

# Completing the student profile

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Once you have signed up for the Student Portal, it is important to properly fill out all the necessary information *before* you apply for electives. This will make the application process quicker and easier.

*Note: The Academic tab of the **My Profile** section and the **Documents** section must be completed prior to filling out an application. If there is missing information when you try to submit an application, you will have to save it as a draft and follow the steps below before moving forward with your application.*

## I. The My Profile section

Log into the Student Portal and click on **My Profile** in the menu bar.

### Personal

This tab contains all of your identifying information. Ensure that your citizenship is accurate as this may impact your eligibility to apply to certain schools.

*Note: The Mother Tongue setting does not affect the Portal's interface language. It is simply for reference purposes.*

### Contact

All of your relevant contact information will be in this tab. You can also update your email address from this tab (*Note: if you update this field, you will need to use the new email address to log into the portal in the future*). Ensure that all contact information is current.

### Home School

The Home School tab is where you will fill in all relevant information concerning your school of study. Choose your school from the drop down list, or add it manually. The Portal will automatically fill all possible fields based on your selection. Enter the required details about your program, and make sure your Home School Verifier's contact information is correct (or enter it if it does not automatically populate).

### Academic

The Academic tab is where you will add Core Rotations and Clinical Electives. This will indicate to the schools you are applying to what practical experience you have. It is recommended that you click the **Update** button at the bottom of each tab once you have filled in the information (with the exception of the Academic tab).

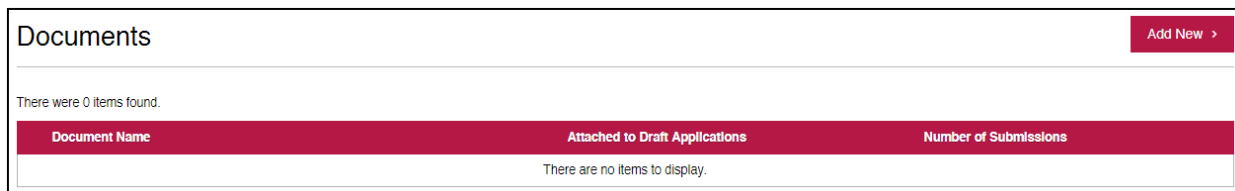
The screenshot shows the 'My Profile' page with four tabs: Personal, Contact, Home School, and Academic. The 'Academic' tab is selected and active. Below the tabs, there is a section titled 'Core Rotation/Clinical Elective' with an 'Add New >' button on the right. Below this section, a message states 'There are no items to display.'

### To add a Core Rotation/Clinical Elective:

1. Click the **Add New** button.
2. Enter the type, specialty, school/location, duration and start date. The Portal will determine the end date and the status.
3. Click the **Add** button at the bottom.
4. Repeat steps 1-3 if you have multiple rotations or electives to add.

## II. The Documents section

It is highly recommended that you add documents to your profile *before* you apply for an Elective Opportunity. For more information on which documents you need to upload, consult the institution profiles of the school(s) you wish to apply to. Click on **Documents** in the menu bar to access the Documents section.



### To add documents to your profile:

1. Click the **Add New** button. You will be taken to the Upload Document screen.



2. Give the document a relevant, recognizable name.
3. Click the Choose File button and select a file on your computer to upload.
4. Click the **Upload** button.
5. Repeat steps 1-4 until all of your documents are uploaded.