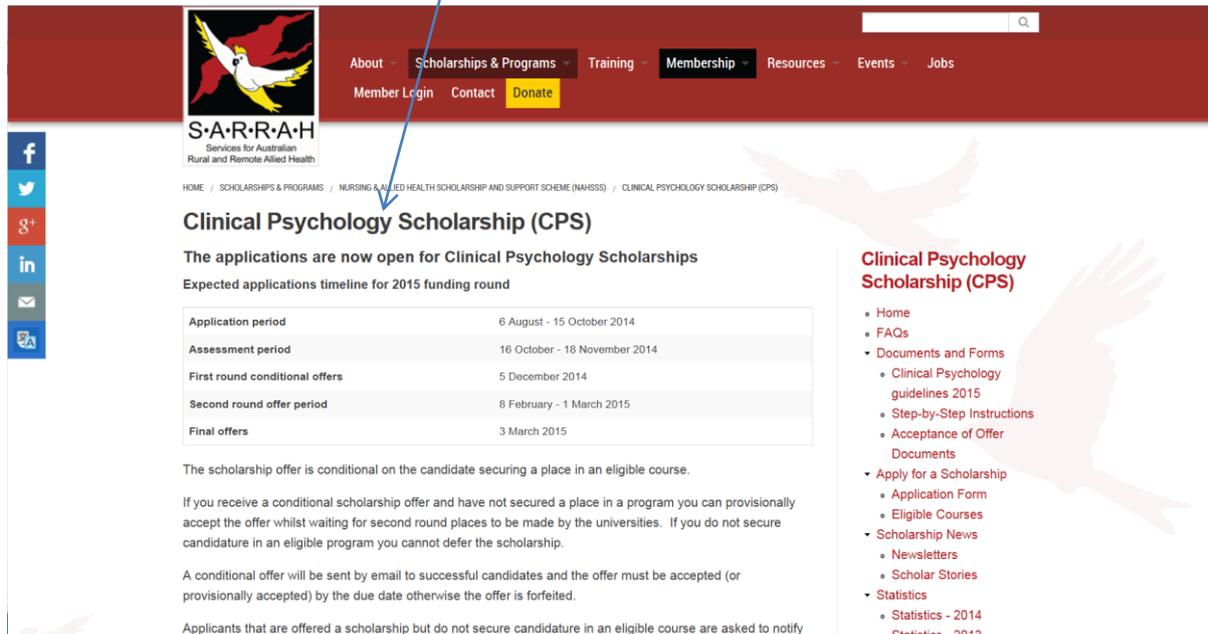


The On-line Application Step by Step Instructions

Getting Started

Read the Guidelines, read the FAQs.

Step 1 - Go to the relevant [Scholarship page](#) on the SARRAH website and follow the links to the online Application.

