



PEER REVIEWER APPLICATION USER GUIDE, FALL 2021

Application Deadline: January 10, 2022

Decision Notification to Applicants: By March 1, 2022

Thank you for your interest in Peer Corps membership at the Higher Learning Commission. HLC staff members look forward to reviewing your application in the coming weeks.

Please review the application requirements and timelines in full before completing an application, since incomplete or late applications will not be accepted.

To create an application, you must first create an account in HLC's Canopy system, and then log into Canopy to create the application.

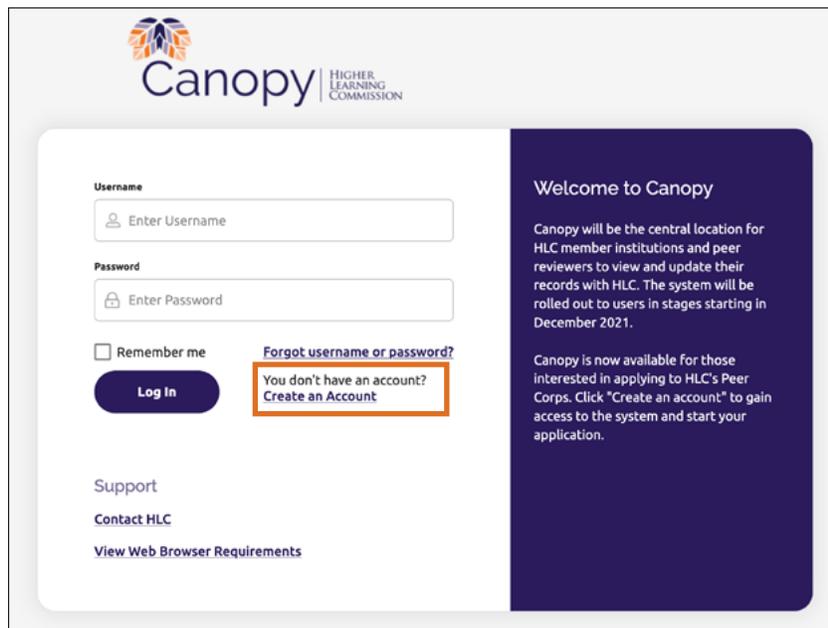
Since you are new to this system, HLC strongly suggests having these instructions available for easy reference while you work on your application. Have all of your application materials prepared in advance, including the names and contact information for your references and your application letter and CV saved together in a single PDF document.

If you have questions about Canopy or completing the application, please contact HLC through the [Canopy Help Request Form](#).

I. CREATE YOUR ACCOUNT IN CANOPY

1. Go to the Canopy login page at <https://canopy.hlcommission.org/prapp/>.
2. Click “Create an Account” (see Figure 1) and follow the prompts to create a username and password. If you are selected as a member of the Peer Corps, these will be your login credentials for Canopy going forward, so please choose something you will remember.

FIGURE 1. CANOPY LOGIN



II. COMPLETE THE PEER REVIEWER APPLICATION

At this point, you can start the peer reviewer application in Canopy. If you cannot complete the application immediately, you may save your progress and return to it later, using the login credentials you created when registering your Canopy account.

As noted previously, HLC recommends that you have all of your materials prepared and your application and resume/CV ready to upload as a single PDF document to ensure a smooth application process.

After creating your account, you will be taken to the Peer Reviewer Application main screen. From this screen, you will see:

- The start and end dates of the application process at the top of the screen
- The Last Updated date, which indicates the time your application was last updated and saved
- Application instructions and timeline
- A navigation bar on the left of the screen, which will indicate your progress in completing each section of the application:
 - New/not started
 - ◐ In progress or saved as draft
 - Completed

SECTION 1. CONTACT INFORMATION

To start your application, click on “Contact Information” in the navigation bar on the left. This will bring you to the section page, which displays an overview of the questions in the section (see Figure 2). Enter your contact information in this section.

1. Click “Edit” in the Name, Email and Phone Number question set. This will bring you to a form page where you can enter your information (see Figure 3).
2. When you are done entering your information, choose one of the options at the bottom of the screen to save your work:
 - **Save as Draft:** This allows you to save your answers without completing all questions on the page. Click this button to save your progress and return to the section page.
 - **Save or Save & Continue:** Use one of these options when you have completed all the required questions on the page. “Save” will close the form and return you to the section page, and “Save & Continue” will take you to the next set of questions.
3. Move on to the next set of questions in this section, Work Address, by clicking “Save & Continue” after completing the Name, Email and Phone Number questions or by returning to the section page and clicking “Edit” in the Work Address block.

