Middlebury College Alumni Admissions Program

Using the AAP Portal (first time users OR use as a refresher):

The AAP Portal is your source for interviewing information management and your connection to the AAP program. You will be able to change your password, update your personal information with the College, access your applicant lists, fill out the alumni interview report, check decisions, and find other links to newsletters and useful information.

Your username will be the preferred email address we have on file for you, and after logging in with your initial PIN you will be required to create a new password that contains:

1. At least one letter
2. At least one capital letter
3. At least one number
4. At least 8 characters

Please keep your username and password accessible. If you forget your password, you can use the 'Forgot Your Password?' link, but please note that it will require that **you remember the email address you used as your username**. If you forget which email address is associated with your account, please reach out to: aap@middlebury.edu.

Login

To log in, please enter your username and password.

Username	
Password	Forgot Your Password?

Login

Another important note: when you log out of the system you need to close all browsers in order to log out completely. **If you do not do this, your login remains active!** You should never log into the AAP portal from a public computer, such as a computer used by multiple users at a cyber-café.

First-time login

The first time you log into the new system, you will be presented with a form stating Conflicts of Interest and Best General Practices. Please read through this information carefully, and if you agree with the statements, click the 'Yes' checkbox:

If you are not able to answer in the affirmative to the items above, please check 'No' below.

By checking the "Yes" box, I agree to all statements above and understand by doing so I may participate as an alumni volunteer interviewer in the Alumni Admissions Program. By checking the "No" box, I understand that I will be removed from the Alumni Admissions Program for this year.

☐ Yes
☐ No

Submit

If you have a conflict of interest that prohibits you from participating in the program, please click the 'No' checkbox and make sure to click the 'Submit' box so we can remove you from the AAP program for this year. Feel free to reach out to us at aap@middlebury.edu if you have any questions about your participation in the program.

Once you have clicked the 'Yes' checkbox, you will be asked which rounds you would like to participate in this year. Once a specific round is selected, you will be asked how many interviews you would like to do for each round: **(a reminder that all interviews will be virtual again this year)**

All interviews this year will be conducted via Facetime, Skype, Zoom, or phone. Please take this into consideration when you complete the rest of this form.

Interview Rounds

I am available to interview for the following rounds:
☑ Early Decision I
☑ Early Decision II
☑ Regular Decision
☐ I am an AAP Chair and will not be interviewing

How many interviews at each round would you like to do?

Early Decision 1 (a minimum of 2 would be ideal)

3

Early Decision II (a minimum of 2 would be ideal)

3

Regular Decision (a minimum of 4 would be ideal)

4

Submit

Personal Information

Since most communication is conducted through e-mail, and your email address is also your username for logging in, please let us know right away if you would prefer that we use a different email address. It is also very important that we have your correct mailing address since that is the basis for connecting you with the correct region. Please click either Yes or No in response to the 'Is your name/address correct?' question. If you click 'No', the 'Change of Address' link will display. Note: that address changes may take up to a week to process. You will notice your updated address only on the Home tab.

Once you have completed this form, click the 'Submit' button and you will have access to the full Alumni Admissions Program portal.

AAP Portal Basics

There are two tabs at the top of the screen, Home and Interviews:

Alumni Admissions Program

| Home | Interviews |

Home Tab

Each time you log into the system you will begin on the Home tab. Please review this page for important messages and the current address we have on file for you (which may be different than what you see in the Profile) – **this is our main method of communicating with you throughout the season.** You will also find much information in the Useful Links section, including the AAP calendar, tips on interviewing, and the latest AAP Newsletter.

Interviews Tab

You will probably spend most of your time on the "Interviews" tab of the AAP portal. The My Interview Assignment section lists any students you have been assigned to interview. Clicking an applicant's name will display their contact information, the link to the interview form, the date that the interview was assigned, and the status of the interview form. It is there you will find the form to submit your interview report.

Assignment Emails

You will receive an email notifying you of your assignments within 24 hours of the time that an assignment is made. Assignment emails are sent out automatically by the system overnight. Please check the AAP portal for the most current status of your assignments.

Please email me with any questions or concerns.
Thank you for your good work on behalf of the Admissions Office!
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