



# 2010/11 Career Investigator Competition for Scholar Awards

## ApplyNet Tutorial

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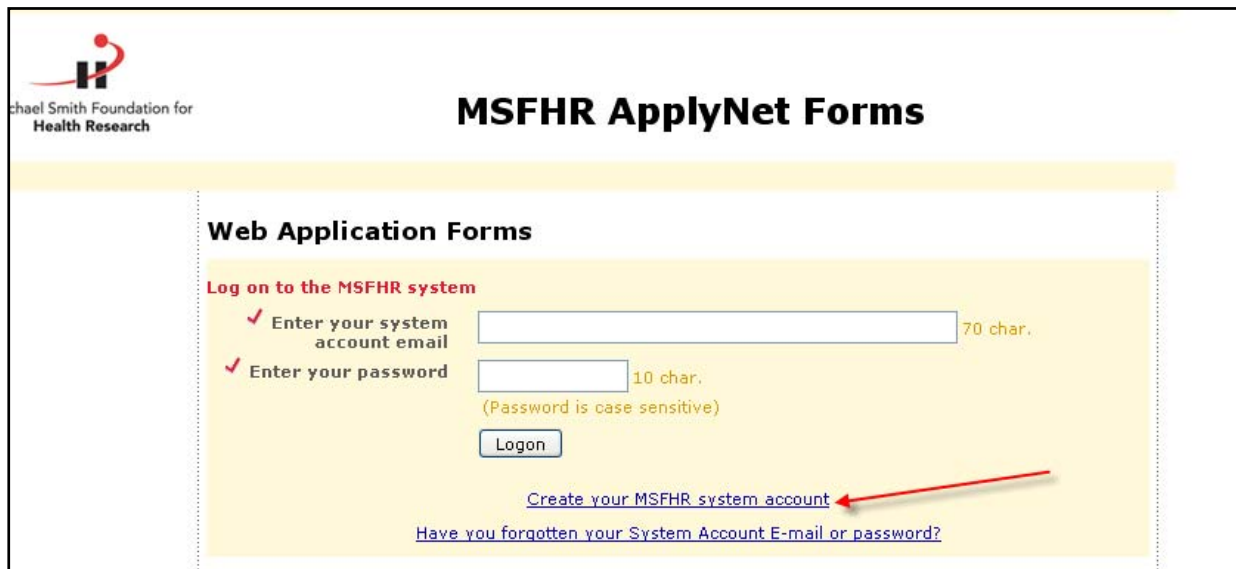
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# 1. Introduction to MSFHR ApplyNet

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## 1.1 How do I create an MSFHR ApplyNet account?

To create your account you will have to register to the Michael Smith Foundation for Health Research's ApplyNet System (<http://applynet.msfhr.org/pls/applynet/startup>).



Michael Smith Foundation for Health Research

## MSFHR ApplyNet Forms

### Web Application Forms

**Log on to the MSFHR system**

- ✓ Enter your system account email  70 char.
- ✓ Enter your password  10 char.  
(Password is case sensitive)

[Create your MSFHR system account](#)

[Have you forgotten your System Account E-mail or password?](#)

Click on **Create your MSFHR system account**.

You will be asked to enter your registration information. It is important to note that you should enter the correct email address, as this will be your login ID to the MSFHR ApplyNet System.

Your **System Account Email** is your **MSFHR PIN**.

When you create your account, you will also be asked to create a password to log on to MSFHR ApplyNet. The password must be between 4 and 10 characters, and is case sensitive. You will also need to enter a password reminder, which is a statement or question that prompts you to remember your password.

*Forgot your password?* Click on the link 'Have you forgotten your System Account E-mail or password?' located on the Log on screen. Please note that this link will not give you your password, but will only provide you with the password reminder. If you still do not remember your password, please call the MSFHR Helpdesk at 604-714-6609.

**We strongly recommend that you do not use a Hotmail email address as we may experience difficulty-transmitting notices to Hotmail email addresses.**

## 1.2 What is the MSFHR ApplyNet Portfolio?

The Portfolio is the main page of MSFHR ApplyNet. From this page you can create new forms, retrieve existing forms and view the status of submitted applications.

The screenshot shows the MSFHR ApplyNet Portfolio page. At the top, there is a navigation bar with links for 'Portfolio', 'User Tips', 'Contact Us', and 'Log Out'. Below this, the page title 'PORTFOLIO' is displayed. The user's name 'Sabrina Mittelbach' and email 'smittelbach@msfhr.org' are shown. A red 'Please note' message states: 'You will be automatically logged out of your ApplyNet session after 60 minutes of inactivity. To avoid losing your work, please ensure you click the Save button regularly.' A callout box with a red arrow points to this message, containing the text 'Remember to save all work'. The page is divided into three main sections: 'Forms & Guidelines', 'Application Workflow Diagrams', and 'Activity Details'. The 'Forms & Guidelines' section includes links for 'Select new form', 'Access Common CV website', 'View competition guidelines and deadlines', and 'View major MSFHR ApplyNet and competition enhancements'. A callout box with a red arrow points to the 'Select new form' link, containing the text: 'After reading the guidelines and instructions for the appropriate program, click this link to select a new form to complete.' The 'Application Workflow Diagrams' section includes links for 'Team Infrastructure Programs' and 'Career Investigator and Research Trainee Programs'. The 'Activity Details' section includes links for 'View your Common CV - MSFHR Full Version, submitted March 12, 2009', 'View your Common CV - MSFHR Abbreviated Version, submitted March 12, 2009', 'Update your profile', and 'View your consent statement'.

