

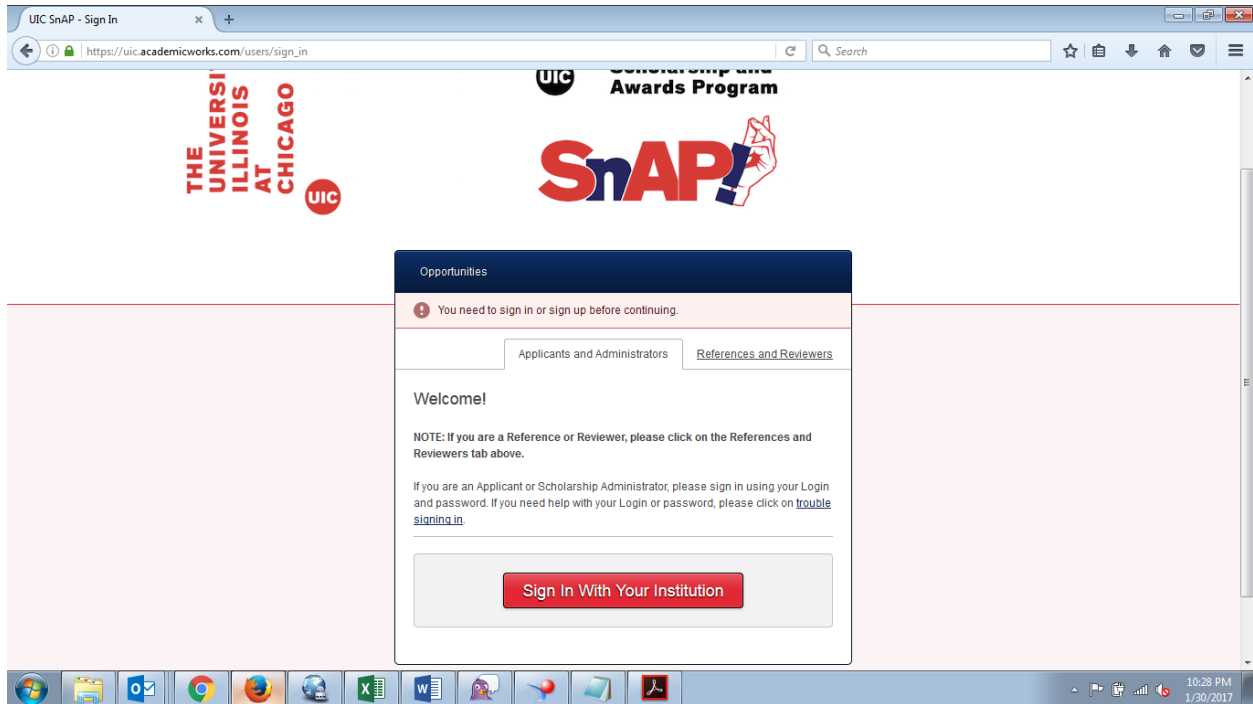


SnAP – For REFERENCES “Accessing SnAP” Instruction Guide

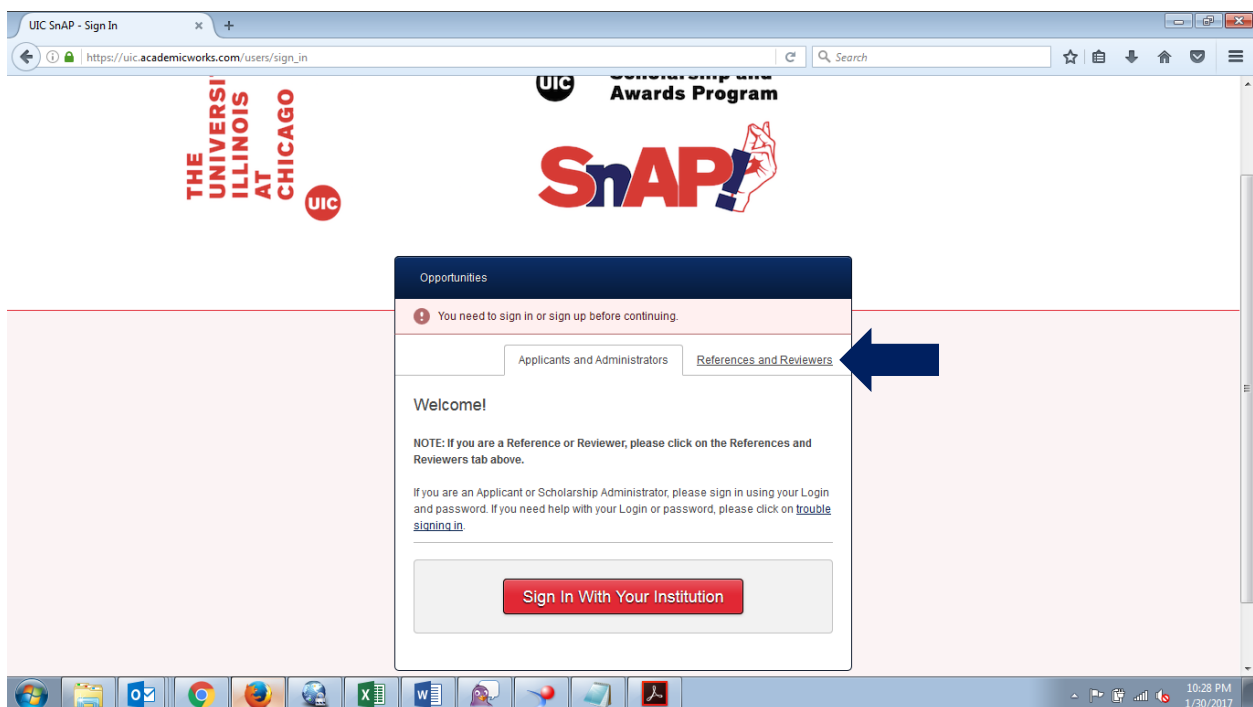
Thank you for being a reference for an application for a scholarship/award in the UIC SnAP system!

Let’s get started so you can access your SnAP to enter your reference.

