Accessing the Online Application

Link to the Online Application

Click on the following link to access the online application. This link will take you to the Login page.

See "Trouble Shooting" at the end of this document if you have trouble accessing this link. Your computer's browser or its settings may be the problem.

Creating a Login: SIGNUP

The very first time you visit the online application site, you'll need to create a username and password. You can do that by entering them on the 'Signup' section of the Login page, as shown below.

This email must be a valid email address, as it is the email address the RSMFP will use to contact you.
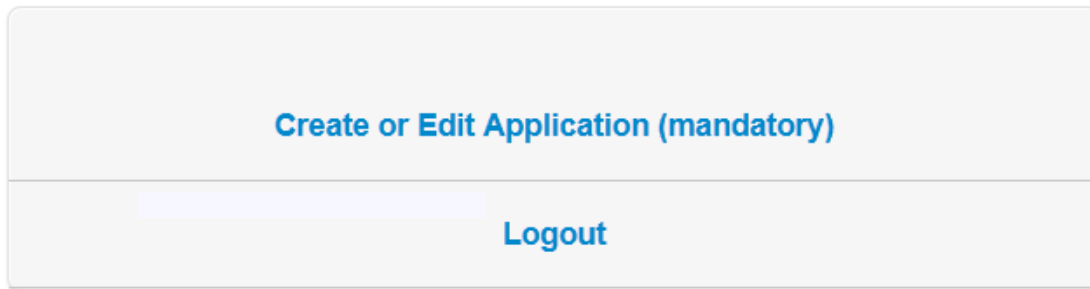
Attention! Make sure you use a valid email address that you can easily access as this is the email address that RSMFP will use for all future communications with you. Once you've done this, click Signup, and you'll be taken to the initial Main Menu of the application (screen-shot below).

Create or Edit Application (mandatory)

Logout

Note that if you ever access the application using a shared computer, you might find that someone else was on the site before you and did not log himself out. If you load the application and don't see the Login/Signup box displayed above, immediately scroll down, click "Return to Menu", and then click "Logout". After that, you can log in with your own credentials.

Saving a Draft of your Application

How to save a draft of the Application is explained in the 'Navigating the Online Application' document.

LOGGING OUT

After saving the draft of your application, click on "Return to Main Menu" and then click on "LOG OUT." This will prevent someone else with access to your computer from altering your application.

Returning to Complete an Application in Progress

Most people will need to come back to their saved draft. If you have started an application and saved it as a draft, it is now associated with the email address and password you entered the very first time.

To log back in, enter in the left hand side of the gray LOGIN box the email and password you created when you signed up and click the Login option (see illustration below). This will take you right back to the application you had saved as a draft.

Recovering a Forgotten Password

If you've forgotten your password, you'll need to click the 'Forgot Password' link to recover it. That will take you to a screen where we'll ask you for the email address you used when you first created an account. Enter that as shown below and click Reset Password.

After clicking on "reset password," you will see the message: "Password reset has been requested, you will receive an email shortly." **Do not close this window on your computer.**

Next, access your email account and find the email message from Donotreply_fellowships@worldbank.org. The message will read:

" Sorry that you were having trouble logging in, we've reset your password as requested.
Your Log In Email remains the same: *[your email is inserted here]*
Your new (temporary) password is: *[your temporary password]* "

Make note of your new password and then navigate back on your computer to the application login page (https://app.wizehive.com/appform/login/wbmcnamara) which should still be opened on your computer, and click the "Back to Login" link, shown in the lower left corner of your screen.

This will return you to the main login screen. On this screen, type in your email address and the temporary password given to you by Donotreply_fellowships@worldbank.org, and click the button "Login":

This will take you to a screen where you'll be asked to supply a new, personalized password to replace the temporary one. Enter a new password that you can easily remember in the boxes shown below, then click "Change Password and Login"

Now that you have logged in with your new password, you will be directed back to your draft application. The next time you return to the login screen, you'll use your email address and the new password that you created.

Trouble Shooting

Compatible Browsers

We recommend using the newest version of any browser for optimal performance of our software. More specifically, here are the following browsers and versions our software supports:

- Internet Explorer 8.0 and above
- Safari 4.0 and above
- Firefox 3.6 and above
- Chrome (current stable version)

Browser Settings

Make sure that JavaScript and Flash are both enabled on your browser and that you do not have a Firewall or pop-up blocker that is interfering with the software.

To enable JavaScript, see, the appropriate help file for your browser:

- Chrome
- Mozilla Firefox
- Internet Explorer
- Safari

To install flash, go to: http://get.adobe.com/flashplayer/