# 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'.



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.
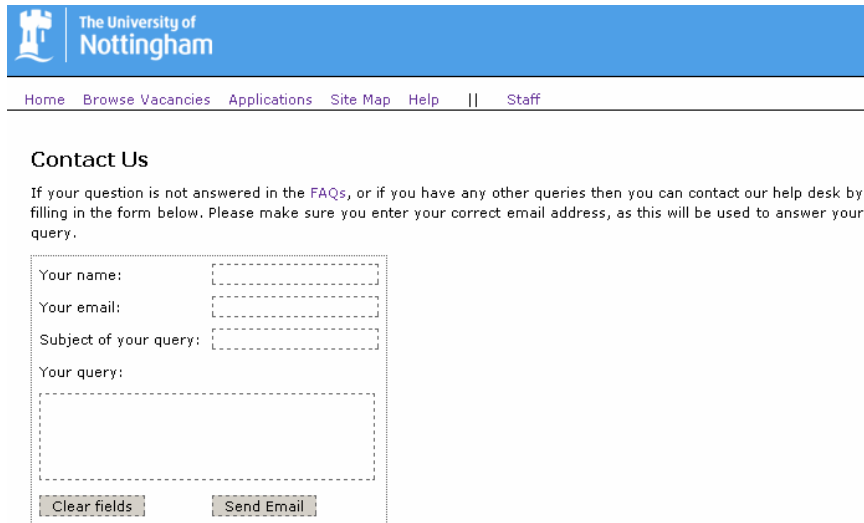




If at any point you wish to change your password, you can do so through the 'Quick Links' box from the Application or Reference index page.

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).



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

# APPLICANTS

**Registering as an Applicant:**



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.





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 '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.



**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.

**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.

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

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.

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.

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.

| H:\Private\Test.doc | Browse... |

Clear Fields    Upload CV                ◄ Back | Next Page ►

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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: | Mr ▼ | First Name *: | Terry |
| Initials: | | Surname *: | Deloitte |
| Address *: | 45 Pickingham St, Lichfield | Postcode *: | DE4 2TH |
| Position: | | Email *: | |
| Telephone: | | Ext: | |
| Fax: | | | * indicates default fields |

Clear Fields    Add Reference              ◄ Back | Next Page ►

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.

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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.

| | Browse... |

Clear Fields    Upload File              ◄ Back | Review Application ►

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| Address: | 45 Pickingham St, Lichfield | | |
| Postcode: | DE4 2TH | Position: | |
| Email: | ████████████████ | Fax: | |
| Telephone: | | Ext: | |
| Reference: | | | |
| Title: | | First Name: | Sam |
| Initials: | | Surname: | Rainey |
| Address: | 123 Fake Street, Springfield | | |
| Postcode: | SP6 4RR | Position: | |
| Email: | ████████████████ | Fax: | |
| Telephone: | | Ext: | |

Submit Application                ◄ 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 will also be sent an email confirming that your application has successfully been submitted.



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



Moreover, once you have submitted an application, you will not be able to submit it again.
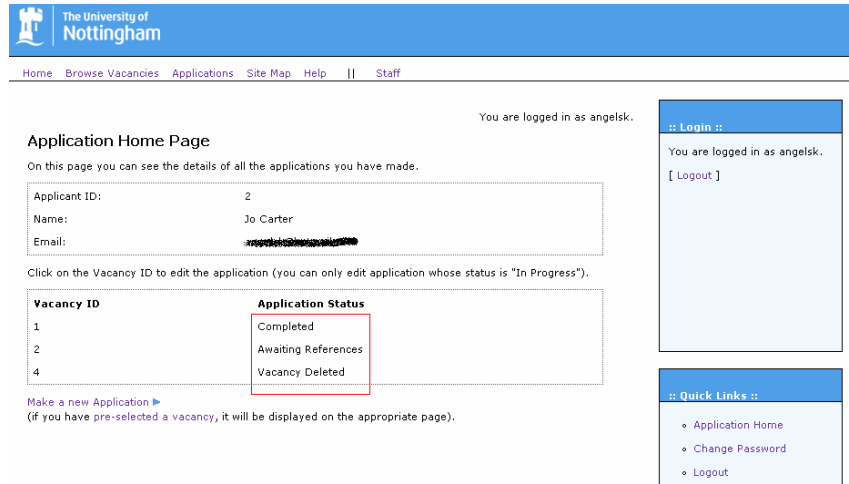
After submitting an application, you will be able to view its progress on the Application Home Page. Whilst the system is waiting for your referees to submit their references for you, the progress of your Application will be 'Awaiting References'.

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!

# 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.



## Adding your Reference:



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.

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.

You then need to upload your reference.



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

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.



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

Reference - Review and Submit

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

| Title: | Mrs | First Name: |
| Initials: | | Surname: |
| Address: | 20 The Grove, Nottingham | |
| Postcode: | NG6 3RT | Position: |
| Email: | ~~████████████~~ | Fax: |
| Telephone: | | Ext: |
| Reference: | You have not yet uploaded your reference. | |

You must supply all the required information to send this 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.

Reference submitted successfully.

| Title: | Mrs | First Name: | Denise |
| Initials: | | Surname: | Edgecombe |
| Address: | 20 The Grove, Nottingham | | |
| Postcode: | NG6 3RT | Position: | |
| Email: | ~~████████████~~ | Fax: | |
| Telephone: | | Ext: | |
| Reference: | Test.doc | | |

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.