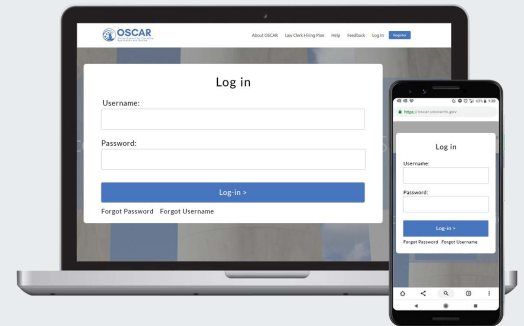


This Quick Reference Guide will help get you started in OSCAR, including navigating and managing your:

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

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

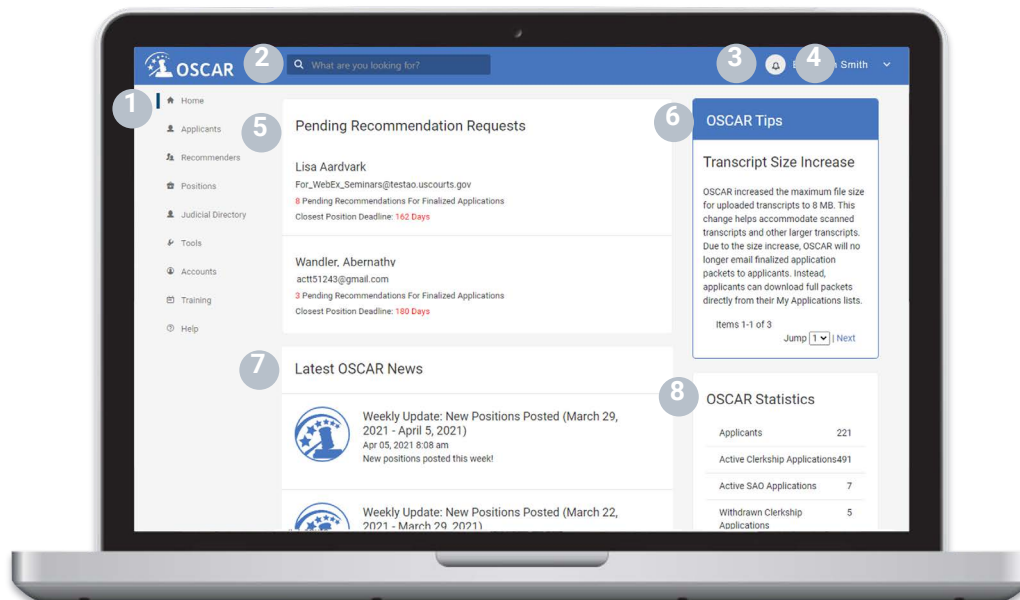
If you need assistance creating a new law school administrator account, please contact the OSCAR Program Office.



<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 Pending Recommendation Requests:** Notifications of any pending recommendation letter requests.
- 6 OSCAR Tips:** Displays updates, new resources, and helpful tips.
- 7 Latest OSCAR News:** A quick view of news and blogs posted in OSCAR.
- 8 OSCAR Statistics:** A view of your school's OSCAR account information by the numbers.

Profile

Change Your Password

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

Create a Law School Administrator Account

I. Enter School Admin Information

1. Click **Accounts** > **School Admin Accounts**.
2. Click **Add New**.
3. Complete the form on the School Admin Information tab and click **Save**.
4. OSCAR automatically sends an email with login information to the new account holder.

II. Assign User Rights

5. Click the **Account** tab and click **Edit**.
6. Select User Rights for the account.
Note: The default user right is "View Only"
7. Click **Save & Exit**.

Edit a Law School Administrator Account

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

Update Your Law School Profile

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

Update Your Law School Dean

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

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

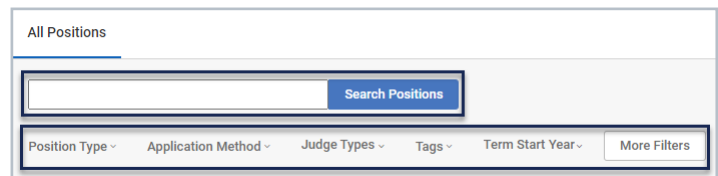
1. Click **Applicants** > **Applicants List**.
2. Click the applicant's name.
3. Click the **Recommenders** tab and click **Add Recommender**.
4. Search the system for recommenders or create a new recommender.

Note: Before creating a new recommender account, search the system to determine if the recommender already has an OSCAR account.

5. To set a recommender as the default, check the **Default Recommender** box.
6. Click **Save**.


Search For Positions

1. Click **Positions** in the left navigation.
2. Use the search box and the five filter options to select your search criteria and click **Search Positions**.



Search the Positions List by keyword and narrow your search with filters.

3. Click **More Filters** to further refine your search.

Note: Click the  icon at the top of the positions list to sort your positions list.

Create Applications

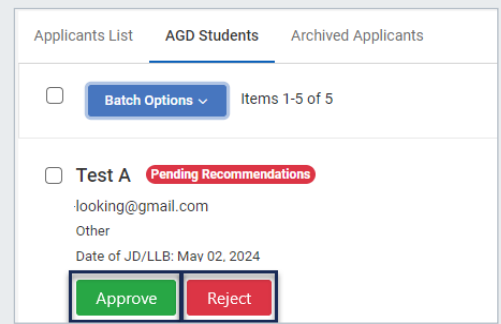
1. Click **Applicants** > **Applicants List**.
2. Click the applicant's name.
3. Click the **Applications** tab.
4. Click **Add New** to open a draft application.
5. Search for the **Judge** or **Staff Attorney Office** and select the **Position**.
6. Click **Next: Select Documents** and choose or upload application documents.
7. Click **Next: Choose Recommenders** and select recommenders and/or enter references.
8. Click **Next: Review And Submit** and review the application.
9. To submit the application, click **Finalize Application** at the bottom of the screen and again in the confirmation pop-up window.