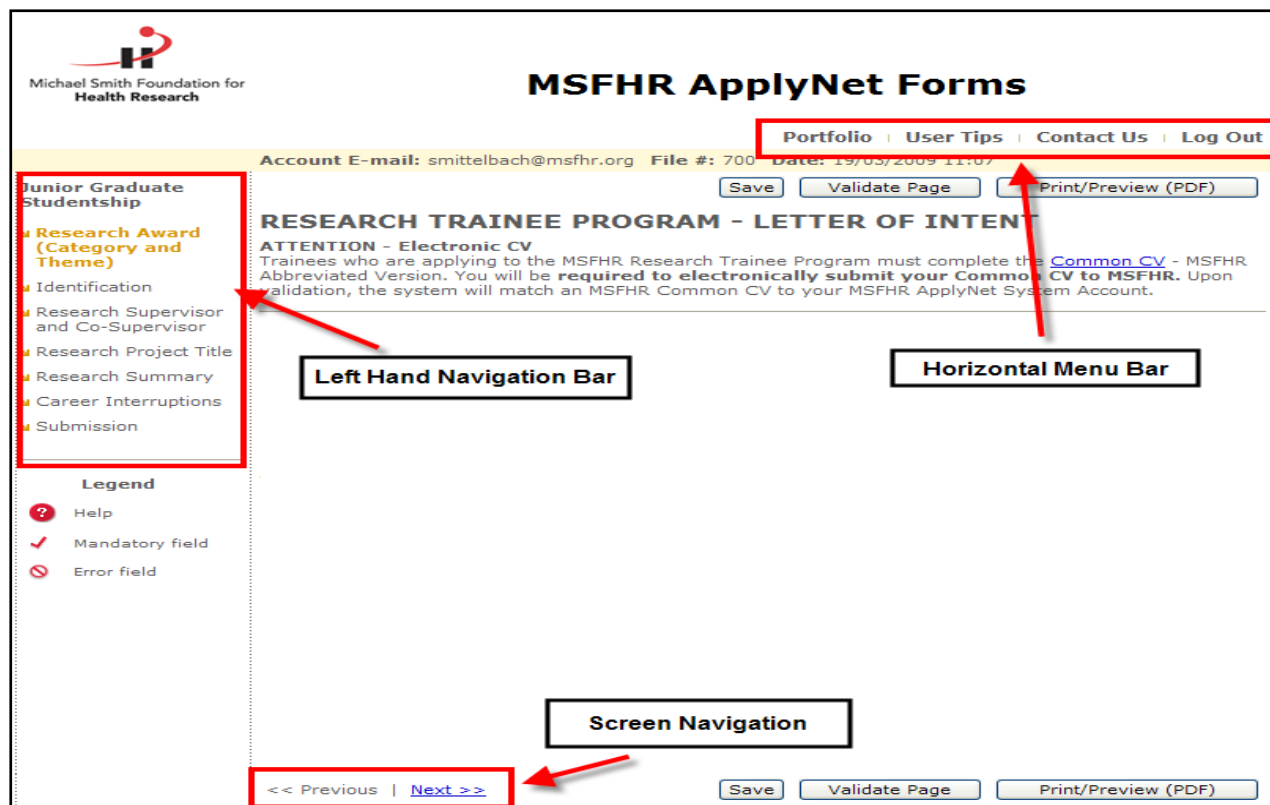
## 1.3 How do I navigate through a form?

**Left Hand Navigation Bar:** Allows you to navigate throughout the form. To go to a particular section, click on the heading. The page you are currently on will be highlighted in yellow.

**Horizontal Menu Bar:** Provides links to additional information; Help Desk contact information, User Tips, and your Portfolio.

**Screen Navigation:** The 'Previous' and 'Next' links at the bottom of the screen allow you to jump to the screens on either side of the one you are currently viewing.





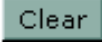

**Note:** Avoid using Internet browser buttons (Back/Forward and Refresh/Cancel). This could cause errors resulting in data loss.



## 1.4 What is the function of different buttons in the form?

Each screen contains **Save**, **Validate** and **Print/Preview (PDF)** buttons. Some pages may contain additional buttons like **List**, **Clear**, and **Delete**.

Screens may also include notices and additional information about the application or application process. Please read all information on the screens.

Button	Functionality
	Click to save all information entered on the current page.
	Click to validate that you have entered information in all mandatory fields on this page
	Click to view the PDF version of your application. This is the version of your Full Application the reviewers see.
	Click to select an item from a set list.
	Click to remove the selection you chose from the List.
	Click to delete information from an entire entry.

## 1.5 MSFHR ApplyNet System Information

### System maintenance and upgrades

Maintenance and upgrades take place Monday to Friday between 2.00am and 4.00am Pacific Time and on the last Thursday of every month between 6.00pm and 11.00pm Pacific Time. The system may be unavailable during these periods.

### Web Browser

The following web browsers can be used in Windows and Mac operating systems:

- Mozilla Firefox: 1.5 or higher (*Preferred browser*)
- Internet Explorer: 6.0x or higher
- *Safari is not recommended*

## 2. The Letter of Intent (LOI)

### 2.1 How do I launch a Letter of Intent (LOI)?

1. Log into your MSFHR ApplyNet account.
2. On the Portfolio page in ApplyNet click on "Select New Form" from the list of menu items. The "Select new form" screen will appear.