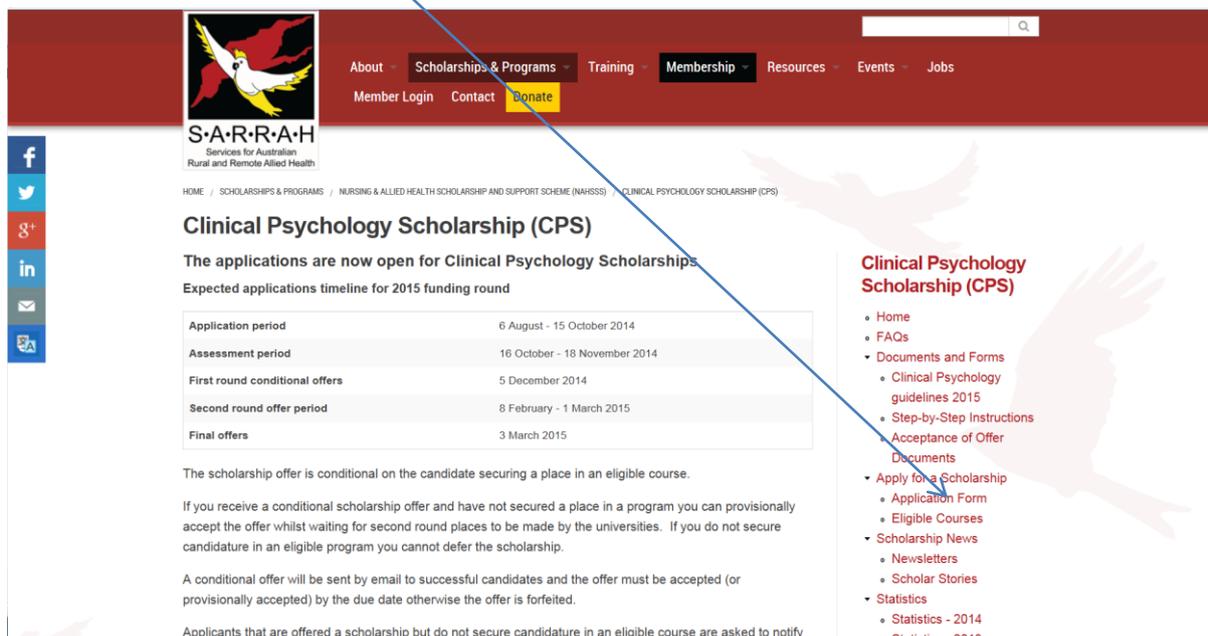


The screenshot shows the SARRAH website header with navigation menus: About, Scholarships & Programs, Training, Membership, Resources, Events, Jobs. Below the header is the SARRAH logo and a search bar. The main content area is titled 'Clinical Psychology Scholarship (CPS)' and states 'The applications are now open for Clinical Psychology Scholarships'. It includes a table with the following data:

Expected applications timeline for 2015 funding round	
Application period	6 August - 15 October 2014
Assessment period	16 October - 18 November 2014
First round conditional offers	5 December 2014
Second round offer period	8 February - 1 March 2015
Final offers	3 March 2015

Below the table, there is text explaining the scholarship offer conditions and application process. On the right side, there is a sidebar titled 'Clinical Psychology Scholarship (CPS)' with a list of links: Home, FAQs, Documents and Forms (Clinical Psychology guidelines 2015, Step-by-Step Instructions, Acceptance of Offer Documents), Apply for a Scholarship (Application Form, Eligible Courses), Scholarship News (Newsletters, Scholar Stories), and Statistics (Statistics - 2014, Statistics - 2013).

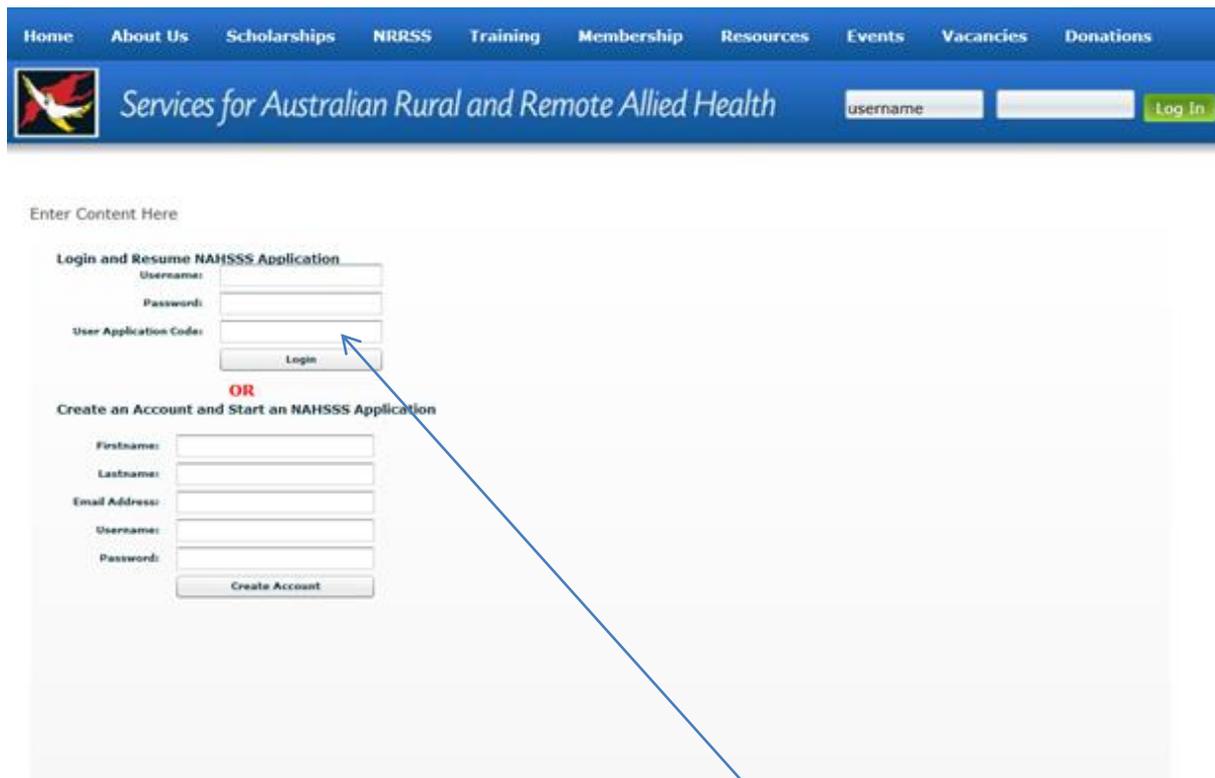
Step 2- Click on 'Application Form', there will be a link to the application at the end of the page.



