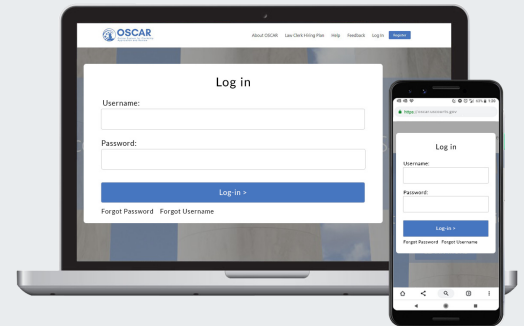


This Quick Reference Guide will help get you started in OSCAR, including navigating and managing your:

- Home Page
- Profile
- Applicants
- Recommenders
- Additional Features

Visit <https://oscar.uscourts.gov/help> for more detailed instructions on using OSCAR.

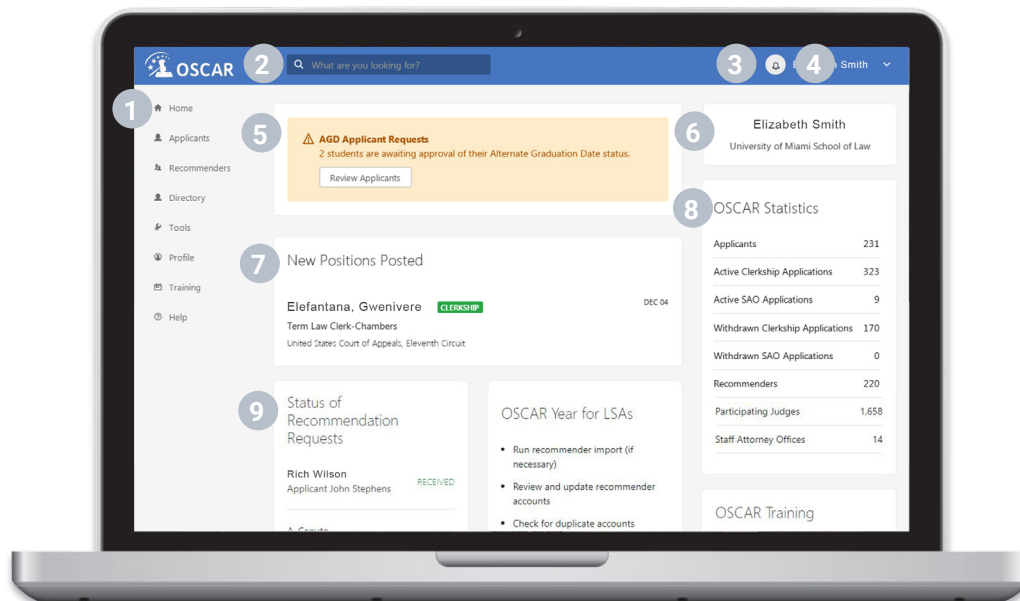
If you need assistance creating a new law school administrator account, please contact the OSCAR Program Office.



<https://oscar.uscourts.gov>

Your Home Page

From your account home page, you'll find quick and easy access to anything you need in OSCAR.



- 1 Left Navigation:** Access your applicants, recommenders, directory of judges and staff attorney offices, tools, profile, training, and help.
- 2 Search Box:** Search for content across the site. Type in your criteria and press "Enter" to search.
- 3 Notifications:** System notifications, such as pending recommendations or AGD requests, display here.
- 4 User Dropdown:** Quick access to your account, law school admin accounts, profile, reports, and preferences.
- 5 AGD Applicant Requests:** Notifications of any pending Alternate Graduate Date (AGD) requests.
- 6 User Information:** A summary of your account type and general information.
- 7 New Positions Posted:** A quick view of new positions posted in OSCAR.
- 8 OSCAR Statistics:** A view of your school's OSCAR account information by the numbers.
- 9 Status of Recommender Requests:** For recommenders, a snapshot of your recommendation requests and statuses.

Profile

Update Your Law School Profile

1. Click **Profile** > **Law School Profile**.
2. Click **Edit** and fill out the required fields.
3. Click **Save and Exit**.