1. Begin by visiting [UIC SnAP](#) Sign In web page:



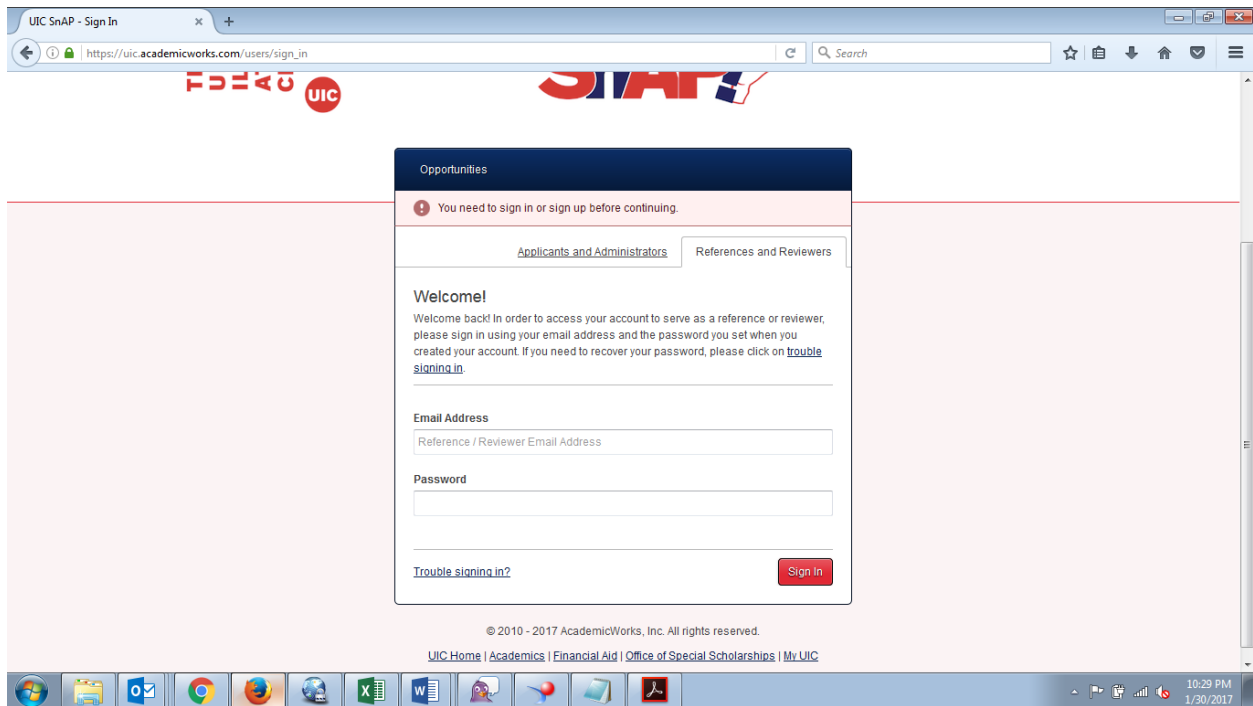
2. Next, you will log in to the SnAP system as a “Reference,” which requires logging into the **References and Reviewers** section. Please click on the “References and Reviewers” link show in the arrow below.