Michael Smith Foundation for Health Research

## MSFHR ApplyNet Forms

Portfolio | User Tips | Contact Us | Log Out

### PORTFOLIO

**Dainty Sales** dsales@msfhr.org

**Please note:** You will be automatically logged out of your ApplyNet session after 60 minutes of inactivity. To avoid losing your work, please ensure you click the Save button regularly.

**Forms & Guidelines**  
[Select new form](#)  
[Access Common CV website](#)  
[View competition guidelines and deadlines](#)

**Application Workflow Diagrams**  
[Team Infrastructure Programs](#)  
[Career Investigator and Research Trainee Programs](#)

**Activity Details**  
[View your Common CV - MSFHR Full Version, submitted May 6, 2009](#)  
[View your Common CV - MSFHR Abbreviated Version, submitted September 30, 2010](#)  
[Update your profile](#)  
[View your consent statement](#)

3. Click on the "Letter of Intent" link under the Career heading. The new LOI form will open and you can begin completing your form.

## 2.2 How do I submit my completed LOI?

1. Click on the "Validate" button to have the system check your LOI and ensure that all mandatory fields have been entered.
2. Once that is complete, click the "Submit" button. This will allow you to access your Full Application Form.



**MSFHR ApplyNet Forms**

Portfolio | User Tips | Contact Us | Log Out

Account E-mail: dsales@msfhr.org File #: 2886 Date: 20/12/2010 11:41

Validate Page Print/Preview (PDF)

**CAREER INVESTIGATOR PROGRAM - LETTER OF INTENT**

**Submission**

**IMPORTANT**

Your file number: **2886**

**Submit your Letter of Intent to MSFHR**

Validate Submit

**Validate your LOI before submitting.**

## 3. The Full Application

### 3.1 How do I launch a Full Application?

Upon successful completion of your LOI, the system will activate your access to the Full Application Form.

1. Go to your ApplyNet Portfolio
2. Click on 'Select New Form', under the Forms and Guidelines heading
3. Click on the Full Application link under the Career heading
4. On the Application File Number page, enter your file number from the LOI into the "Letter of Intent File Number" field.



**APPLICATION FILE NUMBER**

Enter the file number that was provided to you when you submitted your Letter of Intent to MSFHR. This is now your application file number.

Letter of Intent File Number  10 num. Validate

5. Click "Validate". You can now complete the Full Application.

Some information from your LOI will pre-populate on your Full Application; you can change it if needed.

### 3.2 How do I validate my Department Head's and Dean's System Account Emails?

In the Identification page of your Full Application Form, you will be asked to enter your Department Head and Dean's information.

Make sure that your Department Head and Dean have an existing MSFHR ApplyNet Accounts. It is their system account emails that you need to validate on your full application form.

After entering your Department Head and Dean's MSFHR ApplyNet email addresses into the appropriate fields, click the "Validate" button; this will link your application to your Department Head and Dean's forms.

**Successful validation** of your Department Head's and Dean's email addresses activate the Department Head's and Dean's forms in their respective ApplyNet Portfolios and allow them to view and print the working copy of your application (in read-only format).

**Note:** If Validation is unsuccessful, check with your Department Head and Dean that they have set up an ApplyNet account and ensure that you are using the correct email address.

The screenshot displays two sections of the application form: "DEPARTMENT HEAD" and "DEAN OF FACULTY".

**DEPARTMENT HEAD**  
Enter your department head's MSFHR system account email.

- System Account E-mail:** A text input field with a "70 char." limit and a "Validate" button. A yellow tooltip below reads: "Validate the Department Head's system account by entering their login e-mail address." A red arrow points from the "Validate" button to a callout box.
- Department:** A text input field with a "40 char." limit and a red question mark icon.
- Faculty / School:** A text input field with a "40 char." limit.
- Organization:** A dropdown menu with the text "Use 'List...' button.", a "List..." button, and a "Clear" button.

**DEAN OF FACULTY**

Does your Department require the Dean of Faculty's approval?  
 Yes  No

Enter your Dean of Faculty's MSFHR system account email.

- System Account E-mail:** A text input field with a "70 char." limit and a "Validate" button. A yellow tooltip below reads: "Validate the Dean of Faculty's system account by entering their login e-mail address." A red arrow points from the "Validate" button to the callout box.
- Faculty / School:** A text input field with a "40 char." limit.
- Organization:** A dropdown menu with the text "Use 'List...' button.", a "List..." button, and a "Clear" button.

**Callout Box:** A black-bordered box containing the text: "Click on 'Validate' to ensure that the email addresses entered exist in ApplyNet."

### 3.3 What does my Department Head and Dean need to complete for my application?

Applicants must submit their Full Application before the Department Head(s) and Dean(s) can submit their forms.

Department Heads and Deans must complete and submit their respective forms in MSFHR ApplyNet. This must be done in advance of the Full Application deadline.

For information about the Department Head's and Dean's roles, review the Career Investigator Instructions on the MSFHR website.

### 3.4 How do I attach a document to the application?

You are able to attach only one document and it must be in PDF format. Merge your documents before converting them to PDF format and then create one single PDF file rather than combining multiple PDFs into a PDF package.

For instructions on converting your document to PDF please see the next section.

