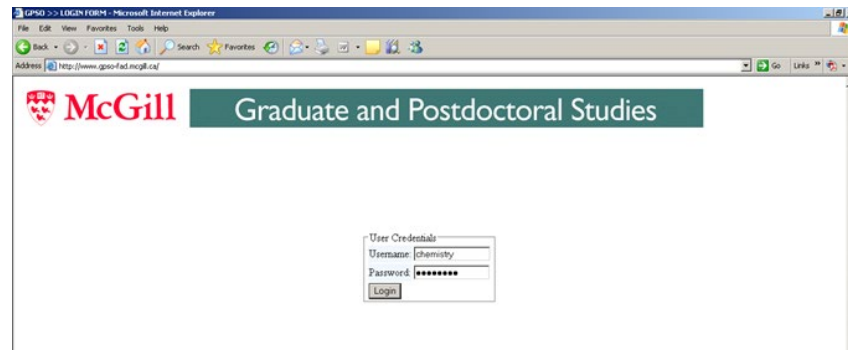


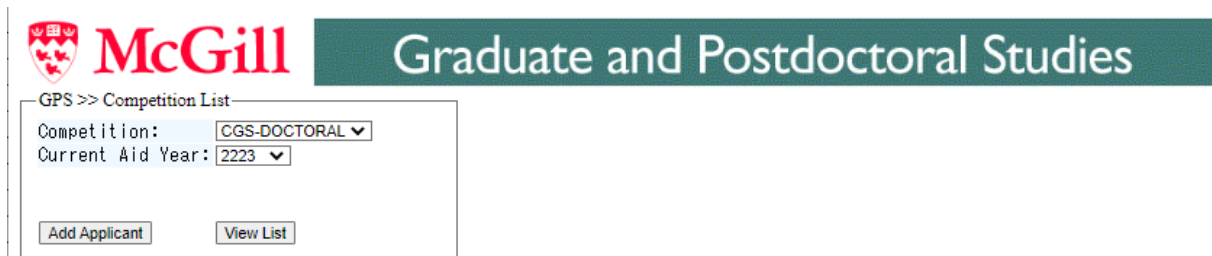
Log in

1. Go to the website <http://www.gpso-fad.mcgill.ca>
2. Enter your assigned username and password N.B. There is only one username and password per department. Passwords are case-sensitive.
3. Click 'Login'.



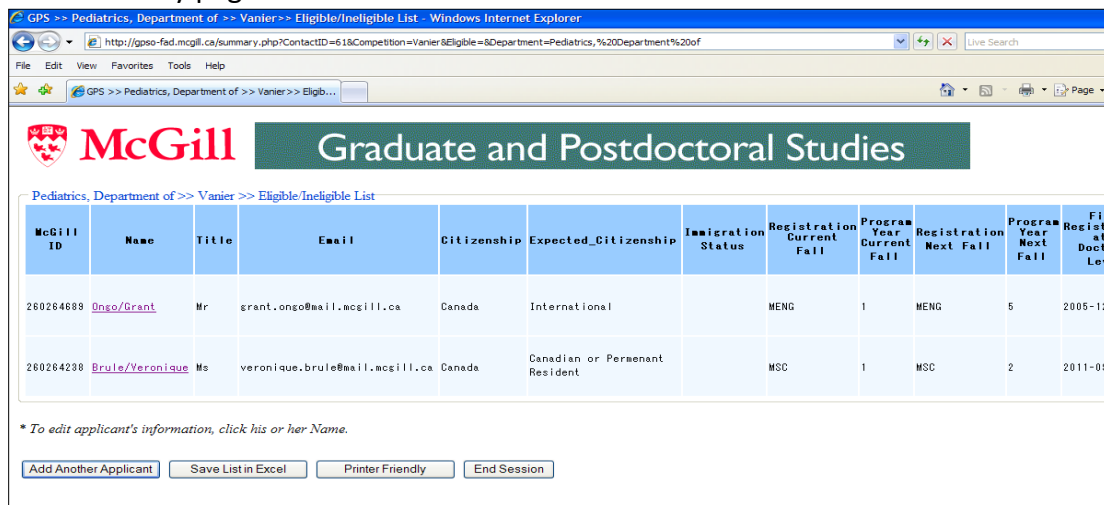
Step 1: Choose a competition

User will need to choose the corresponding competition from the drop down box before entering any applicant's information.



User can now choose either to 'Add an applicant' or to 'View List' to see a summary of the previously entered applicants.

Below is the summary page the user will see when the 'View List' button is clicked.



McGill ID	Name	Title	Email	Citizenship	Expected_Citizenship	Immigration Status	Registration Current Fall	Program Year Current Fall	Registration Next Fall	Program Year Next Fall	First Year at Doctoral Level
260264689	Ongo/Grant	Mr	grant.ongo@mail.mcgill.ca	Canada	International		MENG	1	MENG	5	2005-12
260264298	Brule/Veronique	Ms	veronique.brule@mail.mcgill.ca	Canada	Canadian or Permanent Resident		MSC	1	MSC	2	2011-09

* To edit applicant's information, click his or her Name.

[Add Another Applicant](#) [Save List in Excel](#) [Printer Friendly](#) [End Session](#)

Step 2: Add an applicant

1. Click 'Add Applicant'.
2. On the resulting page, indicate whether the applicant is a McGill student or not.
If yes, enter a McGill student ID.
 - a. Screenshot for a student with a McGill ID#

The screenshot shows a web browser window with the URL <http://gpso-fad.mcgill.ca/id.php?ContactID=61&Competition=Vanier&Eligible=8&Department=Pediatrics,%20Department%20of>. The page header includes the McGill logo and the text "Graduate and Postdoctoral Studies". Below the header, there is a section titled "Pediatrics, Department of >> McGill ID". It contains two radio buttons: "McGill Student" (selected) and "Non-McGill Student". Below these is a text input field labeled "McGill ID:" with a cursor inside. A "Search" button is located below the input field. An arrow points from the "Search" button to the "McGill ID:" field.

Once the McGill ID is entered then data will be pulled from the McGill Data Warehouse to populate several subsequent fields.

3. Click 'Search' in order to proceed to 'Add an Applicant' page.
4. On the resulting page, complete the form. Depending on the competition you choose, the form will be slightly different:

The screenshot shows the "Add an Applicant" page for the "German Studies, Department of >> CGS-DOCTORAL >> Eligible/Ineligible List". The form contains the following fields:

- Aid Year: 2223
- McGill ID: [Shaded field]
- Last Name/First Name: [Shaded field]
- Title: Mr
- Email: [Shaded field]
- Citizenship: Canada
- Immigration Status: [Shaded field]
- Competition: Select
- Registration (Degree/Program Year) Fall 2022: PHD 2
- Registration (Degree/Program Year) Fall 2023: Select
- First registration in the program for which funding is being requested: 202209
- Months in program (as of December 31 of competition year): [Shaded field]
- Status for Competition: Select
- Comment from GPS to Department: [Shaded field]

Callouts and annotations:

- A cloud-shaped callout points to the shaded fields: "Shaded fields are not editable. This information comes from the data warehouse."
- A rectangular callout points to the "Competition" dropdown: "!! If you have entered the wrong student ID, click 'Choose Another List'."
- A rectangular callout points to the "Status for Competition" dropdown: "BE SURE to select the correct Agency"
- A rectangular callout points to the "Status for Competition" dropdown: "Selecting the status 'Non-recommended to GPS' will cause the 'Reason' field to appear."

Buttons at the bottom: "Add Applicant" and "Choose Another List".