



# ONLINE APPLICATION SYSTEM USER MANUAL

## APPLICANTS AND REFEREES

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# ALL USERS

## Logging into the system:

If you already have an account on the Application System (either applicant or referee), then you can either log in through the login form on the Index page, or by clicking on 'Applications' and then 'Log in'.

The University of Nottingham

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On-line PHD and post-doctoral application service

Please select an option to continue.

- Browse Vacancies - choose from either PHD or post-doctoral positions.
- Applications - register to make an application, or log in to view an existing application. References can be added here too.
- Site Map - Can't find the page you are looking for, then go here for a complete map of the site.
- Help - Use our on-line help facilities.
- Staff - Staff-only: add/ edit vacancies or view applications made.

Any problems? [Contact Us](#)

**Log in**

Please log in:  
Note that passwords are case sensitive.

Username:  
Password:

[Forgotten details?](#)

**Quick Links**

- University Main Site
- Computer Science
- ASAP Research Group

You must take care when you enter your username and password, because your password is case sensitive. If you are having problems logging, you may want to check that you do not have CAPS lock on, and then try again.

If this still does not work, then you can request a new password from the system via the 'Forgot Details' link in the login box.

## Dealing with usernames and passwords:

If you have lost or forgotten your password or username, then you can request them through the 'Forgot Details' link in the Login box, provided you still have access to the email account that you registered with.

You can then fill in either your username, email or both and a new password will be generated by the system and emailed to you. The system cannot retrieve your original password, as it is encrypted in the database for security.

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**Forgot Username or Password**

Please enter the details that you remember, and then click Submit to email yourself your username and a newly generated password (passwords are encrypted so your previous password cannot be retrieved).

Please note that passwords are case sensitive.

Username:  
Email:

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**Change Password**

Please enter your old password, then your new one twice and click "Submit" to change it.

Please note that passwords are case sensitive.

Old Password:  
New Password:  
Retype Password:

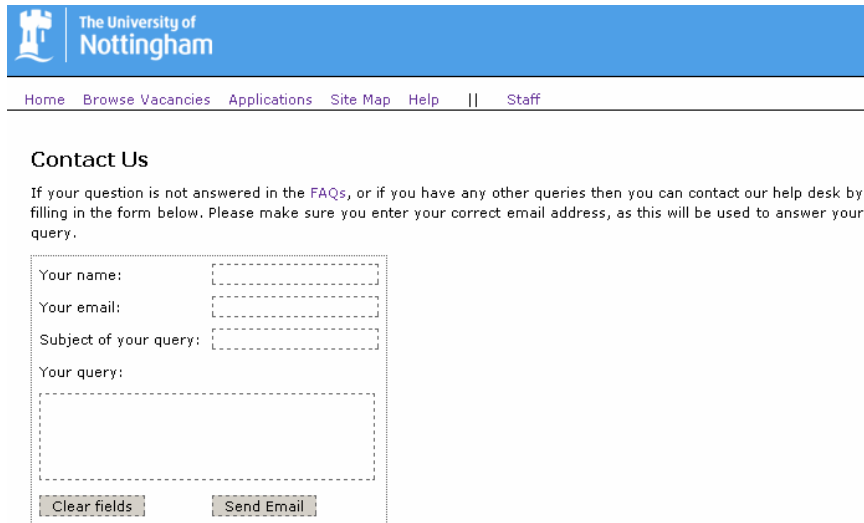
If at any point you wish to change your password, you can do so through the 'Quick Links' box from the Application or Reference index page.

You must enter your old password correctly, and your new password twice to change it.

Please note that passwords are case sensitive, so do check that your CAPS lock is not on if you are having problems with your password.

## Getting Help:

If at point you need help, then there is a Frequently Asked Questions (FAQ) page accessible from the 'Help' link on the site bar. If those do not answer your question, then you can contact the Support Team, via the Contact Form (a link to this is also available on the Index page).



The screenshot shows the top navigation bar of The University of Nottingham website. The bar is blue with the university's logo and name on the left. On the right, there are links: Home, Browse Vacancies, Applications, Site Map, Help, and Staff. Below the navigation bar, the page title is "Contact Us". The text below the title reads: "If your question is not answered in the FAQs, or if you have any other queries then you can contact our help desk by filling in the form below. Please make sure you enter your correct email address, as this will be used to answer your query." The form itself is a white box with a dashed border. It contains four input fields: "Your name:", "Your email:", "Subject of your query:", and "Your query:". The "Your query:" field is a larger text area. At the bottom of the form, there are two buttons: "Clear fields" and "Send Email".

