



UNIVERSITY OF TORONTO

LESLIE DAN FACULTY OF PHARMACY

Undergraduate Summer Research Program (USRP) User Guide for CLN Website

Thank you for applying to the Undergraduate Summer Research Program (USRP). This document will provide you with a step-by-step account for submitting your USRP application on the new CLN website.

1. Login to the CLNx website (<https://clnx.utoronto.ca/home.htm>)
Scroll down to the bottom of the page as illustrated below.

For students currently enrolled at the University of Toronto, please select “Login to CLNx” under “Students & Staff/Faculty” (blue arrow) and enter your UTORID and Password.

For students not enrolled at the University of Toronto, please select the “Register for CLNx access” button to request account access. Please complete the form with your detailed information.

****Please take note of the email address and password you choose. Once you complete your request, please login to your account periodically to check if you have been granted access to the application page for your program as you will not receive a notification. This may take 3-5 business days.**

****Please do not register before the portal date opens**

Once access has been granted, please select the “Login into CLNx” under “For Special Access” (Red arrows) and enter your Username and Password.



Login to CLNx

For Students & Staff/Faculty: Please log in using your UTORid and password.

 [Login to CLNx](#)

For Employers and Partners: Please log in using your email and password.

[Login to CLNx](#) | [Register for CLNx access](#)

For Special Access: Please log in using your email and password.

 [Login to CLNx](#) | [Register for CLNx access](#) 


The University of Toronto respects your privacy, [click here to learn more](#)

2. Select “Experiential Learning” on the secondary navigation bar on the left hand side of the screen (red arrow)

The screenshot shows the 'Career & Co-Curricular Learning Network' interface. At the top, the University of Toronto logo is on the left, and the network name and 'Experience Matters' tagline are on the right. Below the header, a dark blue sidebar contains the user's name 'Mike Kosmas Folinas' and a list of navigation options under the 'DASHBOARD' section. A red arrow points to 'Experiential Learning' in this list. The main content area on the right is titled 'Welcome Mike' and features a horizontal menu with options like 'Dashboard', 'Experiential Record', 'Co-Curricular Record', 'My Documents', 'My Applications', 'My Interviews', and 'My Appointments'. Below this is a section for 'Workshops: Learning How To Learn' with a large graphic that says 'LEARNING HOW TO LEARN AT U OF T' and a 'Learn more' button. At the bottom, there is a 'Your Schedule' section indicating 'No upcoming schedules.'

3. Select “View” under “Course/Programs” (red arrow)

← → ↻ 🏠 dnx.utoronto.ca/myAccount/expManagement.htm

**Career & Co-Curricular Learning Network** Experience

Access Different Account

Jobs & Recruitment

Mentorship

Programs

Research Catalogue

Resources

Logout

1

Current Experiences

View your current experiences.

View

0

Pending Experience

View

Complete your Profile

Complete your profile to be able to search for opportunities.

