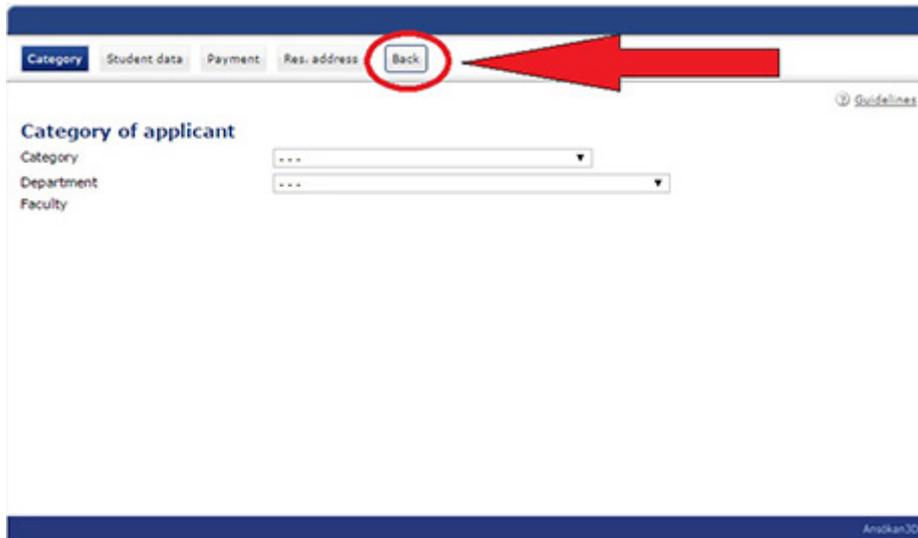# General instructions for the web application portal

1. Navigation

In the new application system, you can´t use your browser's back and forward buttons, instead you must use the application system's "**Back button**" located at the top of each page. Data will automatically be saved as you navigate through the system.

2. Create an account

In order to apply for the scholarships via the application system, you must start by creating an account by selecting "**New user**" and fill in your personal details. As a user, enter your email address (for best functionality, use your e-mail address in the GU domain, ie, email ending with student.gu.se or gu.se). After registration, a password is sent to the email address. With these two data, email + password, you can log into the system.

3. Home

On the first page (called **Home**), you will be able to:

- Edit personal data
- Create new applications
- Access all previously submitted applications

General instructions for the web application portal

4. Create a new application

After logging in, select *"Create new application"* in the drop down menu and select the scholarship you wish to apply for, and click the **Create button**. The application is given a unique number of the system (eg DS2019-0001). The number is found in the list of applications on the next page which you can access by clicking **Continue**. In the list of applications on the page **Home**, click the application number to get the following menu:

DS2019-0001

- **Edit**
- **Print/View**
- **Submit**
- **Unsubmit**
- **Delete**
- **Confirm application using BankID**
- **View my choice of payment**

Edit
Select Edit from the menu to make your application. An application form consists of a number of tabs to be filled in. The data filled in are automatically saved when navigating the system, there is therefore no special saving button. For each tab there is an information text in the top right corner, the "**Guidelines**" which provides guidance.
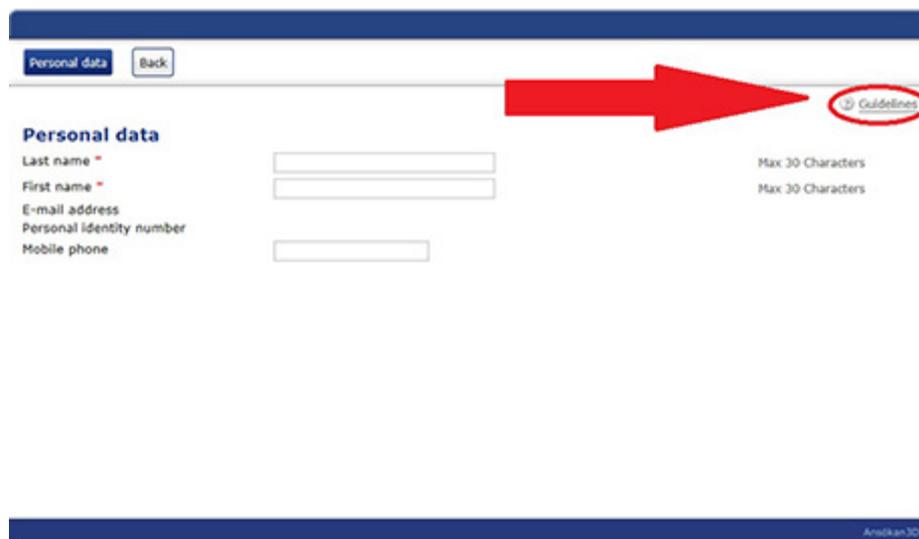
Print/View
Select "View / Print" button to print the application. It is in the application system no dedicated button for printing but you right-click and choose Print.

General instructions for the web application portal

Submit
Once the form is complete, select "Submit" for the application to be registered as submitted in the system. Is everything correctly completed the following message appears on the screen: **Your application is now submitted**.
You will also receive a confirmation e-mail that the application is registered.

Required fields will be checked when you submit the application. If the application is not completed correctly, you can not send it in and instead of confirmation you get error message on the screen when you select "Submit": **The application can not be submitted when it is not complete - see above.** It is indicated which fields are missing (such as "Street Address: Missing").

To correct the application, click on "Back" and then the current application number, and select "Edit" again. When the application is corrected it must then be resubmitted.

Unsubmit
It is possible to "Unsubmit" the submitted application until the deadline. The application then changes status from "Submitted" to "Not submitted". After editing, the application must be resubmitted.

Delete
It is possible to "Delete" an application that has not been submitted until the deadline.

Confirm application using BankID
After the application has received the status "Submitted" in the system, it must be confirmed by BankID (or printed out, signed, and sent by regular mail).

View my choice of payment
The screen displays the selected payment option you specified in your application.

Your application is complete when:

- the application has the status **Submitted** in the application system
- the application has been **confirmed by BankID** (or printed out, signed and submitted by regular mail)

5. Log out

You will find the log-out button on the first page (Home).