Depending on your problem, you should receive a response within 48 hours.

# APPLICANTS

## Registering as an Applicant:



Sorry, you need to [log in](#) or [register](#), to view this page.

If you are looking to add a reference, please go [here](#).

To first use the Online Application Service to make an Application for a PhD or Post Doctoral Vacancy, you will first need to create an Applicant account. You can do this by clicking the 'Register' link from the Index page, or by clicking on 'Applications' and then 'Register'.

On this page you have to fill some details about yourself, including a correct email address, to continue. You can only create one account on this system, the site will check to see whether you are already registered on system first before letting you continue.

If you have already created an account, but do not remember the password you can request another password. The procedure for this is explained later on in the manual.

The screenshot shows the 'Applicant: Register' form. It includes a header with the university logo and navigation menu. The form itself has a title 'Applicant: Register' and instructions: 'Please fill in the following fields to begin registration, once this has been completed successfully you will be able to apply for a vacancy.' and 'Please note that passwords are case sensitive.' Below this is a message: 'You have successfully registered. Your username (burnt) has been emailed to you. You can now make an application.' The form fields are: Username (filled with 'burnt'), First Name (filled with 'Angie'), Surname (filled with 'Burn'), Email (filled with 'jxc04m@cs.nott.ac.uk'), Password, and Retype Password. There are 'Clear Fields' and 'Register' buttons at the bottom. On the right side, there is a 'Login' section with a message 'You are logged in as burnt.' and a '[ Logout ]' link. Below that is a 'Quick Links' section with links to 'University Main Site', 'Computer Science', and 'ASAP Research Group'.

**From:** <jxc04m@Cs.Nott.AC.UK>  
**To:** itxjc4@nottingham.ac.uk  
**Date:** Thursday - April 28, 2005 4:47 PM  
**Subject:** Nottingham Application System: Successful Registration.  
Mime:822 (1161 bytes) [View](#) [Save As](#)

This is an automated message from the Nottingham Online Application System.

Congratulations, Angie Burn you have successfully registered for the PHD/Post Doctoral Application System at Nottingham University.

Please visit <http://scarlet.cs.nott.ac.uk/~jxc04m/CW3> to apply for a vacancy. Thank you

Your username is burnt.

Once you have successfully registered, you will be logged into the system and given the option to make an application.

Please ensure that you enter your email correctly, as it will be used at several points within the Application process to communicate with you.

## Vacancies:

There are two methods available for you to view vacancies. You can browse all open, PhD or Post Doctoral vacancies, or you can search for a particular vacancy if you know its identification code. Browsing for open vacancies brings you to a page where you can apply for, or view more details about a vacancy.

The screenshot shows the 'Vacancies' page. It features a header with the university logo and navigation menu. The page title is 'Vacancies'. Below the title is a message: 'Please select which vacancies you would like to view:'. There are three links: 'View All', 'View PhD', and 'View Post Doc'. Below this is a search bar with the text 'Or search for a particular vacancy by vacancyID:' and a 'Search' button.

## Vacancies

Please select a vacancy to apply for. ([◀ Back](#))

Please make sure that you complete your application BEFORE the closing date specified, else you will not be able to submit it.

Vacancy Code:	1	Type:	PhD
Title:	Research Assistant		
<a href="#">Apply for Vacancy</a>   <a href="#">View Full Vacancy Details</a>			
Vacancy Code:	2	Type:	Post Doc
Title:	ZigZag Server Admin		
<a href="#">Apply for Vacancy</a>   <a href="#">View Full Vacancy Details</a>			
Vacancy Code:	3	Type:	PhD
Title:	Web Designer		
<a href="#">Apply for Vacancy</a>   <a href="#">View Full Vacancy Details</a>			

The 'Apply for' link, will redirect you to the Application home page, and will automatically fill in the vacancy code field when you create a new application.

The 'View Full Vacancies Details' takes you to a page where you can view more details about a vacancy; you can also reach this page by searching for a particular vacancy code.

This page will also give you a contact email for the staff member who is in charge of the vacancy, in case you have further questions.

From this page you can also 'Apply' for a particular vacancy, 'Browse' open vacancies or 'Search' for a particular vacancy.

## View Vacancy Code 1

Vacancy Status: Open.

