

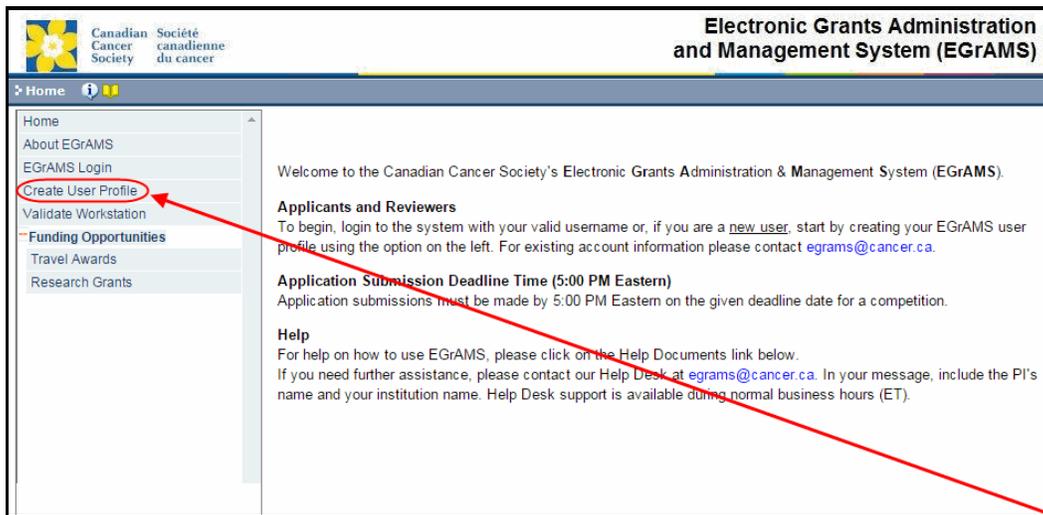
Tipsheet for EGrAMS users: create a new user profile



Warning: Do you already have a profile?

Before you create a new profile, ensure that one has not already been created for you (contact egrms@cancer.ca). If you have applied to the CCS (previously NCIC) or served as a reviewer in the past, a user profile was created for you automatically. That profile will have your previous history attached to it, including applications and/or information about review panels you may have participated on.

1. Go to the [EGrAMS home page](#) and click **Create User Profile** in the left navigation menu:



2. Provide information for all mandatory fields (marked with an asterisk *). Provide information in additional fields at your discretion.



Best practice tip: note format for entering address information

When entering your host institution address information, please follow the format outlined below, as any applications you create in EGrAMS will pull this information dynamically into the electronic form.

Interpreting the data fields

- Login Name:** Use your first initial and last name. If the system indicates this username already exists, try adding your middle initial or a number, i.e. JASmith or JSmith2
- Display Name:** This field will be auto-populated using the first initial from the **First Name** field and whatever you have entered in the **Last Name** field. However, you can change it if you wish.

Institution: Click on the button, and select the name of your current research institution.
**** If you do not see your institution listed** in the dialogue box, contact egrms@cancer.ca. Include “**EGrAMS institution set-up**” in the subject line.

To search for your institution: use the % sign as a wildcard in the **Description** field:

The screenshot shows a search form with the following fields and controls:

- Fed. Id:** Input field containing the text "ensure this field is blank".
- Description:** Input field containing the text "que%". A red arrow points from a callout box to this field.
- Buttons:** "Lookup", "Reset", and "Close".
- Record Count:** Input field containing "80".
- Page:** "Page 1 of 2".
- Table:** A table with columns "Fed. Id" and "Description".

Fed. Id	Description
000051	Alberta Cancer Board
000072	Algoma University College
000060	Amgen Institute (OCI)

A red callout box on the right contains the following text:

Enter a string of letters from the name of the institution, followed by the % sign.

You can also use the % sign before the string of letters, to increase search results (i.e. %que%).

Department: Use this line to indicate your department or faculty/division (e.g. “Dept. of Immunology” or “Faculty of Nursing” where there is no department).

Address Line 1-4: Use these lines to indicate your street address. Indicate your campus, building, floor/room number, centre or laboratory as appropriate.

Country: Click on the button for a list of country codes.

City: Enter your city.

Province: Click on the button for a list of province codes.

Postal Code: Enter your entire postal code **in the first box**.

Menu Style: This category defaults to the “Dynamic” style. If you wish to change how EGrAMS displays menus along the top of your screen, you can change this field to “Drop Down List”.

Designation: This field is mandatory.

Role: Click on the button, and select your role within the EGrAMS system:

- **Grantee** is a person applying for funding.
- **Reviewer** is a panel member who evaluates applications and awards funding.
- **Grantee/Reviewer** is a person who occupies both descriptions.

Show Security: Click on this button to expand the form, and add at least one **security question** in the event you forget your password.

To add a security question, click on the button and choose from a list of questions, then enter your answer in the corresponding **security answer** field below.

Once completed, you can click the **Hide Security** button to display the Additional Info buttons below.



Best practice tip: Additional Info screens

The **Additional Info** screens (e.g. Educational, Professional, Biographical, etc.) are optional – you are not required to complete them.

However, depending on the competition, some applications will request information about your education or biographical details. If you have completed these screens in your user profile, your application(s) will be pre-populated with information provided here.



Troubleshooting tip: saving changes to Additional Info screens

If you are updating the information contained in the Additional Details screens (e.g. Educational, Professional, Review, etc.), you must save the changes by clicking **OK** on both the Additional Details screen and then again on the main user profile page. If you click OK on the former but not the latter, your changes will be lost.

3. When you have completed your profile, save your changes by clicking the **OK** button.

The screenshot shows a 'User Setup' window with the following details:

- User Details:**
 - *Login Name: JTest
 - *Password: [masked] *Confirm Password: [masked]
 - Title: Dr Mr Ms Prof
 - *First Name: Joe *Last Name: Test
 - *Middle Name: *Display Name: J Test
 - *Address 1: Canadian Cancer Society Address 2: Department of Biochemistry
 - Address 3: 6371 Crescent Road Address 4:
 - Address 5: *Country: CA
 - *City: Vancouver Province: BC *Postal Code: V6T 1Z2
 - *Phone: (604) 555-5555 Ext: Alternate Phone:
 - Fax: Menu Style: Dynamic
 - *E-Mail Address: joe.test@hotmail.com
 - *Designation: NA (Not Applicable) *Role: GRANTE (Grantee)
 - Host Institution: 000001 Canadian Cancer Society Show Security
- Additional Info.:**
 - Educational
 - Professional
 - Review
 - Area of Expertise
 - Institution
 - Biographical
- Buttons:** OK (circled in red), Cancel

- Your profile will be created and marked as "Inactive". Your profile will be automatically activated.