Applying to Graduate School

Logging Back Into Your Account

Table of Contents

Logging Back Into Your Account

You can log back into your account at any time during and after your application has been completed.

Step 1: Visit https://ualr.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply. You will return to the Log In portal.
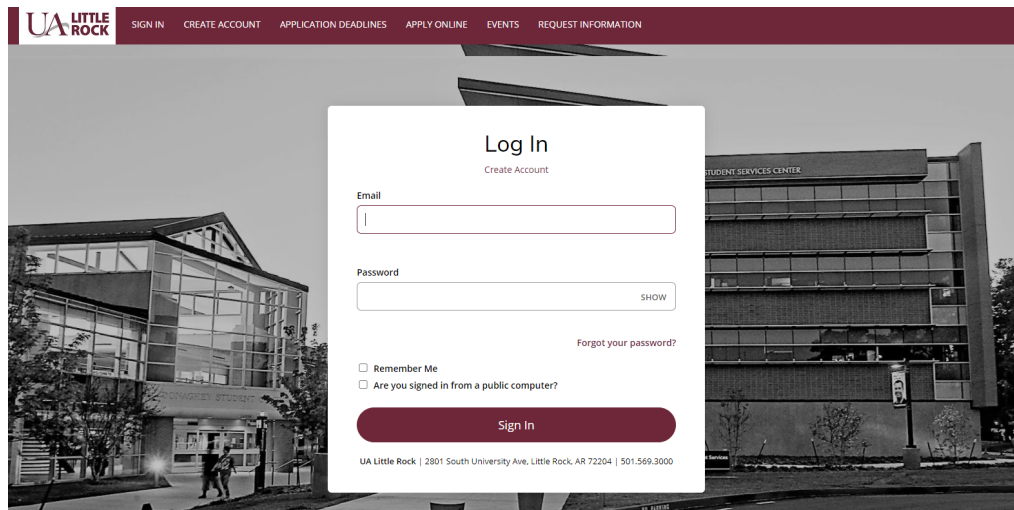

Figure of the Log In portal.

Step 2: Enter your *Email* and *Password*.

Step 3: Click *Sign in*.
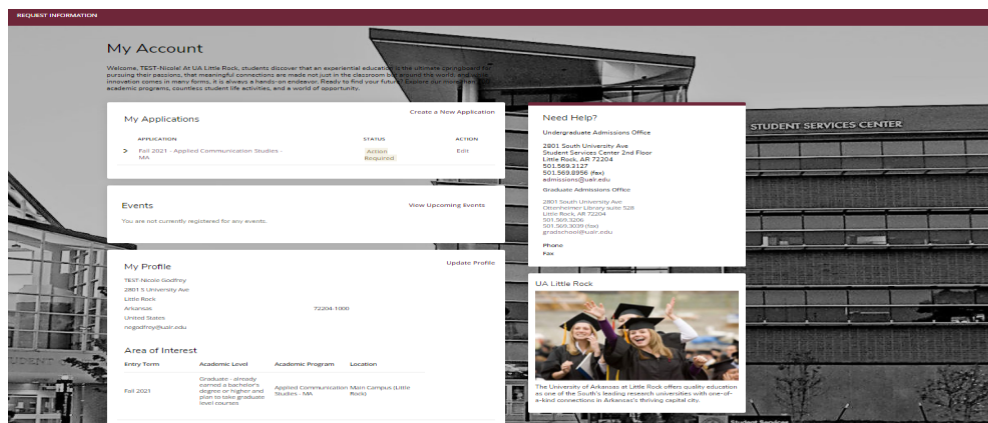
You will be greeted with the following screen:

Figure of the My Account welcome screen.

On this page, you can learn more about your applications, upcoming events, your profile, and area of interest. If you need any assistance, you will also find the contact information for the Graduate Admissions Office.

At the top of your screen, you will see a navigation bar that contains the following:

- **My Account -** leads you back to your application dashboard. You can click this at any time to return back to this page.
- **Application Deadlines -** takes you to a web page that provides you with important deadlines. You can also use *Search* to enter information about a specific program.
- **Apply Online -** forwards you to a page that allows you to start a new application based on the type of degree you are seeking.
- **Events -** navigates you to an *Events Calendar* page that lets you search for events taking place at UA Little Rock.
- **Request Information -** travels you to a *Request More Information* page that allows you to submit information about your academic interests. Once you submit this information, you will be contacted by a UA Little Rock staff member.
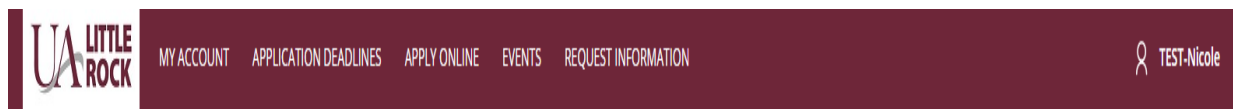

Figure of the Navigation Bar at the top of your screen.

