

CCHD Online Evaluation Quick Reference

To Access the Diocesan Director Online Grant Evaluation	Go to www.cchdeval.org → Click on Online Evaluation LogIn → Enter your Log In (e-mail address) and Password. Those using the online evaluation for the first time will receive an e-mail containing a temporary password from CCHD. Please write it down.
To Change your Password	Once you are logged into the system, click on Change Password in the top left corner of the Evaluation Homepage.
To Accept an Application to Review	Under Invited Reviews, click on “ Will Review ” for each of the applications that you agree to evaluate.
To Decline or Not Accept an Application to Review	Under Invited Reviews, click on “ Will Not Review ” for any application that you will not evaluate.
To Review an Application	Click on View Grant Request then double click on the .HTML file
To Read a National Staff Evaluation	Click on National Staff Evaluation under the “Submitted Reviews” box while viewing the grant request.
To Edit or Submit an Evaluation	Click on Edit/Submit Review in one of two places: (1) Use link at the top left corner while Viewing the Grant Request; or (2) Use the link to the right of the request in the In Progress Reviews box on the Evaluation Homepage.
To Save your Evaluation as a draft and return to it later	Click the Update button located at the top and bottom of the evaluation form. IMPORTANT: <u>Please update regularly to avoid losing your work.</u>
To Submit your Evaluation	Click on the Submit Review button located at the bottom of the evaluation form. Remember you will not be able to change your evaluation once it is submitted. IMPORTANT: If you want to keep a copy of the application, you must either save the application as a Word document or print out a hard copy before it is submitted.
To ask your grants specialist a question about a grant application	You may enter a question via the discussion board or click on the grants specialist’s e-mail address located under any of the requests.
To ask a question about how to use ReviewerCONNECT, the online evaluation system:	E-mail cchdgrants@usccb.org or call 202-541-3210 to speak with the grants administrator or feel free to call your grants specialist.
To Logout	Click on the “Log Out” button at the top of any page. Please remember to logout when you have completed a session and SAVE YOUR WORK.

! REMEMBER TO CLICK THE “UPDATE” BUTTON REGULARLY TO PREVENT LOSING YOUR HARD WORK!