To access the courses you need vote on, start at [itransfer.org](https://itransfer.org). Find the iManage link at the bottom of the page. It will be on the right hand side in the dark gray area at the bottom of the page. Click the link to go to the log in screen.

The login screen will have a box for your email address and a box for your password. You should have received your password when you were added as a member to the panel. If you did not, you can reset it by clicking the reset password button. It is important you use the institutional email address to which you received your password at when you were given access to the system. You won't be able to login if you have not confirmed your email address. Contact IAI staff at [iai@itransfer.org](mailto:iai@itransfer.org) if you have trouble with accessing the system with the email and password you were given or have created for yourself.
Enter your password and click the login.

The iManage home page will display. To access the voting section for panels you belong to, you will want to click the Course Review link. You can also change your password, your physical address, as well as find other items of viewing and maintenance options.
The Course Review home page will provide you with information on voting on courses. Prior to courses being available to vote, it will not tell you how many courses you will need to vote upon. Once voting opens for your panel(s), this information will show. Once you have voted on all courses for a review session, prior to the meeting, it will show 0 again. (Note: Voting opens on Feb/Sept 15th or Mar/Oct 1st at 8:00 am – depending on the date of your panel meeting. We open voting on courses we have received early if your panel meets in the first month of a review session. Courses will continue to be accepted and posted as they come in until the deadline of March or October 1st at 5:00 pm) See the addendum to this walk through for viewing future courses, prior to voting officially opening. You cannot cast votes or leave messages in a course until the system opens voting.

See next page... Remainder of page left blank...
Once you enter voting for the panel, you will see the courses listed by section. You can collapse and expand courses within any or all sections by clicking the “Show Courses” link. If the course is colored yellow, it is an indicator you need to vote on the course.

The “+” next to the courses allows you get a summary of voting on the course before entering the course itself. In addition, you can actually look at the course by hovering over the “Options” button. Click “Details/Vote” in the pop up box that appears to open the course.
Once the course opens, you will see a full page of information. Below are some screen views with explanations of sections.

- Institutional Course Information
- Course files submitted for review. There may be many.
- Current Voting Summary
- Notes from Admin if any
- IAI Course Description and Identifier

This is a private discussion board for panel members to discuss a course, prior to casting a vote. It is recommended that if a message is being posted here, you post it before you vote on the course below. Once you type your comment make sure to click the “Add Comment” box.

This is a more detailed course summary of voting.
Some panels choose to use a "syllabus analysis" in reviewing courses. If you panel uses this in the review process, you can find the summary here.

This section will tell the name, vote and comments posted at the time the person voted. The comment section is below and is separate from private discussion board above.

The page will tell you who on the panel has not voted yet.

You can post your vote on the course in this section. There is a summary of the institutional information and the clickable syllabus analysis (if your panel uses one). The syllabus analysis can be helpful in responding to institutional concerns about decisions made on their courses. Some members still do not use it as they feel it slows and restricts their voting process.
If you decide you cannot approve the course and chose any other option, a drop box will open to allow you to choose the issues with the course you can select as many as you feel appropriate.

Click the "Submit Your Vote" button to finish the process.
Addendum 1: Viewing future courses:

Once the future courses load on the page, the system will work exactly as it does with current courses, but you won’t have functionality for messages and voting. However, you can look at documents and details of courses. Remember to expand the section by clicking “Show Courses.” You want to click “show courses” beneath the title of the section you are trying view.