Vacancy Code:	1	Type:	PhD
Title:	Research Assistant		
Details:	This is a test vacancy		
Salary:	£12,000 tbn		
Start Date:	2005-05-16	Duration:	2 years
Application Closing Date:	2005-04-30		
Contact:	Miss Joanne Carter	Email:	<del>XXXXXXXXXXXX@nottingham.ac.uk</del>
<a href="#">Apply for Vacancy</a>   <a href="#">Browse Open Vacancies</a>   <a href="#">Search</a>			

## Making an Application:

Once you log in as an Applicant you will be redirected to the Applicant Home page. From this page, you can see the status of your applications and edit any 'In Progress' applications you may have. You also have the option to create a new application.

You are logged in as mole.

## Application Home Page

On this page you can see the details of all the applications you have made.

Applicant ID:	20
Name:	Naomi Wyatt
Email:	<del>XXXXXXXXXXXX@nottingham.ac.uk</del>

Click on the Vacancy ID to edit the application (you can only edit application whose status is "In Progress").

Vacancy ID	Application Status
1	Completed
2 <a href="#">[Edit]</a>	In Progress

[Make a new Application ▶](#)

(if you have pre-selected a vacancy, it will be displayed on the appropriate page).


**Please make sure that you save your details on each page before clicking to go onto the next page.**

The first page of the Application process allows you to add or update your contact details.

Please make sure that you enter the correct details, as this will be how you are contacted about the vacancy.

You can edit these at any time by clicking on the 'Make a new Application' link.

If you do not continue past this page, then you will not actually create a new application, but your details will be updated on any existing applications you have submitted.


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You are logged in as angelsk.

### Application - Personal Details

Please enter (or amend) your personal details in the form below and click on "Save Details" to save them. If they save successfully you can then continue to the next page by clicking "Next".

Title:	<input type="text" value="Miss"/>	First Name *:	<input type="text" value="Jo"/>
Initials:	<input type="text"/>	Surname *:	<input type="text" value="Carter"/>
Gender *:	<input type="radio"/> Male <input checked="" type="radio"/> Female	DOB (yyyy-mm-dd)*:	<input type="text" value="2005-01-01"/>
Address *:	<input type="text" value="20, Queensway, Nottingham, Notts, NG1 2EF"/>		
Country of Origin *:	<input type="text" value="United Kingdom"/>	Postcode *:	<input type="text" value="NG1 2EF"/>
Telephone:	<input type="text"/>	Email *:	<input type="text" value="jo.carter@nottingham.ac.uk"/>
Fax:	<input type="text"/>	Ext:	<input type="text"/>

\* indicates default fields

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The fields which have a \* next to them are mandatory, and must be filled in before your application can be successfully submitted.

Progress

- Personal Details
- Vacancy Details
- Upload CV
- References
- Upload Other Files
- Review and Submit Application


Your progress through the application progress can be seen at any time by looking at the Progress box. The light blue arrow points to the page that you are currently on; and you can navigate to any of the other pages through the use of the Back and Next Page links at the bottom of the page, or by clicking on one of the links in the box.

You can return to the main application page by clicking on 'Application Home' in the Quick Links box, and return to your partially completed application by click on 'Edit'. You are also provided with a Logout and Change Password link here as well.

Quick Links

- Application Home
- Change Password
- Logout

The second page of the application is where the application is actually created, once you have entered and saved a vacancy code and the earliest date that you will be available to take up the position for which you are applying.


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You are logged in as angelsk.

### Application - Vacancy

Please enter the Vacancy code for the vacancy you are applying for. If the code has been automatically added then please check that it is correct. Also enter the earliest date you will be available for taking the position.

Then, please upload your introductory letter/ letter of intention or research interests \* (depending on what type of vacancy it is) by clicking on Browse to select the file, and click on "Upload Letter" (must be a .doc, .txt or a .rtf file).

Details saved successfully. Your letter has been uploaded successfully.

Letter uploaded: **Test.doc** (Delete Letter)

Vacancy Code *:	<input type="text" value="6"/>	Earliest date available * (yyyy-mm-dd)	<input type="text" value="2005-01-01"/>
Letter *:	<input type="text"/> <input type="button" value="Browse..."/>		

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You also have to upload a letter that introduces you, outlines your intentions or your research interest (depending on the position you are applying for).


This is also a mandatory field, and you will not be able to submit your application without it.

If at any point before you submit the application you wish to change this letter, then you have the option to delete it and upload another letter.

Then you must upload your Curriculum Vitae.