In this navigation bar, you will also notice the UA Little Rock logo and a profile icon next to your name.

Click the UA Little Rock logo to visit the university's official website.

Figure of the UA Little Rock logo on the Navigation Bar at the top of your screen.

Click the profile icon and your name area to change your password and to sign out of your account.
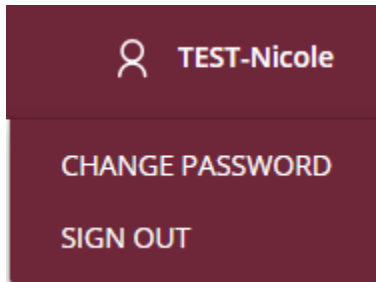

Figure of an example of a profile icon and the drop-down menu on the navigation bar.
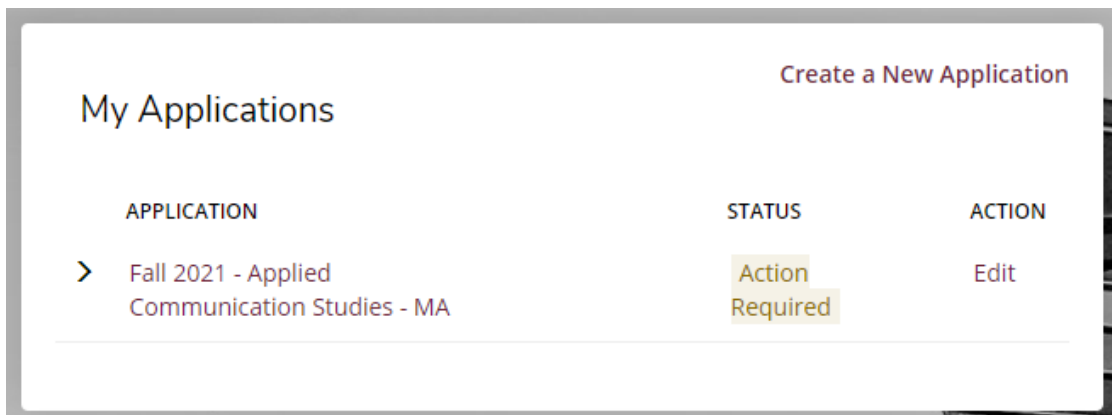
Step 4: Access your application.

Figure of the My Applications section.

Under the *My Applications* section, you will be able to see your application, its status, and any action that is required.

Click the link under *Application* to access your application.

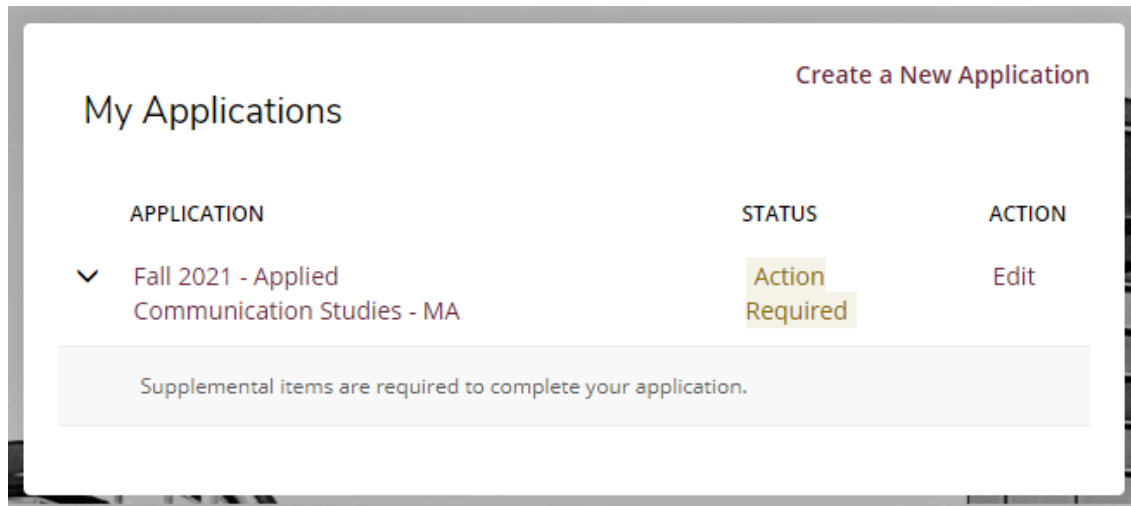Click the link under *Status* to learn more about what is needed to complete your application.

Figure of an example of a message that may appear if you click Action Required.

Click the link under *Action* to supply any information or documents that may be needed to complete your application.
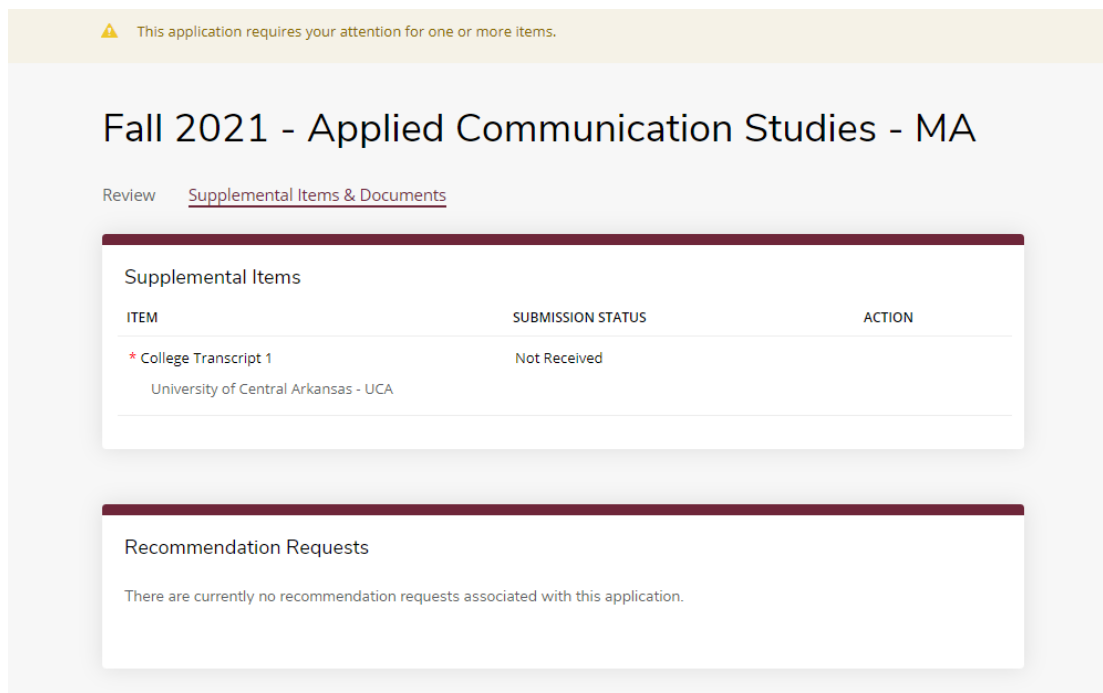

Figure of an example of what action may be required to complete your application. In this example, Supplemental Items & Documents are needed.

While on the *Edit* page of your application, you will notice two links:
1. Supplemental Items & Documents
2. Review

Click *Supplement Items & Documents* to learn more about what items are required to finish your application.

Click *Review* to look over your application that is in progress.

Step 5: Follow the instructions that are specific to your application. Finish entering your required information and supply all of your required documents.

Forgot Password or Locked Account?

Resetting Your Password

If you cannot remember your password, you can easily reset it.

Step 1: Visit https://ualr.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2fApply. You will be greeted with the *Log In* portal.

Figure of the UA Little Rock Log In portal.

Step 2: Click *Forgot your password?* Enter your email address associated with your account in the *Email Address* field.
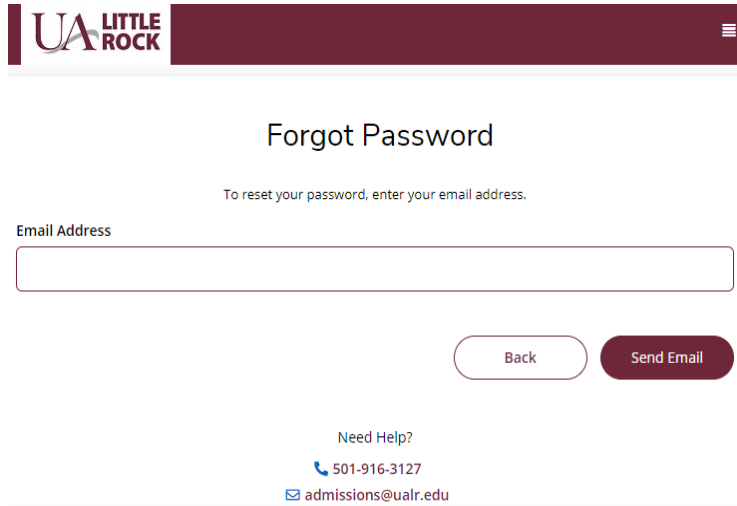

Figure of the Forgot Password page.

Step 3: Click *Send Email* to reset your password. Click *Back* to return to the *Log In* portal.

Locked Account

If you try to enter your email address and password incorrectly too many times, your account will be locked.

To unlock your account, contact the Graduate School. The Graduate School is open **Monday through Friday from 8:00 A.M. - 5:00 P.M.**

Staff member contact information:

Paula Baker - Director of Graduate Admissions
- Email: pebaker@ualr.edu
- Phone: 501-916-6213

Lucas Crosland - IT Specialist
- Email: lscrosland@ualr.edu
- Phone: 501-916-6217