Manage Alternate Graduation Date (AGD) Requests

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. Locate the name of the applicant with the AGD request.
3. Select **Approve** or **Reject** as appropriate.

Note: You can also change approval or rejection of an applicant using the **Batch Options** menu on the **AGD Students** tab.



Approve or reject AGD requests.

Recommenders

Add a Recommender

Note: Before creating a new recommender account, search the system to determine if the recommender already has an OSCAR account.

1. Select **Recommenders > Faculty Recommenders**.
2. Click **Add New**.
3. Fill out required fields.
4. Click **Save**.

Edit or Delete a Recommender

Note: You can only delete faculty recommender accounts. Ensure there are no pending recommendation requests before deleting the recommender account.

1. Click **Recommenders > Faculty 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. Select **Faculty Recommenders** or **Outside Recommenders**.
3. Locate the recommender and click **Edit**.
4. Click the **Account Details** tab.
5. Click **Edit**.
6. Update the username/password and click **Save & Exit**.

Change a Recommender's Email Notifications

1. Click **Recommenders**.
2. Select **Faculty Recommenders** or **Outside Recommenders**.
3. Locate the recommender and click **Edit**.
4. On the Recommender Details tab, make your selections under **Email Frequency of New Recommendation Requests, Receive Weekly Reminder of Pending Requests**, and other email frequency settings.
5. Click **Save** or **Submit** to return to the Recommenders List.

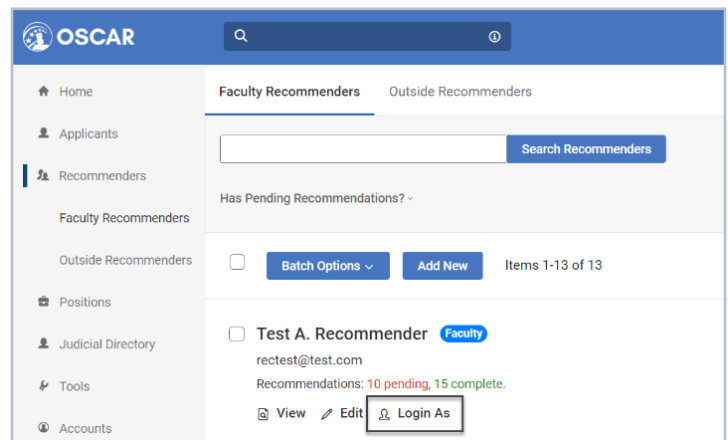
Resend a Recommendation Request

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

Note: OSCAR will send an email to the recommender with a list of pending requests and instructions to submit the recommendations.

Fill a Recommendation Request

1. Click **Recommenders**.
2. Select **Faculty Recommenders** or **Outside Recommenders**.
3. Locate the recommender and click **Login As**.
4. In the pop-up window, click **OK** to become the user.
5. Click **Recommendations > Pending Requests**.
6. Click the applicant's name with the pending request.
7. Complete the 3-step process to fill the recommendation request, review, and finalize the recommendation.
8. Click the user dropdown in the top right corner and select **Return to Admin** 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 **Judicial 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 > Manage Emails**.
2. Click **Add New** to create a new template.
3. Complete the required fields.
4. Click **Submit** to save the email template for future use.

Note: You can personalize email using merge codes.

Additional Features (Continued)

Send Email in OSCAR

Law school administrators can send email through OSCAR to applicants and recommenders.

1. Click **Applicants** > **Applicants List** or click **Recommenders** and select **Faculty Recommenders** or **Outside Recommenders**.
2. Select email recipients using the check boxes.
3. Click **Batch Options** and select **Mail** or **Manage Email**.
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**.

Run Reports

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

1. Click **Tools** > **Repor**s.
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 **Schedule Report** 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 partially rank. Law school administrators must certify their law school's class rank system. If required, contact the OSCAR Program Office for assistance.

1. Click **Tools** > **Class Rank Certification**.
2. Select one of the three options (Does Not Rank, Ranks, and Partial Rank) and click **Update**.

Download Judge/Staff Attorney Address Files

1. Click **Judicial 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** > **Applicants List** or click **Recommenders** and select **Faculty Recommenders** or **Outside 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**.

More Information



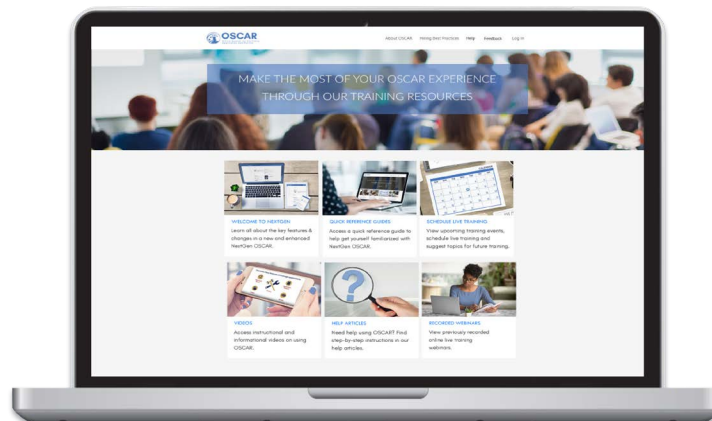
Help

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