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# **User Manual – Fellowship**





#### Users

- 1. New User Registration
- 2. Old User User who is already approved.
- 3. Admin

#### 1. New User

New User is the user which applies for fellowship and has to go through the following process:

### Registration

As a new user, the first step is to register on the platform. To do this, navigate to the registration / Signup page and provide the required information such as your name, email address, and a chosen password. Ensure the information is accurate and up to date to facilitate communication and account management.

# Login

Once registered, log in to your account using the credentials you provided during registration. This step is essential to access the full functionality of the platform and to maintain the security of your account.

#### Form Submission for Fellowship Application

After logging in, proceed to fill out the fellowship application form. This form typically includes fields for personal information, educational background, professional experience, and any additional materials required for the fellowship application. Take your time to carefully fill out each section, ensuring accuracy and completeness.

## **Application Submission**

Once all required information has been entered and the form is complete, submit your fellowship application. Review the information provided to ensure accuracy before finalizing the submission. After submission, you will see a confirmation message indicating that your application has been successfully submitted.

### **Optional: Generating PDF**

The option to generate a PDF version of the submitted application for your records or for offline viewing is available and if desired, follow the prompts to generate the PDF document after submitting the application.

# **Waiting for Acceptance**

Following the submission of your application, you will enter a waiting period while the reviewing process takes place. During this time, regularly check your email and the platform for any updates or notifications regarding the status of your application. Be patient during this phase as it may take some time for the review process to be completed.

This is the real time images which new user will follow:



