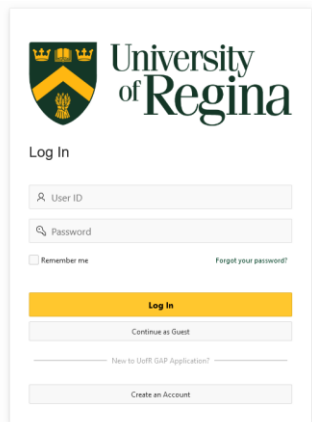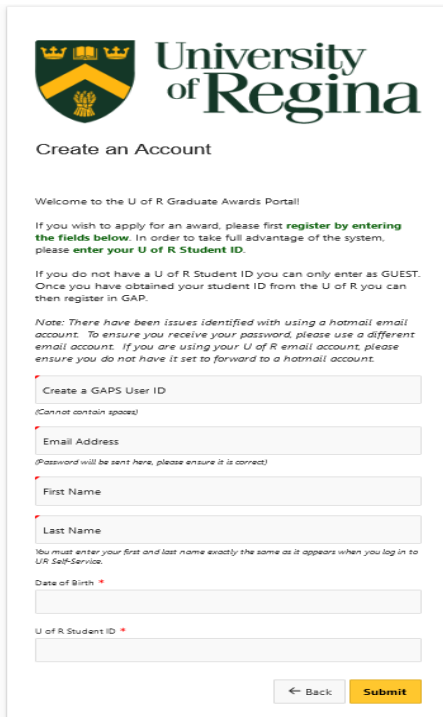# How to Register in the Graduate Awards Portal (GAP):

In order to apply for University of Regina graduate scholarships or awards, you will need to register in the scholarship application system, Graduate Awards Portal (GAP). To do so, begin by clicking on the grey **Create an Account button** on the bottom right.

You will have to create a GAP User ID. Use something you will not forget. If you get a message that the User ID is already in use, please select a different User ID.
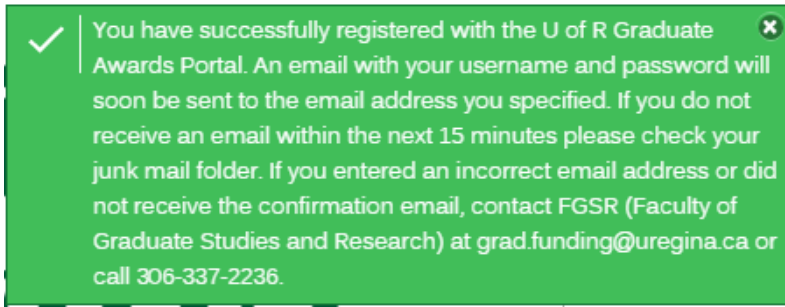
Type in your preferred email address in the **Email Address** field. This is very important that you type it accurately, as your temporary password and all other notifications will be sent to you via this email, once you are registered in GAP.

Enter your first and last names in the appropriate fields. Make sure to enter them exactly as they appear when you log in to UR Self-Service. Enter your date of birth and your U of R Student ID #. All of this information must match your UR Self-Service information, or you will get an error message when you try to submit.

You should receive this *success registration message* once you click on submit.

✓ You have successfully registered with the U of R Graduate ✕
Awards Portal. An email with your username and password will
soon be sent to the email address you specified. If you do not
receive an email within the next 15 minutes please check your
junk mail folder. If you entered an incorrect email address or did
not receive the confirmation email, contact FGSR (Faculty of
Graduate Studies and Research) at grad.funding@uregina.ca or
call 306-337-2236.

Check your email for your registration correspondence. It will contain the User ID you registered with, a temporary password and a link to login to GAP. Once you have reset your password and logged in successfully, you can view awards and start your student profile.

Student Profile Wizard:

Before you can apply for a scholarship/awards, you will need to setup your Student Profile. GAP provides students with a unique Student Profile page, where you can update at any time, your scholarships/awards held, publications/presentations and your research/study proposal. You will not have to add this information with every application. You will just simply log into GAP and update your Student Profile and add any **new** information, before you start your new scholarship application.