Follow the same steps to complete the remaining sections of the application.

FIGURE 2. CONTACT INFORMATION SECTION PAGE

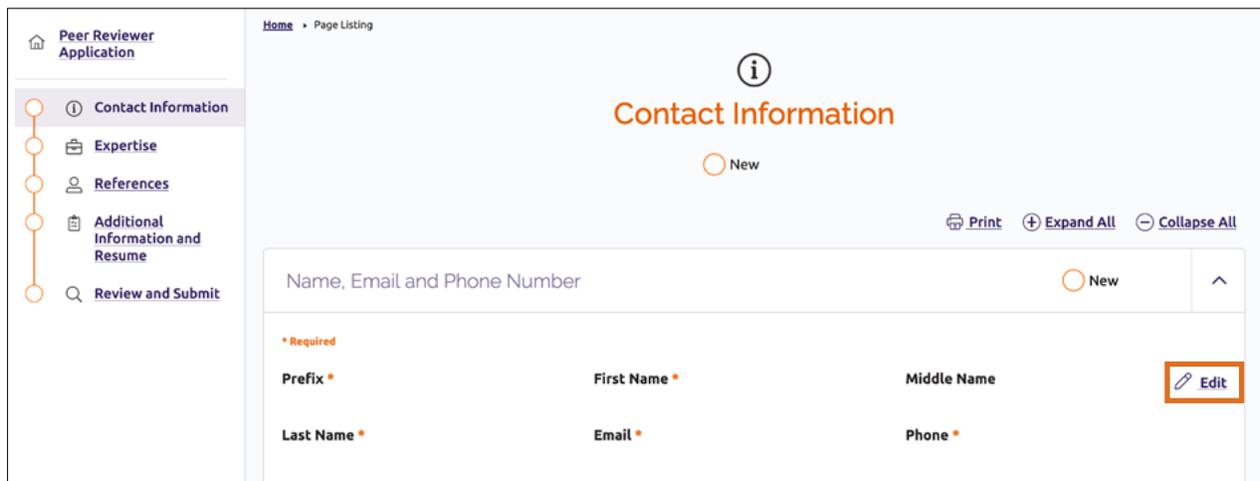
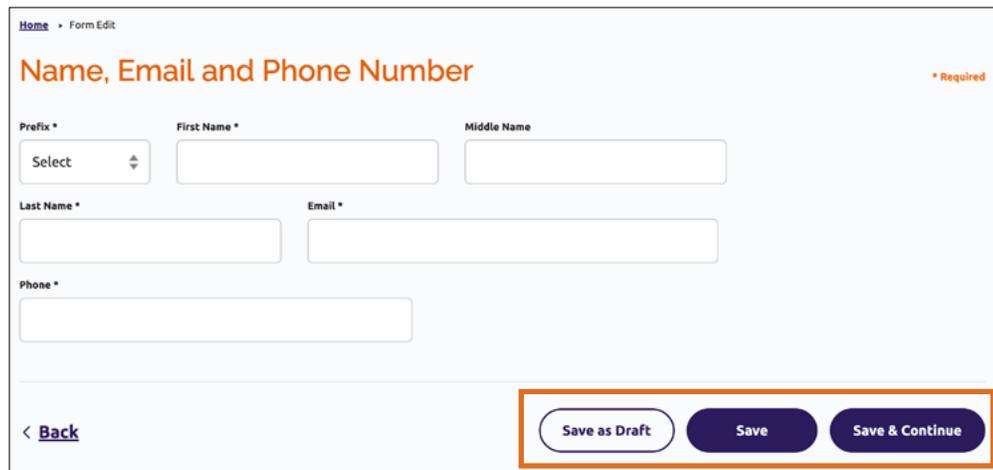


FIGURE 3. NAME, EMAIL AND PHONE NUMBER FORM PAGE



SECTION 2. EXPERTISE

In this section, you will enter information about your home institution, current employment, educational experience, and general expertise and experience. Click “Edit” in the Education and Employment question set to enter your information. Complete all required fields before clicking “Save & Continue.”

