1. Navigate to OURI's Survey Monkey Apply website (https://ouri-fau.smapply.io/) and click on the "Log In" down triangle located in the upper righthand corner of your screen (see screen shot below), and select "FAU Sign In."

*NOTE: If you have any issues with Survey Monkey Apply, try using **Firefox** web browser.*

2. You will be redirected to FAU's Survey Monkey Apply single sign on (SSO) page (see screen shot below). Please log in using your FAU net ID and password (NOTE: this may require a Push notification approval).

3. You will now be signed into Survey Monkey Apply and should see the following screen (see screen shot below):

NOTE: If you have other roles on Survey Monkey (i.e., Reviewer), you will have to select your role before seeing the above screen.

If you have any applications, they will be listed here in place of "No applications." If you want to apply to an *open* program, click on the blue "View programs" button. On the next screen, click on the blue "MORE >" button within the program box that you are interested in.

4. If this is your first time in Survey Monkey Apply, you will need to complete your eligibility. The following screen will appear automatically after you have clicked on the "More" button from step 3:

Click on the blue "CHECK ELIGIBILTY" button and complete the form. This is a one-time requirement that *must* be completed in order to see the/apply to the open programs.

5. Click on the blue APPLY button, which will become available once you complete the eligibility form. You will be redirected to the screen that has your application status, your application number, and the task (program application). Click on the application title listed in the "Your tasks" section (see screen shot below). This takes you into the application. After you have done this once, when you go back into your application, you will instead click on your application that you already started.
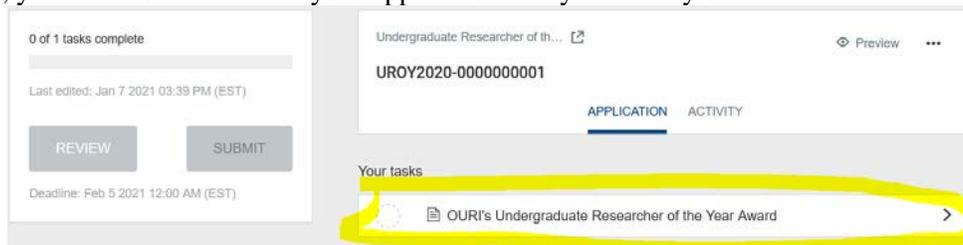
6. Complete the application as required.
   a. If you need to stop and finish later, click on the gray SAVE & CONTINUE EDITING button
       . If you have any errors, you will be prompted to fix these before you can save your file. When you come back in later to finish your application, you will be directed to All Applications (see screen shot below), under which your current incomplete application(s) will be listed. Click on the green CONTINUE button to finish and mark your application as complete (see letter b - next step).
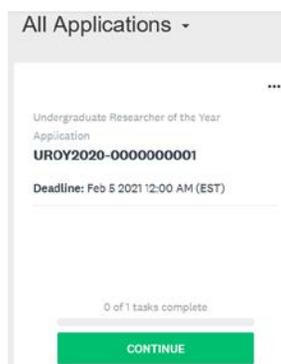
   b. If you are ready to submit, click on the blue MARK AS COMPLETE button located at the bottom
      of your application , and then click on the blue SUBMIT button to finalize and submit your application (see screen shot below).
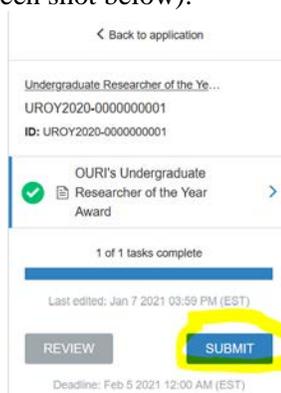
7. Once you confirm your submission choice, you will see a pop-up box thanking you for your submission and offering you a choice to view other programs or return to your application. And that is it – you are finished. Any questions, please email ouri@fau.edu or the coordinator for the program to which you applied.