Complete Your Profile

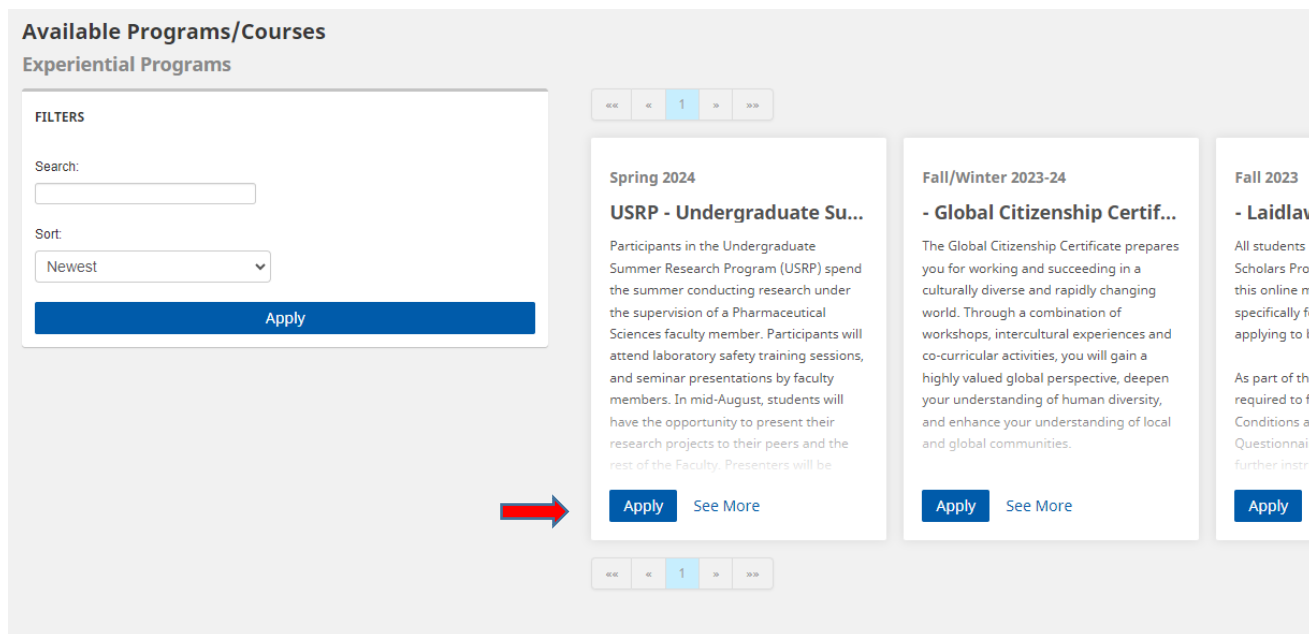
Courses / Programs

Find new courses and programs.

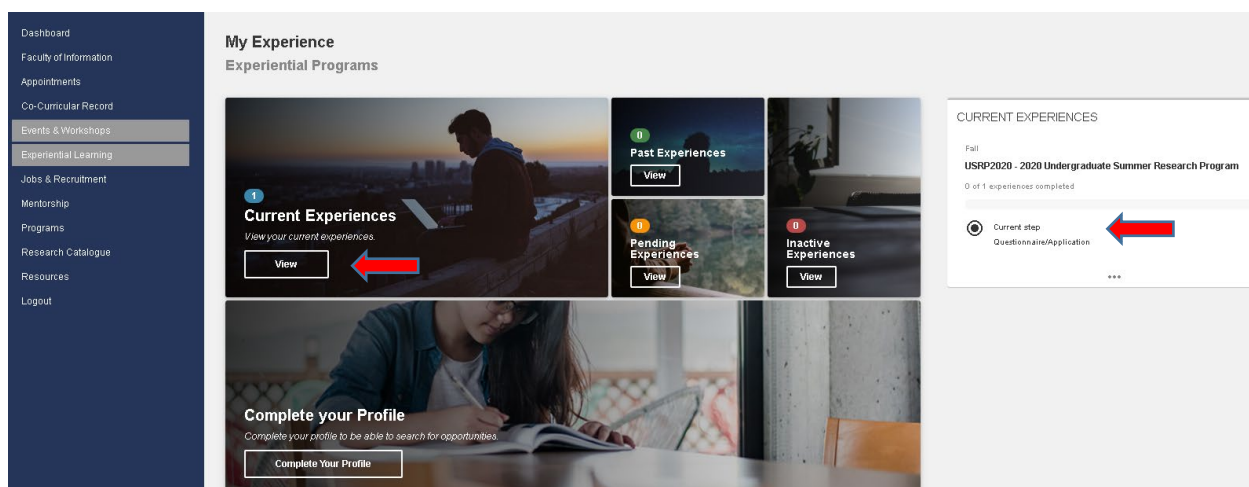
View

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4. Select the blue “Apply” button under the “USRP” banner (red arrow)
Note: if the USRP program doesn’t appear here please see Step 5 below.



5. Once you apply, the USRP will be added to your “Current Experiences” section under “Experiential Learning”.



- a. *** Note: If you have applied to the USRP program, you must enter through the “Current Experiences” section to access opportunities**

6. Select “Current Experiences” – tap anywhere in the white box (red arrow)

The screenshot displays the USRP Test interface. On the left is a dark blue sidebar with the title "USRP Test" and a button "Access Different Account" with a dropdown arrow. Below this are menu items: "Dashboard", "Appointments", "Co-Curricular Record", "Events & Workshops", "EXPERIENTIAL LEARNING" (highlighted), "Jobs & Recruitment", "Programs", "Resources", and "Logout". The main content area on the right is titled "Current Experiences" and "Experiential Programs". It features a pagination bar with "1" selected. Below this is a white box containing the text "Fall 2021", "USRP - Undergraduate Summer Research Program", and "0 of 1 experiences completed". A progress bar is shown, followed by a circular icon with a play symbol and the text "Current step" and "Create a Record". A large red arrow points to the "Create a Record" text. At the bottom of the white box is another pagination bar with "1" selected.