1. Click on the "Browse" button to locate your document.

**ATTACH DOCUMENT**

**Note: You must convert your attachment to a PDF document before attaching it to your application.**

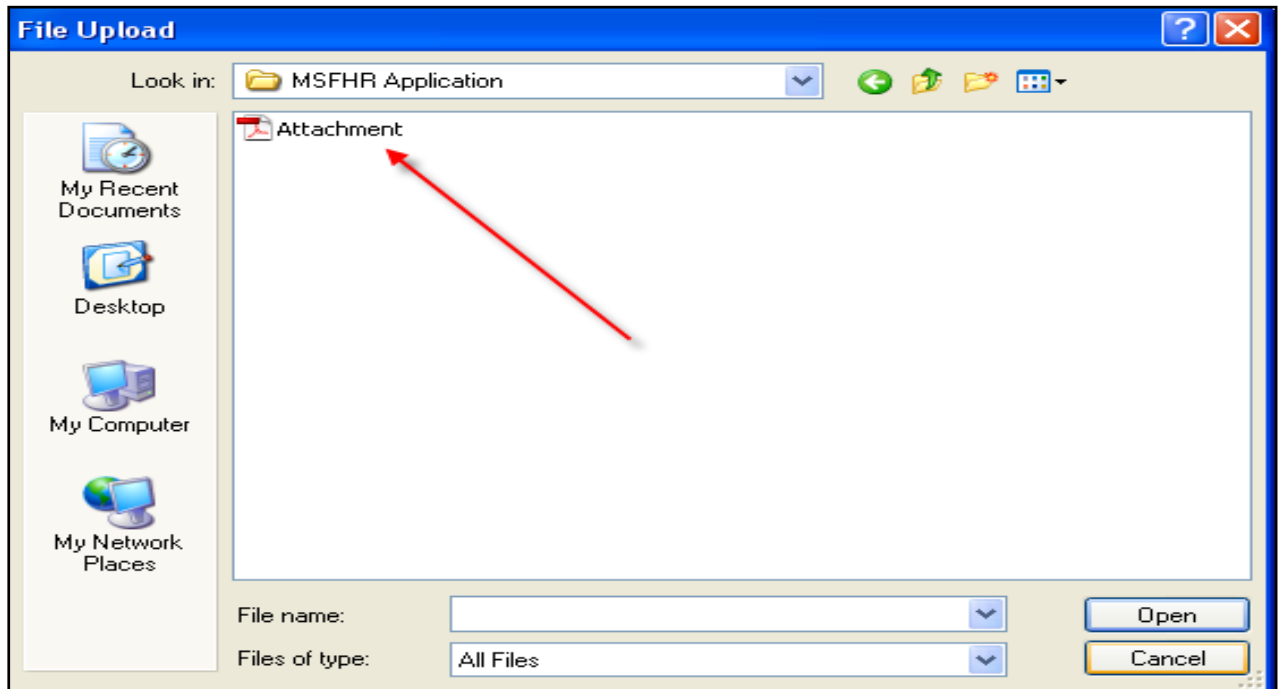
In order to ensure that the file can be viewed by MSFHR, please merge your documents **before** converting them to PDF format and then create **one single PDF file** rather than combining multiple PDFs into a PDF package.

If you do not have a PDF conversion program, download a free version of PrimoPDF available at [www.PrimoPDF.com](http://www.PrimoPDF.com) or convert the document using an online system at <http://online.primopdf.com/>. Mac users have a PDF conversion functionality built into the Macintosh system 'print' functionality.

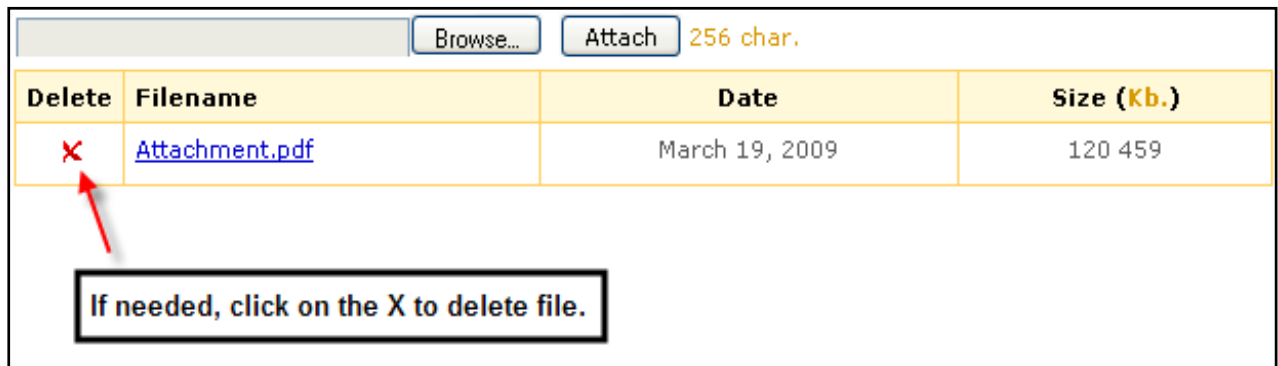
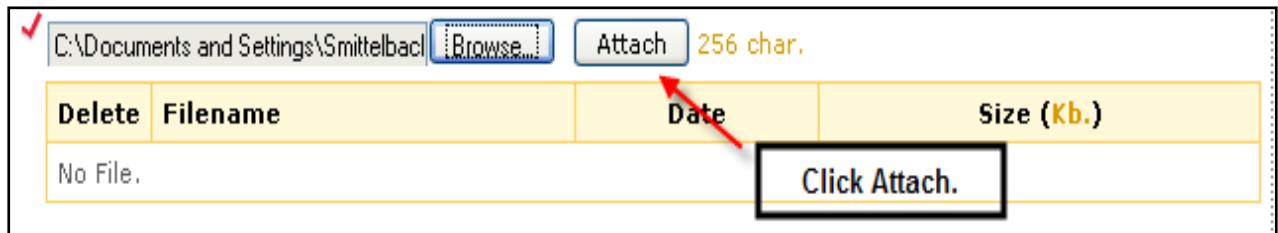
✓    256 char.