This screenshot is identical to the one above, showing the SARRAH website with the 'Clinical Psychology Scholarship (CPS)' page. A blue arrow points from the text 'Step 2' to the 'Application Form' link in the sidebar under 'Apply for a Scholarship'.

Step 3 - Create an account

This screen will appear when you click the online application link. It may take a few minutes to load and you may need to scroll down the page. Enter a user name and a password, these details along with your unique Application Code will be sent as an automated 'do not reply' e-mail to the email address you have nominated. This email may end up in the junk or spam mailbox. You need the information in the e-mail if you need to log back into the application and change the contents. Do not delete this email.



The screenshot shows the top navigation bar of the website with links: Home, About Us, Scholarships, NRRSS, Training, Membership, Resources, Events, Vacancies, Donations. Below the navigation bar is a logo for 'Services for Australian Rural and Remote Allied Health' and a search bar with a 'Log In' button. The main content area is titled 'Enter Content Here' and contains two sections: 'Login and Resume NAHSSSS Application' and 'Create an Account and Start an NAHSSSS Application'. The 'Login and Resume NAHSSSS Application' section has fields for Username, Password, and User Application Code, with a 'Login' button. The 'Create an Account and Start an NAHSSSS Application' section has fields for Firstname, Lastname, Email Address, Username, and Password, with a 'Create Account' button. A blue arrow points from the 'Create Account' button to the 'Login' button.

The above step 1, 2 & 3 should follow to log back in to the unfinished application and insert the information in the 'do not reply' e-mail in 'login and Resume NAHSSSS Application' area.

The on-line application is made up of a number of sections, after completing each section click the  button located in bottom right hand corner of the screen. Keep a record of the application code to log back into your application. You must enter the code exactly as it appears in the 'do not reply' e-mail.

Scholarship and Placement System: Administration

Store your User Application Code so that you can resume your application

User Application Code: **NAHSSS_PROF_2015_2119908**

Section A1

Section A2

Section B

Section C1

Section C2

Section D1

Section D2

Section E

Section F

Section G

Section H1

Section H2

Privacy Statement

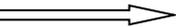
Declaration

Finalise

Section A1: Eligibility Criteria

- 1) Are you a Nurse, Midwife or Pharmacist?
 No
 Yes **▶ You are not eligible for the NAHSSS Scheme**
- 2) Are you currently an **Australian citizen** or do you hold **Australian permanent resident** Status?
 No
 Yes
(If you are a New Zealand Citizen, please see the guidelines to determine your eligibility)
- 3) Are you eligible for membership of your Professional Association?
(Please see the guidelines to determine your eligibility)
 No **▶ You are not eligible for the NAHSSS**
 Yes
- 4) If your profession is Chinese Medicine you must be registered to practice by the Australian Health Practitioner Registration Agency (AHPRA)
 No
 Yes
- 5) Do you provide a clinical service?
 No **▶ You are not eligible for the NAHSSS**
 Yes

Sections



Greyed out screen

If the screen goes grey when you try to click  to move to the next section, it means you have either:

- Answered a question/s that makes your application ineligible, for example you click "No" radio button for the Australian citizen or permanent resident question.
- Left a question blank
- You have written text when the answer should be only numerals eg "March 1983" instead of "1983"

Go back to the section and review each of the answers

Do not reply emails

The applicant will receive two (2) 'do not reply' emails. Because these emails are automatically generated they may be delivered to your junk or spam mail box. Do not delete either of these 2 e-mails.