Update Your Law School Dean

1. Click **Profile** > **Law School Profile**.
2. Click the **Law School Dean** tab.
3. Click **Edit** and fill out the required fields.
4. Click **Save** or **Submit**.

Change Your Password

1. Click **Profile** > **My Account**.
2. Enter and confirm your new password.
3. Click **Change Password**.

Create a Law School Administrator Account

1. Click **Profile** > **School Admin Users List**.
2. Click the **Add New** button.
3. Fill out the required fields and click **Save and Exit**.

Edit a Law School Administrator Account

1. Click **Profile** > **School Admin Users List**.
2. Locate the school administrator account and click **Edit**.
3. Make changes and click **Save** to update the account.

Delete a Law School Administrator Account

1. Click **Profile** > **School Admin Users List**.
2. Locate the school administrator account and click **Edit**.
3. Click **Delete Record**.
4. Click **OK** in the pop-up warning.

Applicants

Review and Update an Applicant Profile

1. Click **Applicants** > **Applicants List**.
2. Click the applicant's name.
3. Click the **Applicant Information** tab and click **Edit**.
4. Update the profile and click **Save**.

Change Applicant Username and Password

1. Click **Applicants** > **Applicants List**.
2. Click the applicant's name.
3. Click the **Account** tab and click **Edit**.
4. Update the username and password and click **Save**.

Add Application Documents

1. Click **Applicants** > **Applicants List**.
2. Click the applicant's name.
3. Click the **Documents** tab and click **Add New**.
4. Complete the required fields, upload the document, and click **Upload**.

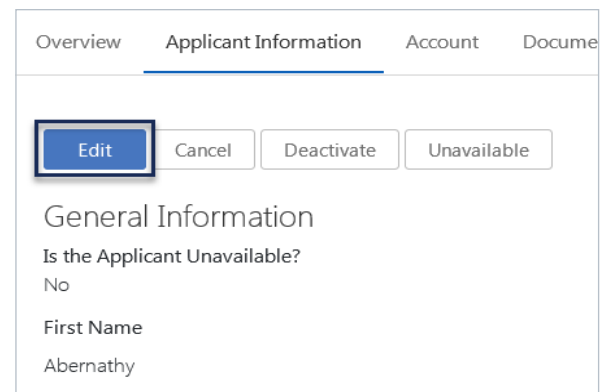
Identify Recommenders

1. Click **Applicants** > **Applicants List**.
2. Click the applicant's name.
3. Click the **Recommenders** tab and click **Add Recommender**.
4. Search the system for recommenders or create a new recommender.
5. To set a recommender as the default, check the **Default Recommender** box.
6. Click **Save**.

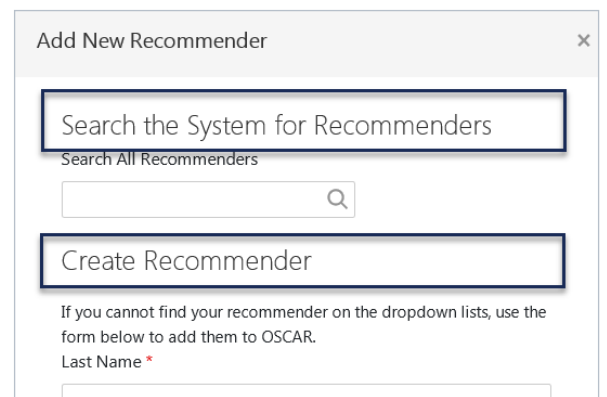
Approve Alternate Graduation Date (AGD) Accounts

Applicants can register for an OSCAR account with an AGD designation if they are joint-degree, part-time, or other students with 2 years of law school grades and an alternate graduation date. The law school administrator must confirm the applicant's AGD status before the account can be created.

