form has two input fields: 'FSUID' and 'Password'. Below the fields is a blue 'Sign In' button. At the bottom of the form, there are links for 'Manage FSUID/Password', 'Sign In Help', and 'Terms of Use'. The background of the page is a photograph of a campus scene with a brick building, palm trees, and pink flowers in the foreground.

External Reviewers

For those external to FSU, you'll select the **References and Reviewers** tab, then **Continue with Blackbaud ID**.

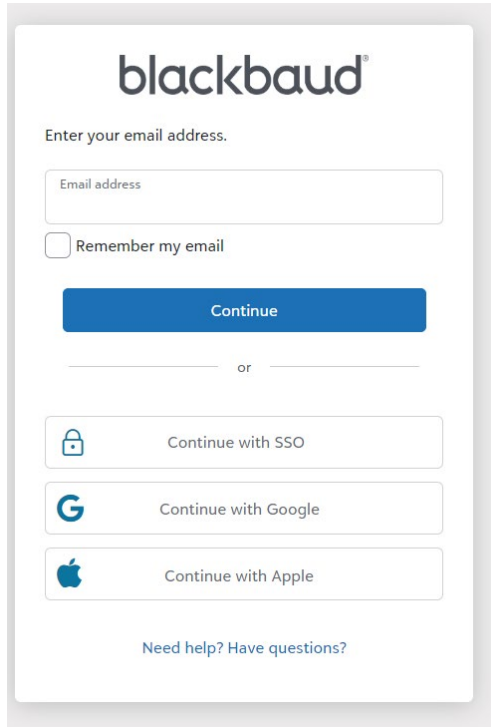


The next screen has several login options: **Continue with SSO**, **Continue with Google**, **Continue with Apple**, and **Continue with Email**, as shown below.



If the email in your Award or Stewardship Management system is the same as your Google or Apple ID, you can use Google or Apple to access Award or Stewardship Management. Only use this option if your email in use for Award or Stewardship Management is the **same** as this email account (for example, a Gmail account).

If you do not yet have a BBID and your email address is **not** a Gmail or Apple email, click the **Continue with Email** button. You will then see the following screen below.

A screenshot of the Blackbaud login interface. At the top is the Blackbaud logo. Below it, the text "Enter your email address." is displayed. There is a text input field labeled "Email address". Below the input field is a checkbox labeled "Remember my email". A blue "Continue" button is positioned below the checkbox. Below the button is a horizontal line with the word "or" in the center. Underneath the line are three buttons: "Continue with SSO" (with a lock icon), "Continue with Google" (with the Google 'G' logo), and "Continue with Apple" (with the Apple logo). At the bottom of the form is a link that says "Need help? Have questions?".

Enter your Email address and select the **Continue** button. After selecting **Continue**, you will see a prompt to **Send confirmation code**.

Select **Send Confirmation Code**. An email with a confirmation code will be sent to the account for verification. Once you select **Send Confirmation Code**, you will enter the code into the text field on the next screen.

Tip: Check your junk and spam email folders for the confirmation email if you do not receive it within a few minutes.

Enter the confirmation code and click **Confirm**. You will then be prompted to create a password with the following parameters:

- The password must contain at least 12 characters
- The password must contain at least 3 of the following:
 - Lowercase letter
 - Capital letter
 - Number
 - Special character (!, #, %, etc.)

Simply create your Password, Confirm password, and enter First Name and Last Name. Double-check that you have entered in your information correctly. Then click the blue **Sign up** button. After selecting **Sign up**, you will be logged into your Award Management account.

Completing Assigned Reviews

To complete your assigned reviews:

1. Select an award opportunity.
2. To learn more about an opportunity (description, review deadlines, number of awards, etc.), select **Opportunity Details**.
3. Choose an application and select **Begin**.
4. At the top right, choose a view:
 - **Review:** View your review questionnaire
 - **Application:** View the submitted application
 - **Side-by-Side:** Move into a full-screen view of both your review questionnaire and the submitted application

Note: To return to the previous page, select **Exit Side-by-Side** at the bottom of the page.

5. Fill out your review questionnaire.
6. Select a progress option:
 - **Submit:** To finish this review and move to the next
 - **Save:** To save your progress and stay on the current screen
7. Continue submitting reviews until you're finished.

To confirm that you've completed all your reviews, select **Opportunities** at the top left. Under **Assigned Reviews**, you'll see the total number assigned and completed.

Tip: If you need to update a review, do it before the **Reviews Due By** date in the **Opportunity Details**. Otherwise, you'll no longer be able to make changes.

How to Chair a Review Committee

If you're a reviewer chair for an opportunity, you'll see the **Applications to Chair** and **Reviews to Chair** links.

As a reviewer chair, you can see more details about an opportunity than a traditional reviewer, including:

- **Details:** Access additional financial information, dates, and more to provide additional context
- **Applications:** See additional information about each application
- **Reviews:** See all applications, their assigned reviewer, and the review's status (category, average score, date completed, etc.)

Additional Resources

- [The Reviewer Experience](#) (YouTube walkthrough)
- [Reviewer Instructions](#) (Knowledgebase article)