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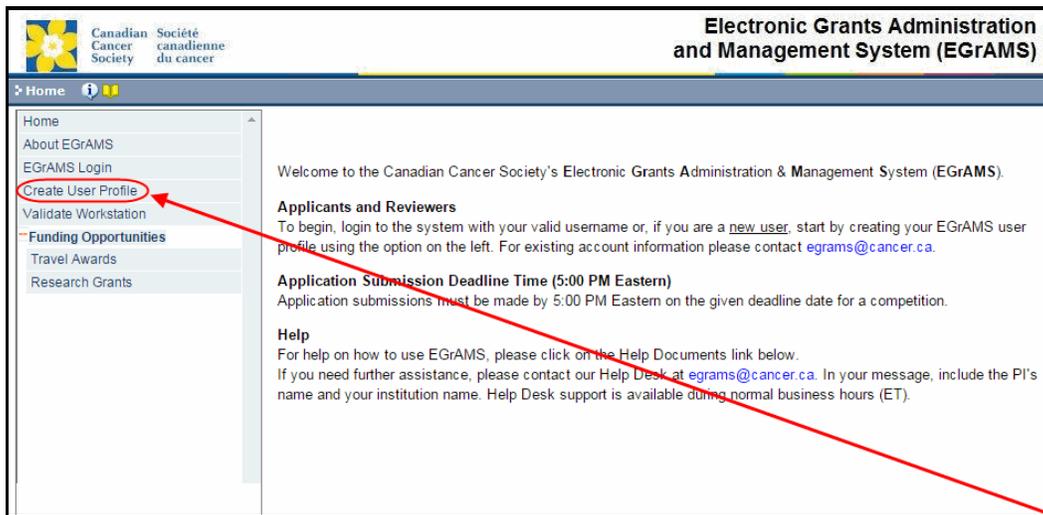
2. Provide information for all mandatory fields (marked with an asterisk *). Provide information in additional fields at your discretion.

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 egrams@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:

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.

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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.

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