

UNT Faculty Success

InfoReady Reviewer Instructions

LOG IN

- InfoReady [recommends](#) using the Chrome or Edge browsers and accessing InfoReady from a laptop or desktop computer rather than a mobile device.
- Go to the [Faculty Success InfoReady site](#).
- Log in to the Faculty Success InfoReady page by using the blue **University of North Texas Login** button and entering your UNT credentials.

VIEW APPLICATIONS

- Click on the **Reviews** tab.
- If you want to download all applications, click **Download Pending Applications (PDF)** on the top right.
- If you want to view an individual application, click the **title** of an application.
 - You can click the **PDF** button at the top to view the entire application as a PDF.
 - You can also click **Show Application Details** button at the top (clicking **Next** when necessary), and then view the attachments separately by clicking on the links on the right side below Application Files.

REVIEW APPLICATIONS

- From the **Reviews** tab, click on the **title** of an application. Scroll down to see the review questions.
- For each rating question, you will select a numeric rating AND type a short comment.
- At the bottom, you can choose to save your ratings or submit your rating.

GET HELP

- View detailed instructions with screenshots in the [InfoReady Reviewer Guide](#).
- Watch the [InfoReady Reviewer Video Instructions](#) to see the review process.
- If you have questions about a specific award, please contact Faculty.Success@unt.edu.
- If you need technical help, you can also contact InfoReady Support by phone at (734) 929-0010 x256 or by email at support@inforeadycorp.com.