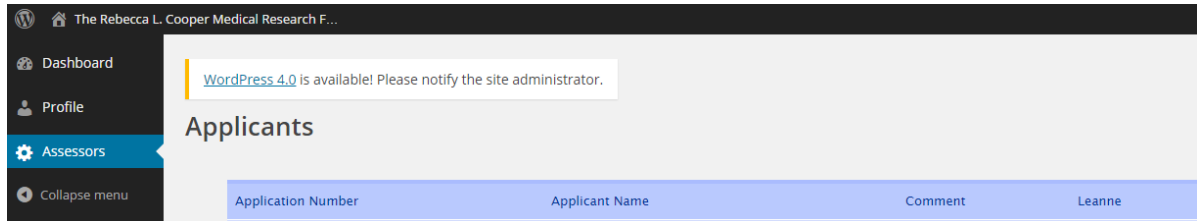


# Instructions for Online Assessors Portal

The Online Assessors Portal can be accessed via <http://cooperfoundation.org.au/form/wp-admin/>

Your login details have been sent to you by email. Please contact [info@cooperfoundation.org.au](mailto:info@cooperfoundation.org.au) if you have not received your login details.

When you log into the portal, you will arrive at the Assessors homepage (see image below) where you will see a list of the applications you will be assessing.



To open a grant application, click on the application number.

A new screen will open as shown below. From this screen you can:

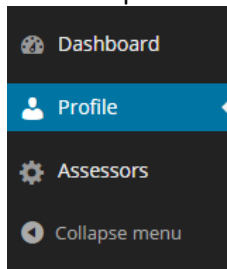
- access the detailed grant application by clicking “Click here to view application”
- score the application (rating scale 0-100)
- enter a comment about the application
- tick if you have a conflict of interest (if you do have a COI, please notify the Leanne Arber so that the application can be re-allocated)

Once you have finished scoring the application, click the “Save Score” button. You can now return to the homepage by clicking the “x” in the bottom right-hand corner. Your score and comments for the application should now be displayed on the homepage dashboard.

A screenshot of a form for scoring an application. At the top, it displays 'Application Number 10353' and a link 'Click here to view application'. Below this, the 'Assessor' is listed as 'Leanne'. There is a 'Score (0-100):' field with a horizontal input bar. A 'Comment:' field is a large text area. A 'Conflict of Interest:' checkbox is present and unchecked. A red 'Save Score' button is at the bottom left. At the bottom right, there is a footer 'Homer Defined' and a close button 'x'.

### Changing your login password:

Once you have logged in for the first time, you can change your password via the “Profile” tab on the left-hand panel.



### Logging out

To log out, hover over the “Howdy, Name” located in the upper right-hand side of the webpage, then click on “Log Out”.