You also have the option to delete and re-upload your CV at any point before submitting the application.

You must upload your files as a text/ word document; other file types are not permitted.

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You are logged in as angelsk.

### Application - CV

Please upload your CV \* (must be in .doc, .txt or .rtf format) by clicking on Browse to select the file, and click on "Upload CV".

You have not yet uploaded your CV.

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You are logged in as angelsk.

### Application - References

Please enter details of 3 referees \*. These references will be automatically emailed on submission of your application, so please make sure the email addresses you enter are correct.

Reference added successfully.

**Reference: Mrs Denise Edgecombe** [\(Delete Referee\)](#)

Title:

Initials:

Address \*:

Position:

Telephone:

Fax:

First Name \*:

Surname \*:

Postcode \*:

Email \*:

Ext:

\* indicates default fields


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You must enter the details of three people who will provide references for you for this application.

You may enter people you have entered for a previous application, but you may not enter the same person twice for the same application.

You may delete and re-enter a referee. Please make sure that you enter a correct email address for each person, as the system needs to email them to request a reference.

The last part of the application process is uploading any other files that you feel may support your application. If you are applying for a Post Doctoral position, then you must upload at least two publications in .pdf format to be able to submit your application.

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You are logged in as angelsk.

### Application - Other Files

Please use this page to upload any other files that are relevant for your application (must be in either .doc, .txt, .rtf or .pdf format).

For example: if you are applying for a post-doctoral position then this must include at least 2 publications. \*

You have not yet uploaded any files.

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Address:

Postcode:

Position:

Email:

Telephone:

Fax:

Ext:

Reference:

Title:

First Name:

Initials:

Surname:

Address:

Postcode:

Position:

Email:

Telephone:

Fax:

Ext:

[< Change Details](#)

Once you have supplied all of the required information then you will be able to 'Submit' your application.

When you have successfully submitted your application then your referees will be emailed a username and password so they can submit a reference for you.

You are logged in as angelsk

### Application - Review and Submit

Please check your details are entered correctly, then click on "Submit" to send your application. On submission your references will be automatically emailed, so please make sure you have entered valid email addresses for them.

Application saved successfully. Your references have been emailed.

<b>Applicant ID:</b>	2	<b>Vacancy Code:</b>	6
Title:	Miss	First Name:	Jo
Initials:		Surname:	Carter
Gender:	Female	DOB (yyyy-mm-dd):	<del>15/08/1985</del>
Address:	<del>45 The Grove, Nottingham</del>		
Postcode:	<del>NG6 3RT</del>	Email:	<del>jo.carter@nottingham.ac.uk</del>
Country of Origin:	United Kingdom	Fax:	
Telephone:	<del>0115 9513123</del>	Ext:	
CV:	Test.doc	Letter:	Test.doc
Other Files:	Test.doc Test.doc		
<u>Reference:</u>			
Title:	Mr	First Name:	Denise

You will also be sent an email confirming that your application has successfully been submitted.

From : <jxc04m@Cs.Nott.AC.UK>  
Sent : 28 April 2005 16:19:29  
To : angelsk@hotmail.com  
Subject : Nottingham Application System: Successful Application.

This is an automated message from the Nottingham Online Application System.

Congratulations, Jo Carter you have successfully applied for the PHD/Post Doctoral position at Nottingham University  
(<http://scarlet.cs.nott.ac.uk/~jxc04m/cgi-bin/CW3/vacancy/viewvacancy.php?vacancyID=6>).

Your referees have been emailed. After we have received your references we will consider your application.

Please visit <http://scarlet.cs.nott.ac.uk/~jxc04m/CW3> to view the progress of your application. Thank you

Your username is angelsk.

If you have not supplied all the required information then you will not be able to submit your application.

Address:	20 The Grove, Nottingham		Address:	45 Pickingham St, Lichfield	
Postcode:	NG6 3RT	Position:	Postcode:	DE4 2TH	Position:
Email:	<del>jo.carter@nottingham.ac.uk</del>	Fax:	Email:	<del>jo.carter@nottingham.ac.uk</del>	Fax:
Telephone:		Ext:	Telephone:		Ext:
<u>Reference:</u>					
Title:	Mr	First Name:	Title:		First Name: Sam
Initials:		Surname:	Initials:		Surname: Rainey
Address:	45 Pickingham St, Lichfield		Address:	123 Fake Street, Springfield	
Postcode:	DE4 2TH	Position:	Postcode:	SP6 4RR	Position:
Email:	<del>jo.carter@nottingham.ac.uk</del>	Fax:	Email:	<del>jo.carter@nottingham.ac.uk</del>	Fax:
Telephone:		Ext:	Telephone:		Ext:
You must supply all the required information to send this application.			You have already sent this application. (Or the vacancy has been closed/ deleted).		

