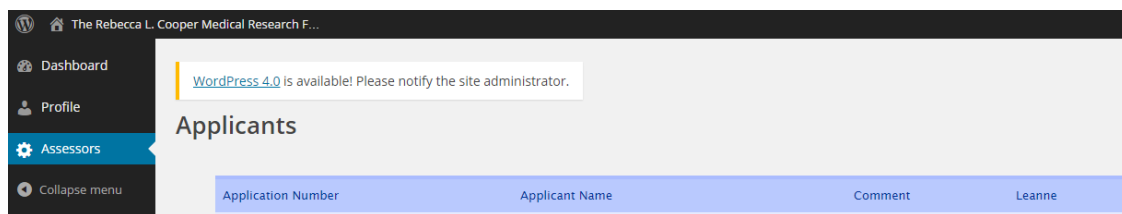


Instructions for Online Assessors Portal

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

Your login details have been sent to you by email. Please contact info@cooperfoundation.org.au if you have not received your login details.

When you log into the portal, you will arrive at the homepage (see image below) where you will see a list of the applications you will be assessing. To open an application and assess an application, click on the application number.



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

Application Number 20012 [Click here to view application](#)

Assessor: Leanne

Score (0-100):

Comment:

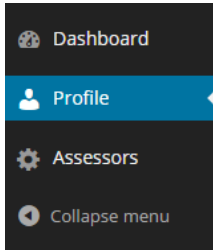
Conflict of Interest:

Homer Defined

If you do have a COI, please notify the Leanne Arber so that the application can be re-allocated to another assessor.

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”.