Delete	Filename	Date	Size (Kb.)
No File.			

2. A window will appear that allows you to search for and choose the appropriate document from your files. Double click on the document you want to attach.



3. The name of your document will appear in the window. Click on the "Attach" button. The page will refresh and your document will attach to your application.



## 3.5 How do I convert my attachments to PDF?

### PC Users

PC Users have three choices for converting documents to PDF:

- Adobe Acrobat Professional software,
- PrimoPDF conversion software (free), or
- PrimoPDF online document conversion (free)

#### **Using Adobe Acrobat Professional:**

1. Click 'File'.
2. Click 'Print'.
3. Select 'Adobe PDF' from the printer menu.
4. Click 'OK'. A window will appear.
5. Name the file (example: CVpublications.pdf).
6. Click 'Save'. The window will close.
7. The Adobe Professional software will launch and create the PDF file.
8. Adobe will display the file, when the creation is complete.
9. Review the PDF file for accuracy and special character conversion.
10. Attach the PDF file to your application.

#### **Using PrimoPDF conversion software:**

1. Go to the PrimoPDF website at [www.primopdf.com](http://www.primopdf.com).
2. Click [Download Now]. A new screen will open and display the latest version to download.
3. Click the "Download Now" link located at the top of the second screen. A dialogue box will appear displaying the .exe download file.
4. Click [Save File]. Depending on your web browser settings, your system will either save the download to your computer or begin launching the software. **Note:** If you do not have administrator permissions to your computer, contact your IT department to assist your free software download.
5. After the PrimoPDF software has been installed on your computer, view the PrimoPDF Manual. Pages 2 and 3 give easy step-by-step instructions with helpful screenshots on how to create a PDF using PrimoPDF.
6. Review the PDF file for accuracy and special character conversion.
7. Attach the PDF file to your application.

#### **Using PrimoPDF online conversion:**

1. Go to the PrimoPDF website at [www.primopdf.com](http://www.primopdf.com).
2. Click [Try It Now], located on the right side of the screen.
3. Enter the email address you want the PDF file sent to.
4. Clicking the 'Browse' button to select the file you want to convert to PDF.

5. Click [Get PDF]. A message appears on the website: "Your conversion was a success! You will receive the resultant PDF file via email shortly."
6. Go to your email account. You will instantly receive an email from "NOReply@primopdf.com" with a subject line containing your file name "PrimoPDF Online Conversion: CVpublications.doc" and a PDF attachment.  
**Note:** If your spam filter is blocking emails with attachments, be sure to check your junk mail folder.
7. Review the PDF file for accuracy and special character conversion.
8. Attach the PDF file to your application.

### Macintosh Users

1. Click 'File'.
2. Click 'Print'.
3. Click the [PDF] button on the lower left side of the Print window.
4. Select [Save as PDF...]
5. Save the file name and file location.  
**Important:** The file extension ".pdf" must be added to the file name if the system does not automatically add it to the file name.
6. The PDF file will save to the location specified in Step 5.
7. Double click the PDF file icon to open.
8. Review the PDF file for accuracy and special character conversion.
9. Attach the PDF file to your application.

## 3.6 How do I link my Common CV (CCV) to MSFHR ApplyNet?

**Reminder:** If you are a **new** MSFHR ApplyNet account holder, please link and submit the full version of your Common CV to your MSFHR ApplyNet Account **before** you submit your Full Application. This will ensure the successful and timely submission of your application to the Host Institution's portal.

On the other hand, if you are an existing ApplyNet Account holder, please make sure to **resubmit** your Common CV to your ApplyNet Account **before** you submit your Full Application, to ensure that you are submitting the updated version of your CCV.

As part of your full application, you need to complete and submit a full version of the MSFHR-Common CV (CCV). Your CCV is submitted electronically through the CCV website [http://www.commoncv.net/index\\_e.html](http://www.commoncv.net/index_e.html).