Moreover, once you have submitted an application, you will not be able to submit it again.



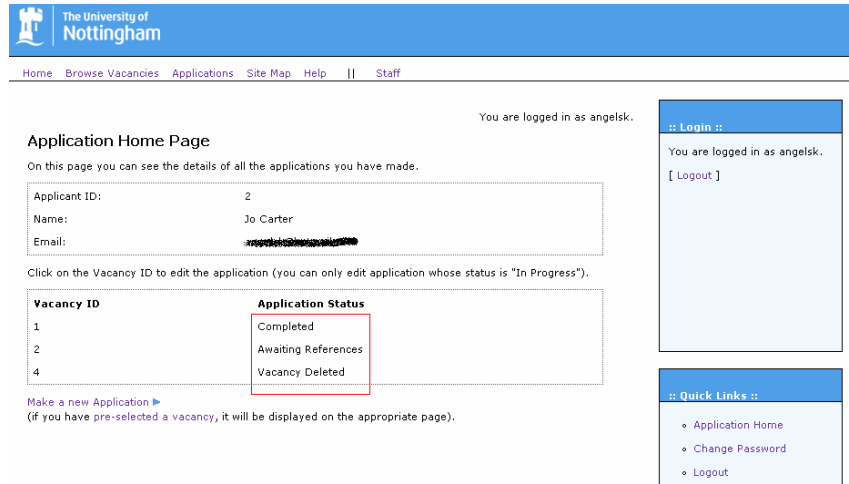
After submitting an application, you will be able to view its progress on the Application Home Page. Whilst the system is waiting for your referees to submit their references for you, the progress of your Application will be 'Awaiting References'.

After all three referees have submitted their references, the status will change to 'Completed' and the relevant staff member will be able to view your application and make a decision on it.

If a vacancy is deleted for any reason, then it will show 'Vacancy Deleted' on the Home Page.

Or, if you do not submit your partially completed application before closing date for the vacancy, then the status of your application will be 'Vacancy Closed' and you will not be able to submit it, this is only for 'In Progress' applications, your application will be fine if it is completed, or awaiting references.

Finally, good luck!



The screenshot shows the 'Application Home Page' of The University of Nottingham. The header includes the university logo and navigation links: Home, Browse Vacancies, Applications, Site Map, Help, and Staff. A user is logged in as 'angelsk'. The page title is 'Application Home Page' with a subtitle 'On this page you can see the details of all the applications you have made.' Below this, a form displays applicant details: Applicant ID: 2, Name: Jo Carter, and Email: [redacted]. A note states: 'Click on the Vacancy ID to edit the application (you can only edit application whose status is "In Progress")'. A table shows the application status for three vacancies:

Vacancy ID	Application Status
1	Completed
2	Awaiting References
4	Vacancy Deleted

At the bottom, there is a link 'Make a new Application' and a note: '(If you have pre-selected a vacancy, it will be displayed on the appropriate page)'. On the right side, there is a 'Login' section showing the user is logged in as 'angelsk' with a 'Logout' link, and a 'Quick Links' section with links to 'Application Home', 'Change Password', and 'Logout'.

# REFEREES

## Becoming a Referee:

If someone has added you to their application as a Referee and submits it for a particular vacancy, then you will receive an email about it.

This email will also give you a username and password so you can log into the system.

Subject: Nottingham Application System: Request for Reference.  
From: [jxc04m@cs.nott.ac.uk](mailto:jxc04m@cs.nott.ac.uk)  
Date: 16:19  
To: [jxc04m@cs.nott.ac.uk](mailto:jxc04m@cs.nott.ac.uk)

This is an automated message from the Nottingham Online Application System.

Dear Mrs Denise Edgecombe,

Jo Carter has made an application for a PHD/Post Doctoral position at Nottingham University (<http://scarlet.cs.nott.ac.uk/~jxc04m/cgi-bin/CW3/vacancy/viewvacancy.php?vacancyID=6>), and they have named you as a referee.

Please could you visit <http://scarlet.cs.nott.ac.uk/~jxc04m/CW3> and submit your reference online. Thank you

Your username is 12\_DeniseEdgecombe.  
Your password is ~~12\_DeniseEdgecombe~~

## Adding your Reference:

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You are logged in as 12\_DeniseEdgecombe.

Reference Home

This reference is for **Jo Carter**.

Please click on continue to add/ edit your reference.

[Continue](#)

[Log out](#)

[Logout](#)

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Reference Home

This reference is for **Jo Carter**.

Thank you for adding your reference. (Reference added 2005-04-28)

[Quick Links](#)

- Reference Home
- Change Password
- Logout

Once you have logged in your will be redirected to the Reference Home Page. From there you will be able to add your reference.

You will be reminded of whom you have to give a reference for.

Once you have added your reference it will tell you what date you added it.

Firstly, you will need to check and/or update your personal details.

The fields which have a \* next to them are mandatory, and must be filled in before your reference can be successfully submitted.

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You are logged in as 12\_DeniseEdgecombe.

Reference - Personal Details

Please check your personal details in the form below and click on "Save Details" to save them. If they are correct then you can continue to the next page by clicking "Next".

Title:	Mrs	First Name *:	Denise	
Initials:		Surname *:	Edgecombe	
Address *:	20 The Grove, Nottingham		Postcode *:	NG6 3RT
Position:			Email *:	<del>jxc04m@cs.nott.ac.uk</del>
Telephone:			Ext:	
Fax:			* indicates default fields	

[Clear Fields](#) [Update Details](#) [Back](#) | [Next Page](#)

**:: Progress ::**

- ▶ Personal Details
- Upload Ref
- Review and Submit Reference


Your progress through the application progress can be seen at any time by looking at the Progress box. The light blue arrow points to the page that you are currently on; and you can navigate to any of the other pages through the use of the Back and Next Page links at the bottom of the page, or by clicking on one of the links in the box.

You can return to the main application page by clicking on 'Reference Home' in the Quick Links box, and return to your partially completed application by click on 'Edit'. You are also provided with a Logout and Change Password link here as well.

**:: Quick Links ::**

- Reference Home
- Change Password
- Logout

You then need to upload your reference.

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You can only upload your reference in .doc or .rtf format.

### Reference - Upload

Please upload your reference (must be in .doc or a .rtf format) by clicking on Browse to select the file, and click on "Upload Ref". Please make sure that you have included your name in the file. Thank you.

Your reference has been uploaded successfully.

Letter uploaded: **Test.doc** (Delete Letter)

[◀ Back](#) | [Review Reference ▶](#)

You can delete and resubmit your reference at any time before you submit it.

Please make sure that you mention your name, and the name of the person for whom you are completing the reference, in your document.

Once you have completed your details, and uploaded your reference you can submit your reference.

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You are logged in as 12\_DeniseEdgecombe

### Reference - Review and Submit

Please check your details are entered correctly, then click on "Submit" to send your reference.

Title:	Mrs	First Name:	Denise
Initials:		Surname:	Edgecombe
Address:	20 The Grove, Nottingham		
Postcode:	NG6 3RT	Position:	
Email:	<del>denise@nottingham.ac.uk</del>	Fax:	
Telephone:		Ext:	
Reference:	Test.doc		
<input type="button" value="Submit Reference"/>		<a href="#">◀ Change Details</a>	

If you have not completed all the required fields (or have already submitted your reference), then you will not be able submit it.

You are logged in as 12\_DeniseEdgecombe

Reference - Review and Submit

Please check your details are entered correctly, then click on "Submit" to send your reference.

Title:	Mrs	First Name:	
Initials:		Surname:	
Address:	20 The Grove, Nottingham		
Postcode:	NG6 3RT		
Email:	<del>jxc04m@nottingham.ac.uk</del>		
Telephone:			
Reference:	You have not yet uploaded your reference.		
You must supply all the required information to send this reference.			

Reference - Review and Submit

Please check your details are entered correctly, then click on "Submit" to send your reference.

Reference submitted successfully.

Title:	Mrs	First Name:	Denise
Initials:		Surname:	Edgecombe
Address:	20 The Grove, Nottingham		
Postcode:	NG6 3RT		
Email:	<del>jxc04m@nottingham.ac.uk</del>		
Telephone:			
Reference:	<a href="#">Test.doc</a>		
You have already sent this reference.			

You do not need to do anything further after you have submitted your reference, but please be aware that you may be contacted for further details in the future if the candidate were to advance to the interview stage.

Thank you.