1. The first 'do not reply' email is sent to the address you provided when you create your account that confirms the **"user name"** and **"password"** you created when you started the application and your **"application code"** (NAHSSS_CLIN_PSYCH_2015....). You need these three (3) things to log back into your application.
2. The second 'do not reply' email is sent when you successfully submit your application. This email is a receipt for the submission of your application. If you think you have submitted your application and you do not get this email contact the Scholarship Office.

Section A: Eligibility Criteria

These questions determine your eligibility to apply for this scholarship. If you are not eligible, the screen will grey out and a message box will appear.

Section C: Academic Qualifications

This question cannot be left blank

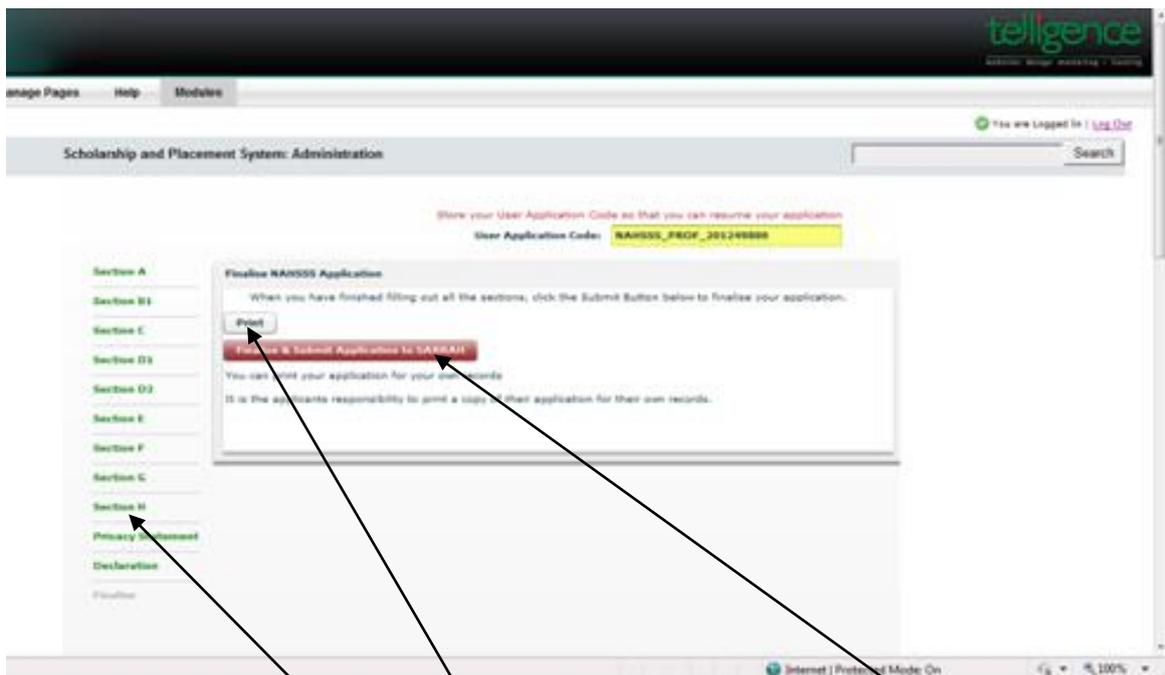
Only enter numbers do not write any text in the 'year graduated section'

When one of the sections is outlined RED

This means that a section has not been completed correctly. The text box or radio button will be outlined in red move the cursor over each question and a message will appear.

Finalise

It is the applicant's responsibility to print a copy of their application; this must be done before the application is submitted. If any of the sections down the left hand side are red it means they have not been completed or completed incorrectly. When the 'finalise and submit' button is clicked the screen will grey out and a message box will appear. You must click 'OK' to submit the application. Depending on your internet speed it may take a few minutes for the "Click Ok" box to appear.



1. All the sections must be green.
2. Print the application before you submit.
3. Click the submit button and this message box will appear,
4. You must click 'OK' to complete the submission of your application.