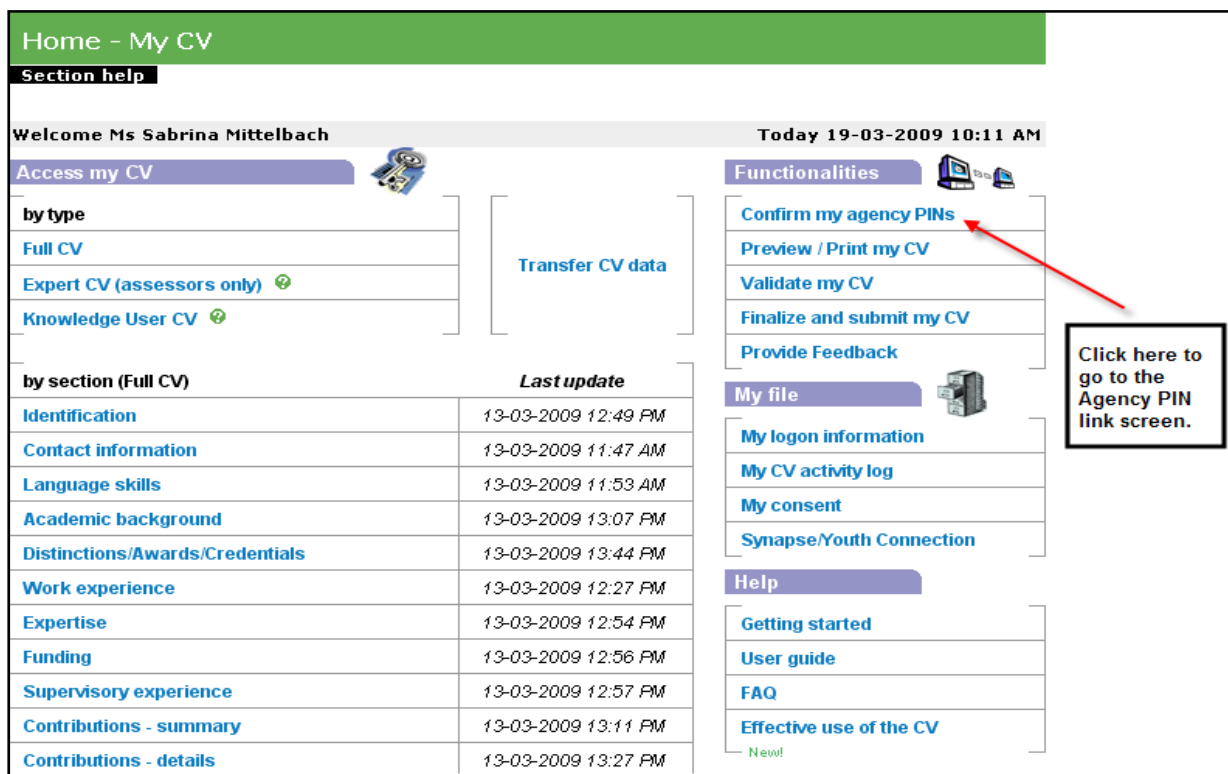
To submit your CCV you need to link it to your MSFHR ApplyNet account. The steps below will guide you through the linking process.

## Before you link your Common CV to MSFHR ApplyNet:

1. Make sure all pop-up blockers are turned off.
2. Make sure that your name, including middle initials, has been entered identically in both MSFHR ApplyNet and the Common CV.
3. You need a PIN. The email address that you used to set up your MSFHR ApplyNet account is your PIN.

## Follow these steps to link your Common CV to MSFHR ApplyNet:

1. Log in to the CCV.
2. Click on the link "Confirm My Agency PINs" on the CCV screen "Home-My CV".



Home - My CV

Section help

Welcome Ms Sabrina Mittelbach Today 19-03-2009 10:11 AM

Access my CV

by type

- Full CV
- Expert CV (assessors only)
- Knowledge User CV

Transfer CV data

Functionalities

- Confirm my agency PINs
- Preview / Print my CV
- Validate my CV
- Finalize and submit my CV
- Provide Feedback

My file

- My logon information
- My CV activity log
- My consent
- Synapse/Youth Connection

Help

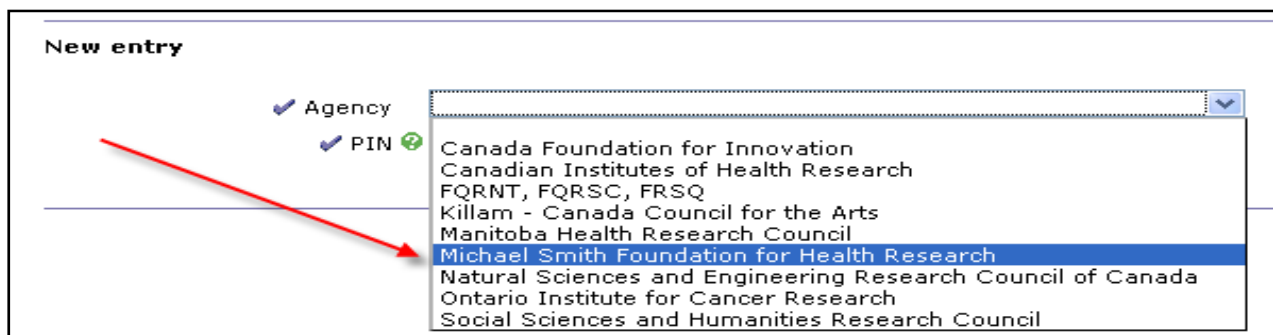
- Getting started
- User guide
- FAQ
- Effective use of the CV

by section (Full CV)

	Last update
Identification	13-03-2009 12:49 PM
Contact information	13-03-2009 11:47 AM
Language skills	13-03-2009 11:53 AM
Academic background	13-03-2009 13:07 PM
Distinctions/Awards/Credentials	13-03-2009 13:44 PM
Work experience	13-03-2009 12:27 PM
Expertise	13-03-2009 12:54 PM
Funding	13-03-2009 12:56 PM
Supervisory experience	13-03-2009 12:57 PM
Contributions - summary	13-03-2009 13:11 PM
Contributions - details	13-03-2009 13:27 PM

Click here to go to the Agency PIN link screen.

