1. Go to the Graduate Application Portal: https://www.admissions.iastate.edu/apply/online/portal.php
   a. It should ask you to log-in
2. Type the student’s name into the search criteria and select Fall 2017 for the entry term. Click “Search”.
   a. Click on the “View” link to see their application documents
   b. This should open up DocFinity 10 which will look similar to this:
   i. Down in the “Search Results” you will see all of their admissions documents.

   ![Document Previewer screenshot]

   a. You can scroll through all of the documents by clicking on these icons:

      i. ...

   b. They are located at the bottom of the Document Previewer: