

Guide to Portals Used for Match



All information related to our sites, the application process, and virtual open house can be located on our [website](#).

Outcomes Portal (Each region has their own portal):

CENTRAL

This portal is for internship programs to access and review submitted applications. The AAPI Outcomes Portal functions best on Chrome or Firefox browsers. On each page of the AAPI Outcomes Portal, there is a link to the Outcomes Portal Help Center that has detailed answers to some common questions. Also, on the bottom right of your computer screen in your portal, you can click the purple Tours icon to get a guided walk-through of several key tasks.

CASCADES

If you get inquiries from applicants stating that they are having difficulty finding your program in the AAPI portal, please remind them that they can use the search filters to find your program using your APPIC Program Member Number.

**GREAT
LAKES**

Students will be able to submit applications starting on October 1st. However, the vast majority of applications (~75%) are submitted between 10/29-11/5. Typically, NPTC will also get additional applications close to our deadline.

CY-HAWK

ALL internship sites' portals will close on 11:59pm EASTERN STANDARD TIME on their specified deadline date in the AAPI portal. **NPTC's deadline is November 17, 2024.** NPTC will let you know if we will be extending that deadline.

Kintone - Match Application Space

This is where your list of current applicants for your site during this phase of the match process. This is where you will let us know who you are interviewing or rejecting and this is also where you will submit your ranking list later on in this match season. Here are some brief instructions about reviewing your applicants:

- The list is sorted by applicant last name.
- Click on the header for any row to change how the list is sorted (for example, you can sort by rotation if you have more than one rotation).
- Click on the pencil icon at the far end of each row to edit that person's status or ranking number.
- The **STATUS** column is the area we most need you to update. Some statuses are set by us. Others are set by you. The primary areas we want you to update us with are **Interview**, **Interview Scheduled**, **Rejected by Site**, and **Ranked**. This is a multi-check box so leave all previous boxes checked as we go through this process.

- Make updates where appropriate throughout. If you need assistance with the update or would like to work off of an excel document first, please email Toni to get a copy of your excel template.
- Click on the floppy disk to save your changes. If you change your mind or want to undo your changes click on the grey X.
- When it is time to submit your ranking list, you will add the Status **Ranked** for those you wish to rank. Then you will add their number for each of your rotations in the Ranking Number column.
- Make note that if you have multiple rotations you have multiple lists that need to be submitted so be sure you're adding the numbers accurately for each rotation!
- If you are not ranking someone, you will select **Rejected by Site** in their status.
- If you would like to add a note to an applicant click on the paper icon to review the individual record.

Portals You Might Hear Mentioned During Match



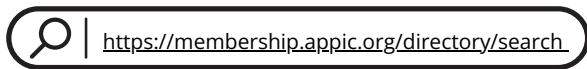
Association of Psychology Postdoctoral and Internship Centers (APPIC)

This website can be used to find out more information from APPIC.



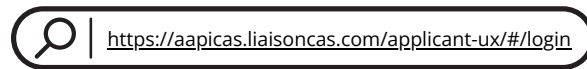
National Matching Services, Inc. (NMS)

This portal is used by NPTC to assist with the Match process. This is what we use to send applicants their invitations to interview, send them information about their interviews, and submit your rankings.



APPIC Memberships Sites Directory

This is the directory where applicants can see information about our programs. This information is updated each year.



AAPIC Applicant Login Page

This is the website used by applicants to submit their AAPIC's.