3. Click on the 'Agency' drop down list to view the list of organizations to which you can link your CCV.



New entry

Agency

PIN

- Canada Foundation for Innovation
- Canadian Institutes of Health Research
- FQRNT, FQRSC, FRSQ
- Killam - Canada Council for the Arts
- Manitoba Health Research Council
- Michael Smith Foundation for Health Research
- Natural Sciences and Engineering Research Council of Canada
- Ontario Institute for Cancer Research
- Social Sciences and Humanities Research Council

- Select the organization you are applying to – Michael Smith Foundation for Health Research. The screen will refresh and the 'PIN' field will change to 'System Account' and will allow up to 70 characters to be entered.

1 of 1  
Delete

Agency: Michael Smith Foundation for Health Research

System Account:  maximum 70 char.

Not validated

Validate

- Enter your email address into the 'System Account' field.
- Click "Validate". A new window will appear asking for your consent to link your Common CV to the chosen agency.
- Click "OK" if you consent to link your CCV to the selected agency. A new window will appear asking for your MSFHR ApplyNet password.
- Enter your MSFHR ApplyNet password into the password field.

Last name: Mittelbach  
First name: Sabrina  
System Account E-mail: smittelbach@msfhr.org

Enter your MSFHR ApplyNet password  10 char.  
(Password is case sensitive)

Submit

- Click "Submit". The screen will refresh and will ask you to confirm the link to your ApplyNet account.
- Click "Yes" to finish the linking process. The screen will refresh and display a confirmation message in green font.

**Note:** This linking process **does not** submit your CCV. Please see steps on how to submit my CCV. If you experience problems with this process, please contact the MSFHR Help Desk.

### 3.7 How do I submit my CCV to MSFHR ApplyNet?

- On the "Home- MY CV" page click on "Validate my CV". This needs to be done before submitting your CCV. Validating ensures that you have filled in all the required fields.

Français | Links | Contact us | Help | Logout

Home - My CV

Section help

Welcome Dr. Dainty Sales Today 20-12-2010 14:56 PM

Access my CV

by type

- Full CV
- Expert CV (assessors only)
- Knowledge User CV

Transfer CV data

Functionalities

- Confirm my agency PINs
- Preview / Print my CV
- Validate my CV
- Finalize and submit my CV
- Provide Feedback

2. You will be directed to the "Validate my CV" page. Choose MSFHR as your agency.
3. Choose the "Full CV" from the drop down menu.
4. Click on "Validate" at the bottom of the page.

**Validate my CV**

Validating your CV ensures that all the information required by the designated agency is accurate and complete. Once your CV has been successfully validated, it will be ready to be finalized or submitted.

Select an agency:

and click on the Validate... button

Done WWW.CCV-CVC.CA

5. If there are any errors or missing information, they will appear as an active hyperlink(s). You may click on the link and it will take you directly to the page the where the blank mandatory fields are.

**Validate my CV**

**The following sections contain errors:**

Click on the section name to access the page containing the error.

**Contact information**  
WARNING ONLY: Web page address (BC Directory of Health Researchers and Trainees)

**[Academic background](#)**   
The field Specialty is mandatory.  
The field Start date is mandatory.

**Expertise : MSFHR**  
WARNING ONLY: Three publications (BC Directory of Health Researchers and Trainees)

6. When you have finished completing that page, click "Save".
7. Once all errors have been fixed a message will appear that you have successfully validated your CV. You may click on the link to "Finalize or Submit the CV"; or you may go to the "Home- MY CV" page and click "Finalize and Submit my CV".

**Validate my CV**

**Contact information**  
WARNING ONLY: Web page address (BC Directory of Health Researchers and Trainees)

**Expertise : MSFHR**  
WARNING ONLY: Three publications (BC Directory of Health Researchers and Trainees)

You have successfully validated your CV. You can now click on this [link to finalize or submit](#) the CV, or click on the [link to return to the previous screen](#).

You may click on the "[link to finalize and submit](#)" hyperlink or go to the Home My CV page and click on the **Finalize and Submit my CV** functionality.

[Français](#) | [Links](#) | [Contact us](#) | [Help](#) | [Logoff](#)

## Home - My CV

**Section help**

Welcome Dr. Dainty Sales
Today 20-12-2010 14:56 PM

Access my CV		Functionalities
by type		<a href="#">Confirm my agency PINs</a>
<a href="#">Full CV</a>		<a href="#">Preview / Print my CV</a>
<a href="#">Expert CV (assessors only) </a>	<a href="#">Transfer CV data</a>	<a href="#">Validate my CV</a>
<a href="#">Knowledge User CV </a>		<a href="#">Finalize and submit my CV</a>
		<a href="#">Provide Feedback</a>

8. When the "Submit my CV" page appears, click on "Integral CV". You will need to choose MSFHR as the agency and Full CV. Once you have done that, click on "Submit".


### Submit my CV

During the finalize/submit process, the following actions will take place:


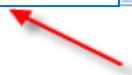
1. If the agency to whom you are applying requires validation before being finalized, your CV will be checked for completeness. If there are any errors or omissions you will be alerted and asked to correct them.
2. An Adobe Acrobat Reader (PDF) file of this version of your CV will be generated. You are encouraged to save it on your hard drive as your record of the CV you are finalizing/submitting to this agency. Your CV activity log will be updated.
3. If the agency you have selected electronically transmits the data, you will be asked to give your consent to this, **before** it is electronically sent to the agency.

You may customize the information submitted on your CV if you do not wish to submit your entire CV.

Select "Integral CV" to submit all your CV information or select "Customized CV" to choose the information to submit.