Now click **View My Profile**
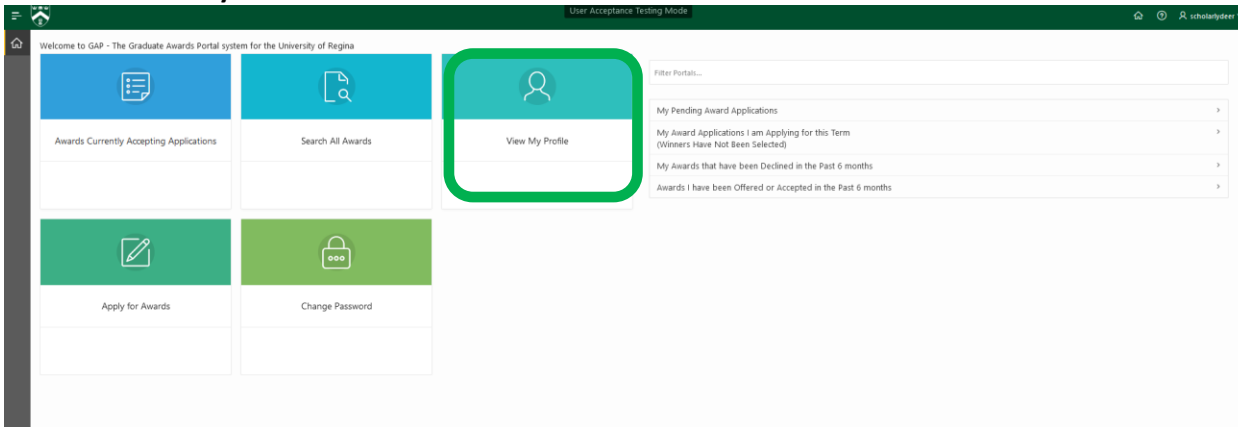
Step 1: Student General Profile

Here you can view your Student ID, Program Information and your Customer Relationship Management (CRM data). Click the down arrow on the right hand side of the screen opposite the students name to bring up CRM information. This information is all pulled from you UR Self-Service. If you see any information that is incorrect, log into UR Self-Service to correct it, as you cannot correct your personal information on GAP. Click the yellow **Next** button to continue to Step 2 of the Student Profile.

Step 2: Awards/Scholarships Held

On this page, you can enter any previous Awards Held. Select **Yes** if you would like to enter previous award(s), or select **No** if you have no previous Awards Held.

When you click **Yes**, then you can fill in the details required for the scholarship. If you wish to add further awards, click on '**Add other Awards Held**' button. Then enter the information for your award in the boxes.

If you need to remove one of the records, click on the three dotes in the right hand corner of the award and click on delete. Then click on the yellow disk save button on the right hand side top of the screen

Click the yellow **Next** button to move to Step 3 in the Student Profile.

Step 3: Research or Study Proposal

On this page, you choose your Program Route selection in the drop down box, ie. Course-based, Thesis, Project, Co-op etc., it is important that you choose the correct program route.

Then type or copy and paste your Research or Study Proposal in to the text box. **Please know that your proposal should not exceed one typed page, approximately 500 words.** Please know that all students are to fill in this section.

Then click on the yellow Next button to go to *Step 4: Publications*

Step 4: Publications and Presentations

On this page, if you have publications to note, answer '**Yes'** and then fill in the required details. If you need to '**Add another Publication Type', click** on the **Add** button and fill out your Publication record information with your new details. *Please copy and paste ALL LIKE types together in the same box.*
If you have no Publications, select **No** and click Next Step to continue to *Step 5: Disclaimer*.

Step 5: Disclaimer

On the Disclaimer page, this step outlines the University of Regina's Privacy Policy that must be agreed to, in order to submit an Award Application.   You can then submit your student profile and return to the home screen.
Any required fields on previous steps must be completed or your Student Profile will not be submitted.
YOU WILL NOT BE ABLE TO APPLY FOR SCHOLARSHPS until your Student Profile is complete.

Once you have submitted your Student Profile, you are now ready to apply to any open competitions.
GOOD LUCK!!!

When you decide to **update your Student Profile** Click on the **View My Profile** icon on your home screen
Then in the top right hand corner you will have to click on **Update Student Profile**.

Then you will be able to make your changes to your Student Profile.
Once you are done you will have to go to **Step 5 Disclaimer** and click on the **Submit Student Profile** button.
If you miss this step you will not be able to apply for scholarships until you resubmit your Student Profile.