Note: This information is for selection and tracking purposes only. If you are chosen for the Peer Corps, you will have an opportunity to report in this system all work experience and education, including master’s degrees and secondary doctorates, professional certification and licenses, secondary roles on your campus, and past employment at other institutions.

Highest Degree Earned: Please choose the degree in the drop-down list that most matches your highest terminal degree. If you hold two terminal degrees, report the last highest terminal degree earned.

Current Job Title: Enter your current title in the text box. If you hold more than one title, you may enter both, if you can keep the text to a minimum.

Institution: To find an institution, start typing the name until the institution is displayed in the field search results, or scroll through the drop-down list and click on your institution’s name. Note: This list only includes HLC member institutions.

Primary Role: When indicating your primary role, you may choose more than one role if you are, for instance, a faculty member as well as a dean of a college, etc. Please indicate only those roles you currently hold at the institution, not those you have held in the past.

SECTION 3. REFERENCES

In this section, enter the names and contact information for one reference at a time.

Click “Edit” in the Reference 1 question set to enter the information for your first reference. Click “Save & Continue” to move to the second reference and then to the next section, or “Save as Draft” to return to this section later. At least one reference should be from a colleague, supervisor or leader at your current institution.

SECTION 4. ADDITIONAL INFORMATION AND RESUME

In this section, you will provide information about how you learned about HLC’s Peer Corps and upload your application materials.

Click “Edit” in the Additional Information question set to complete this section. **Your application letter and CV/resume must be uploaded as a single PDF document.**

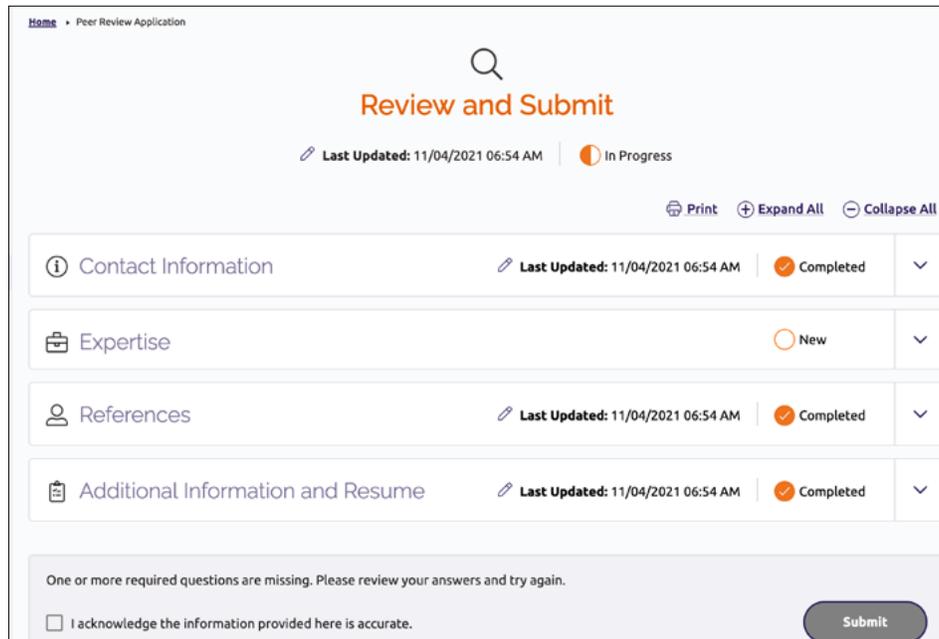
III. REVIEW AND SUBMIT YOUR APPLICATION

At the end of the application, you will be prompted to review the entire application before submitting it for review. Once you submit it, you may not edit it or attach any additional information.

1. **Review Application:** When you believe you are done with the application, click “Review and Submit” at the bottom of the page. You will see the screen shown in Figure 4. At this point, all sections should all be marked as completed.

Note: If you would like to save a copy of your application, click “Print” to open a print-friendly version of the application in a new browser tab. Close the browser tab to return to the application in Canopy.