Integral CV 

Customized CV

Select an agency:    

9. The page will refresh and will then announce that you have successfully validated your CCV and you will be asked to "click here to finalize and/submit".

### Validate my CV

**Funding**  
WARNING ONLY: Please comply with suggested format for Name of principal applicant / project leader, i. e. [Family name, First name].

10. The next screen is a consent form, asking you to allow the submission of our CCV to MSFHR. By choosing the "I agree and wish to continue" button, you are actually submitting a copy of your CCV and its attachments.

### Consent to submit electronically for MSFHR

By clicking "I agree and wish to continue" you will be submitting an electronic version of your MSFHR Common CV and its attached document to the Michael Smith Foundation for Health Research.

11. A copy of your CCV will be generated on your screen **without** your attachments. This is a system limitation. To view a complete copy of your CCV you have to log on to your MSFHR ApplyNet Account. And on your Portfolio page, under the **Activity Details** you will see the hyperlink below:

## MSFHR ApplyNet Forms

Portfolio | User Tips | Contact Us | Log Out

### PORTFOLIO

**Dainty Sales** dsales@msfhr.org

**Please note:** You will be automatically logged out of your ApplyNet session after 30 minutes of inactivity. To avoid losing your work, please ensure you click the Save button regularly.

**Forms & Guidelines**  
[Select new form](#)  
[Access Common CV website](#)  
[View competition guidelines and deadlines](#)

**Application Workflow Diagrams**  
[Team Infrastructure Programs](#)  
[Career Investigator and Research Trainee Programs](#)

**Activity Details**  
[View your Common CV - MSFHR Full Version, submitted December 20, 2010](#)  
[View your Common CV - MSFHR Abbreviated Version, submitted September 30, 2010](#)  
[Update your profile](#)  
[View your consent statement](#)

### 3.8 How do I submit my Full Application?

1. Review the **Submission Process** and the **Career Investigator Application Checklist** in the Instructions available on the website.  
([http://www.msfhr.org/resources/public/Funding/2010-2011\\_CI\\_Scholar\\_Awards\\_Instructions.pdf](http://www.msfhr.org/resources/public/Funding/2010-2011_CI_Scholar_Awards_Instructions.pdf))

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Save Validate Page Print/Preview (PDF)

### CAREER INVESTIGATOR PROGRAM - APPLICATION

#### Signature and Submission

**SIGNATURE AGREEMENT**

I declare and agree to the following:

1. That to the best of my knowledge all information contained in this application and all the information provided (electronically or otherwise) in relation with this application are complete, accurate and consistent with host institution policies and the Michael Smith Foundation for Health Research (MSFHR) program guidelines. I further agree to inform MSFHR immediately of any material changes to this information once submitted.
2. I agree to be wholly responsible for completing, attaching, editing and submitting my application documents and that it is my responsibility to ensure that all other required documents or administrative approvals are completed and submitted before the competition deadline date and/or other deadlines as identified in the program guidelines.

2. Click on the "Validate" button to have the system check your application to ensure all mandatory fields have been entered.

6. I agree that MSFHR is not responsible for any incomplete, ineligible, inaccurate or late applications.

7. I agree that by selecting "I ACCEPT" below and submitting my application, I am in full acceptance of the MSFHR ApplyNet Terms of Use and that this electronic acceptance is equivalent to my handwritten signature.

I accept  Yes  No

File number: **2886**

Review the [Career Investigator application checklist](#) before submitting.

Validate Submit

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3. When you are satisfied with your application click on the "Submit" button.

**Note: No changes can be made to your application after submission.**

## 4. Editing and Saving in MSFHR ApplyNet

### 4.1 How do I edit the forms?

After opening and saving a form, the "Application Activity" table will appear on your Portfolio page. The status column allows you to see the status of the application. Click on the active hyperlink that contains your file number and you will be able to edit your form if you have not already submitted it.

APPLICATION ACTIVITY					
Program	Application & File #	Deadline	Status 	Last Update	Print/Preview
Competition Year: 2010/11					
Career	<a href="#">Letter of Intent - #2886</a>	December 24, 2010	In Progress	December 17, 2010	

### 4.2 How do I save the forms?

Use the "Save" button located at the top and bottom of every screen to save the form. You can save the form at any point and return to it at a later time to edit or add more information.

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### 4.3 How do I ensure that all the fields have been filled?

Use the "Validate Page" button located at the top and bottom of every screen as you complete the form to ensure that you have completed each page properly.

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## 4.4 How do I view the PDF format of the application?

Click the "Print/Preview (PDF)" button located at the top and bottom of every screen to view the PDF version of the application. The PDF version is the document reviewers will see.



## 5. Contact Us

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If you require further assistance, please contact the following:

### 5.1 Technical Inquiries

For technical inquiries and help with **MSFHR ApplyNet online application** forms, please contact the MSFHR Help Desk:

Email: [helpdesk@msfhr.org](mailto:helpdesk@msfhr.org)

Local phone: 604.714.6609

Toll-free phone: 1.866.673.4722 (ask for the MSFHR Help Desk)

### 5.2 Career Investigator Program Inquiries

For inquiries and information about the **Career Investigator guidelines and instructions**, please contact:

Email: [CareerProgram@msfhr.org](mailto:CareerProgram@msfhr.org)

**Rashmita Salvi**

Program Manager, Personnel Programs

Phone: 604-714-2779

**Tanya Michel**

Program Coordinator, Personnel Programs

Phone: 604.714.2781