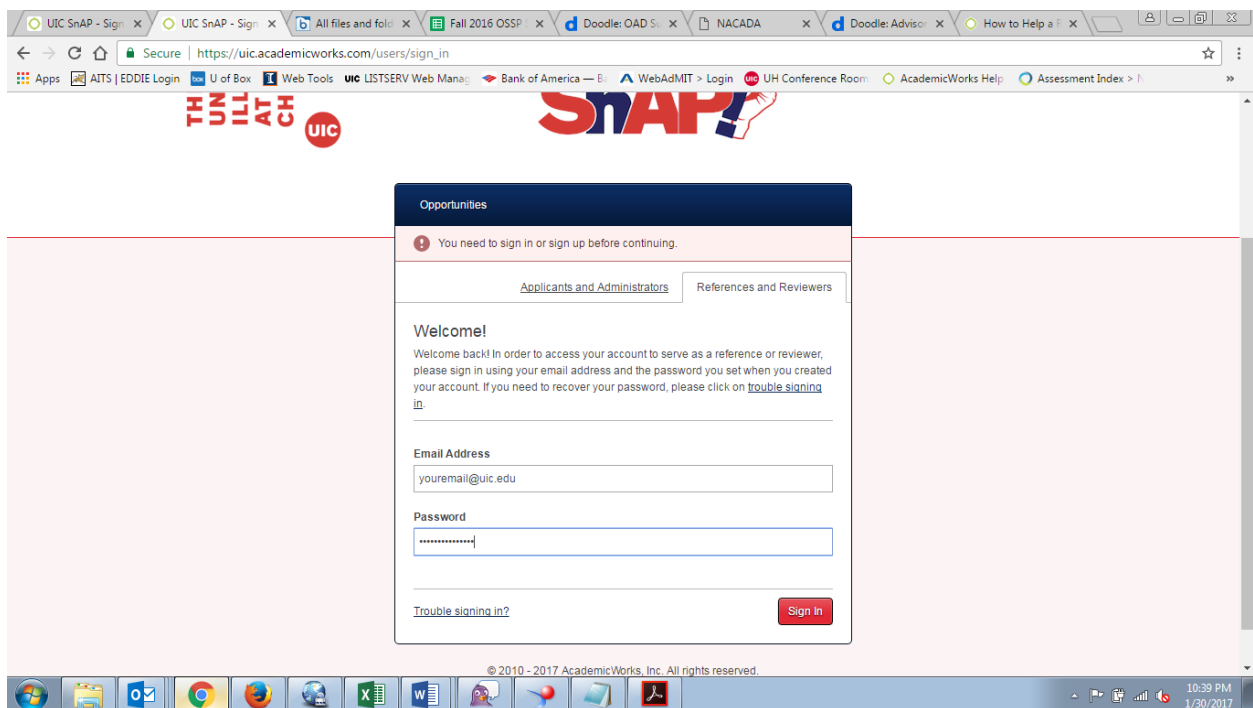


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3. You will see the tab for “References and Reviewers” with its own login screen.



4. Next, you will log in using your email account and the password you created for SnAP. *You should have received an automated invitation to create an account from SnAP the first time you were entered to provide a reference for an applicant. That invitation contains a unique URL for you to click on and create your SnAP Reference account. If you did not receive this email or need assistance, please click on [Trouble signing in?](#) and if you continue to have challenges, please email snaphelp@uic.edu.*



5. Once logged in, you will see the Reference Home Screen. Locate your name on the right hand side and select the dropdown and select Reference. You will be able to provide your reference.