1. go to https://webcentre.hobsons.co.uk

2. Enter client ID: bristol-g

3. Enter User ID: (YOUR UoB Username).

4. Enter Password: Obtain this from.pga-help@bristol.ac.uk

5. Press GO

6. Select a system

7. Select Application system-Application for Admission-the admission summary will appear.

8. Select Search for applicants

9. Type in name or ID (found in e-mail that was sent to you) to find the applicant. ID method is more accurate. Click Submit.

10. Click on the PDF logo of your applicant - this brings up the CV for review

11. To enter review: Click on the persons name (URL). This takes you to the applicant summary screen.

12. Click on 'Application'

13. Click on 'reviewer/admissions reviewer screen'

14. Find your reviewer box

15. Write your review

16. Enter date

17. SAVE

18. EXIT