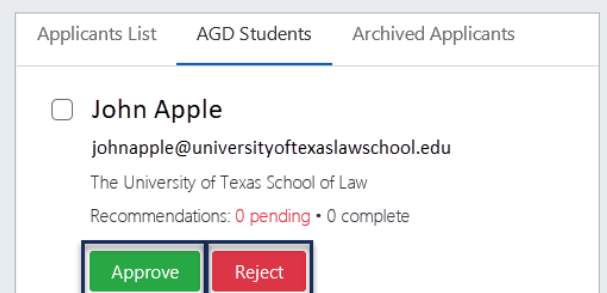
1. Click **Applicants** > **AGD Students**.
2. Select **Approve** or **Reject** as appropriate.



Edit an applicant's profile from their information tab.



Find a recommender that is already in the system or create a new recommender.



Approve or reject AGD requests.

Applicants (Continued)

Create Draft Applications

1. Click **Applicants > Applicants List**.
2. Click the applicant's name.
3. Click the **Clerkship** or **Staff Attorney** tab.
4. Click **Add New**.
5. Select the **Judge** or **Staff Attorney Office** and the **Position**.
6. Select **Documents, References, and Recommenders**.
7. Proceed through the process to **Create Draft Application**.

Finalize Applications

1. Click **Applicants > Applicants List**.
2. Click the applicant's name.
3. Click the **Clerkship** or **Staff Attorney** tab.
4. Locate the application and click **Edit**.
5. Make edits to the applicant documents, recommenders, review, and finalize the application.

Recommenders

Add a Recommender

1. Click **Recommenders**.
2. Click **Add New**.
3. Search the system for recommenders or create a new recommender.
4. Click **Save**.

Edit or Delete a Recommender

Note: Ensure there are no pending recommendation requests before deleting the recommender account.

1. Click **Recommenders**.
2. Locate the recommender and click **Edit**.
3. To edit a recommender, update the fields and click **Save**.
4. To delete a recommender, click **Delete Record**.
5. In the pop-up notification, select **OK** to delete the recommender account.

Change a Recommender's Password

1. Click **Recommenders**.
2. Locate the recommender and click **Edit**.
3. Click the **Account Details** tab.
4. Click **Edit**.
5. Update the username/password and click **Save**.

Change a Recommender's Email Notifications

1. Click **Recommenders**.
2. Locate the recommender and click **Edit**.
3. Make your selections under **Email Frequency of New Recommendation Requests, Receive Weekly Reminder of Pending Requests**, and other email frequency settings.
4. Click **Save**.

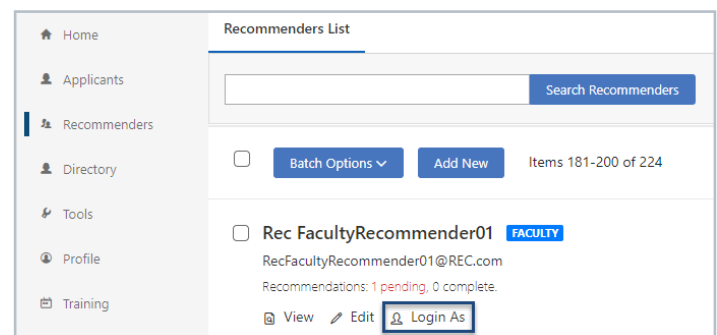
Resend a Recommendation Request

1. Click **Recommenders**.
2. Select recommender(s) by using the check boxes.
3. Click **Batch Options** and select **Manage Email > Email Recommenders > New Recommender Email**.
4. Review or edit the email and click **Next**.
5. Review the email recipients and click **Send Messages**.

Note: OSCAR will send an email to the recommender containing the request and instructions to submit the recommendation.

Fill a Recommendation Request

1. Click **Recommenders**.
2. Locate the recommender and click **Login As**.
3. In the pop-up window, click **OK** to become the user.
4. Click **Recommendations > Pending Requests**.
5. Click the name of the pending request.
6. Complete the 3-step process to fill the recommendation request, review, and finalize the recommendation.
7. Click the user dropdown in the top right corner and select **Logout** to return to your account.



Log in as a recommender to fill a recommendation request.

Additional Features

Research Judges or Staff Attorney Offices

1. Click **Directory > Judges** or **Staff Attorney Offices**.
2. Use the search box and filters to find judges and staff attorney offices.
3. Click on the name to view their information and position details.

Create Email Templates

1. Click **Tools > Email Templates**.
2. Click **Add New** to create a new template.
3. Complete the required fields.

Create Email Templates (Continued)

Note: You can personalize email using merge codes.

4. Click **Submit** to save the email template for future use.

Send Email in OSCAR

1. Click **Applicants > Applicants List** or **Recommenders**.
2. Select email recipients using the check boxes.
3. Click **Batch Options** and select **Mail**.
4. Choose a template or new message.
5. Review or edit the email and click **Next**.
6. Review the email recipients and click **Send Messages**.

Additional Features (Continued)

Run Reports

OSCAR provides law school administrators with predefined reports to assist with managing applicants and recommenders and track data.

1. Click **Tools > Reporting**.
2. Under the report name, click **Review Latest Run**, **Regenerate Report**, or **Previous Runs**.
3. From here, you can view the report, open it in a new window, save it as an Excel file, and return to the report list.
4. You can also schedule a report to run on a daily, weekly, or monthly schedule. Click the **Scheduling** tab, complete the fields, and click **Save** or **Submit**.

Certify Your Class Rank System

OSCAR stores class rank data for applicants from law schools that rank, do not rank any, or only partially rank. Law school administrators must certify their law school's class rank system. Please contact the OSCAR Program Office for assistance.

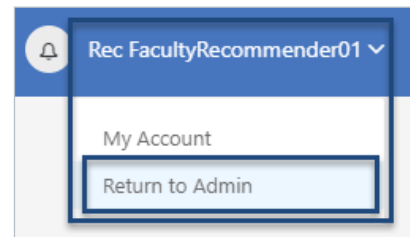
1. Click **Tools > Class Rank Certification**.
2. Choose from one of the three options and click **Update**.

Download Judge/Staff Attorney Address Files

1. Click **Directory > Judges** or **Staff Attorney Offices**.
2. Select the judge(s)/staff attorney office(s) using the check boxes and click **Batch Options**.
3. Click **Save as Excel** and select **Entire List**, **Selected Items**, or **This Page**.
4. OSCAR will open the file to download file in a new window.

Log in as an Applicant or Recommender

1. Click **Applicants** or **Recommenders**.
2. Locate the user and click **Login As**.
3. To return to your account, click the user dropdown in the top right corner and select **Return to Admin**.



Return to your administrator account after logging in as another user.

More Information



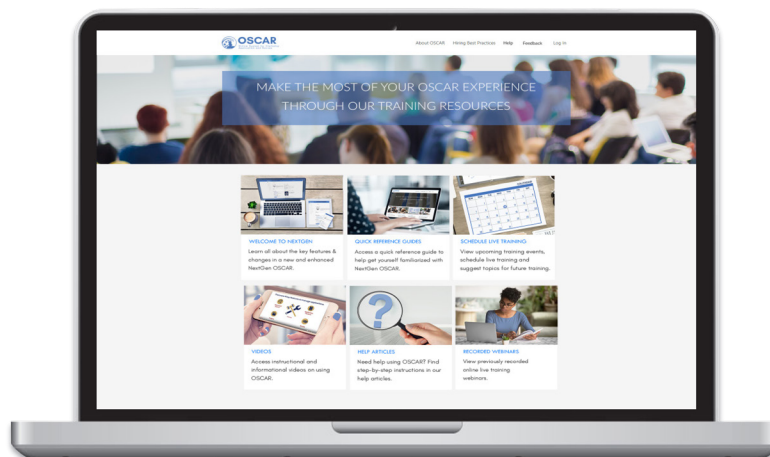
Help

The OSCAR help section (<http://oscar.uscourts.gov/help>) contains help articles with step-by-step instructions. Use the index and search bar to find instructions for anything you need.



Training

OSCAR's training web page (<https://oscar.uscourts.gov/training>) provides centralized access to a variety of resources.



Contact the OSCAR Program Office

The OSCAR Program Office provides support Monday - Friday 8:00 AM to 5:00 PM Eastern Time.

Email: oscar-support@ao.uscourts.gov

Phone (toll free): 1-866-666-2120