FIGURE 4. REVIEW AND SUBMIT



2. **Enter Missing Information:** If a section of the application is marked as “new” or “in progress” (see the Expertise section in Figure 4), click the “Edit” link for the question set that is missing information and answer any remaining required questions. Click the Save button to return to the Review and Submit page.
3. **Acknowledge Accuracy:** Click on the checkbox at the bottom of the screen to acknowledge that the information you are providing is accurate.
4. **Submit the Application:** Once you click the submit button, you are sending your application to HLC for review; no additional changes or additions can be made past this point. You will see an acknowledgement that your information has been successfully submitted.

IV. CHECK YOUR APPLICATION STATUS

You can check the status of your application at any time in Canopy. You will be notified of a decision regarding your application by March 1, 2022.

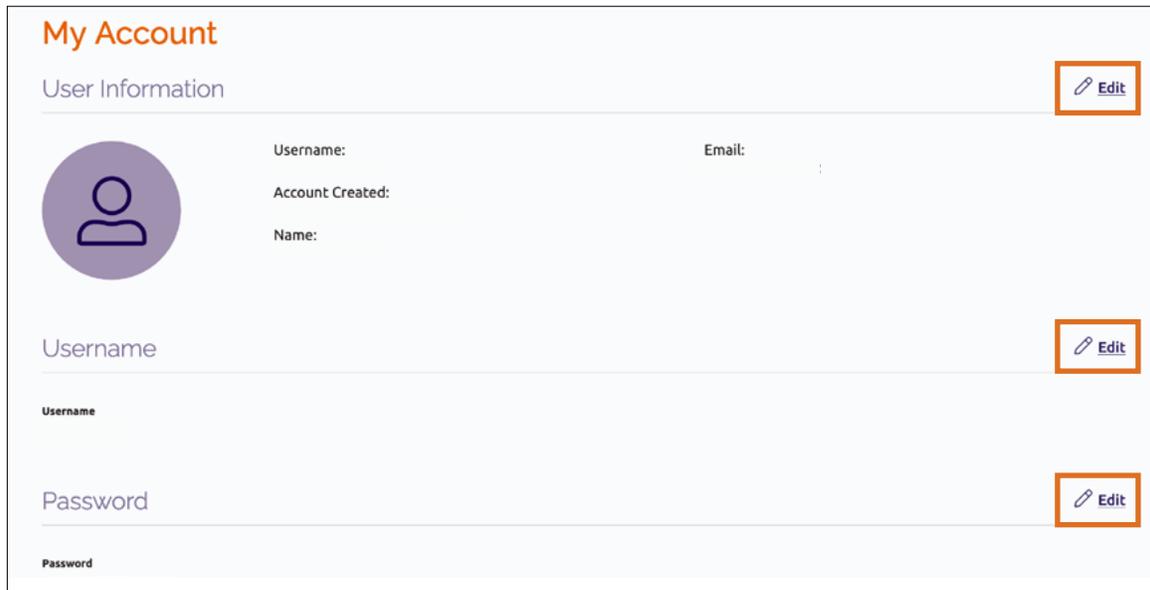
1. Log into Canopy using the credentials you created when registering your account.
2. From the My Account screen, click on “Resources” at the top of the screen and choose “Peer Reviewer Application Status.” Here you will be able to see that your application has been submitted. Once the application process closes in January and HLC staff begin evaluating applications, this status will switch to “Under Review.”

V. MANAGE YOUR CANOPY ACCOUNT

To access your Canopy account information, click your name in the upper right corner of the screen and select “Manage My Account” from the drop-down menu that appears. This will take you to the My Account page (see Figure 5).

On this screen, you will see the name, username and email you provided when you registered. If you need to edit this information, click “Edit” to the right of each entry, and then click “Save” at the bottom of the screen when you are finished with your edits.

FIGURE 5. MY ACCOUNT



The screenshot displays the 'My Account' interface. At the top left, the title 'My Account' is shown in orange. Below it, the 'User Information' section is highlighted. On the left side of this section is a purple circular profile icon. To its right, the following fields are listed: 'Username:', 'Email:', 'Account Created:', and 'Name:'. An orange-bordered 'Edit' button with a pencil icon is positioned to the right of the 'User Information' header. Below this, the 'Username' section is visible, featuring a text input field with 'Username' as a placeholder and an orange-bordered 'Edit' button to its right. The 'Password' section follows, with a text input field and an orange-bordered 'Edit' button to its right. The labels 'Username' and 'Password' are also present below their respective input fields.