7. You will be required to complete two steps in the application process. First is the Questionnaire/Application that will provide our office with the required information for communication and processing. Select the “Answer Questionnaire” button (red arrow)

The screenshot shows the University of Toronto Career & Co-Curricular Learning Network dashboard. The user is Mike Kosmas Folinas. The dashboard includes a sidebar with navigation links: Dashboard, Appointments, Co-Curricular Record, Events & Workshops, EXPERIENTIAL LEARNING (highlighted), Jobs & Recruitment, Mentorship, Programs, Research Catalogue, Student Resources, and Logout. The main content area shows the user's details for the USRP - Undergraduate Summer Research Program (Spring 2024) and OCW-FLR Undergraduate Summer Research (Pharmacy). A 'PLACEMENT' section indicates 'You haven't been placed yet.' The 'STEPS' section shows two steps: 1. Questionnaire/Application (Current Step) and 2. Create a Record. A red arrow points to the 'Answer Questionnaire' button in the first step.

8. Complete the questionnaire and enter your current institution (University of Toronto or Other, if 'Other' please enter the institution in the free text box).

The screenshot shows the questionnaire form. The form is divided into two main sections: Personal Information and Student Information. The Personal Information section includes fields for Last Name (Folinas), Email Address (m.folinas@utoronto.ca), Telephone Number (4169780547), Address (144 College Street), City (Toronto), Province (Ontario), and Postal Code (M5S 1S8). The Student Information section includes fields for Current Institution (Other), Faculty (Information), Department (Information), Program (Information, System and Design), and Cumulative GPA (3.98). A red arrow points to the 'Current Institution' dropdown menu, which is set to 'Other'.

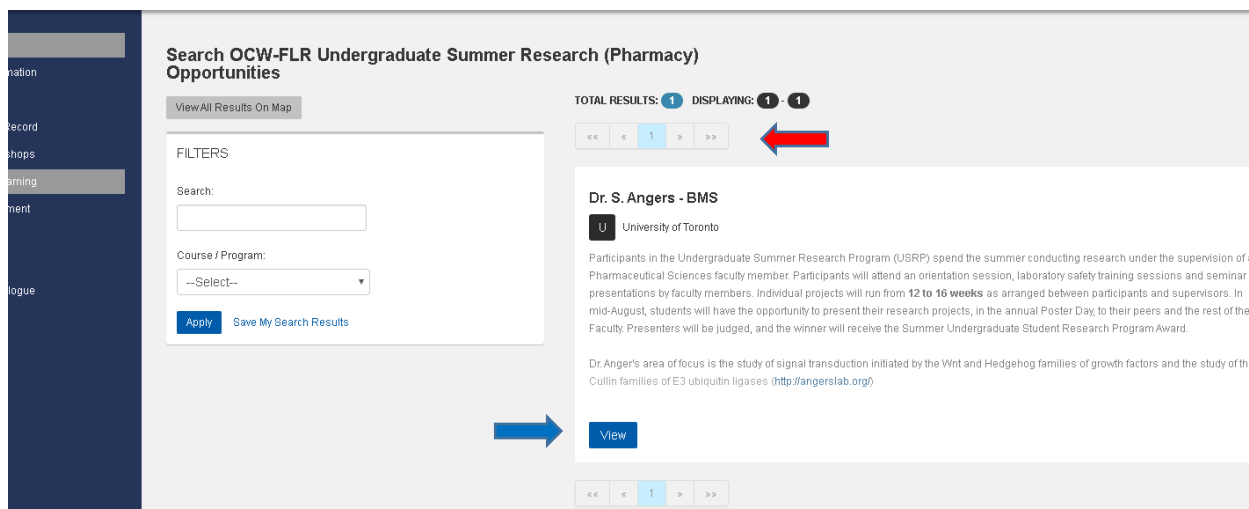
9. Click the “Submit” button on the bottom of the page to move on to Step 2 (Formal application to supervisors)
10. Click “Back to Your Enrollment” to complete step 2.

The screenshot shows the 'Questionnaire Qualifiers' page for Mike Kosmas Folinas. The page header includes the University of Toronto logo and the text 'Career & Co-Curricular Learning Network Experience Matters'. The left sidebar lists navigation options: Dashboard, Appointments, Co-Curricular Record, Events & Workshops, EXPERIENTIAL LEARNING (highlighted), and Jobs & Recruitment. The main content area is titled 'Questionnaire Qualifiers' and 'USRP - Undergraduate Summer Research Program (Spring 2024)'. It contains sections for 'INSTRUCTIONS' (Students are required to complete the Questionnaire then apply for individual faculty opportunities (limit of 5 per person).) and 'CONTACT INFORMATION' (First Name: Mike). A red arrow points to a 'Back to Your Enrollment' button in the top right corner.

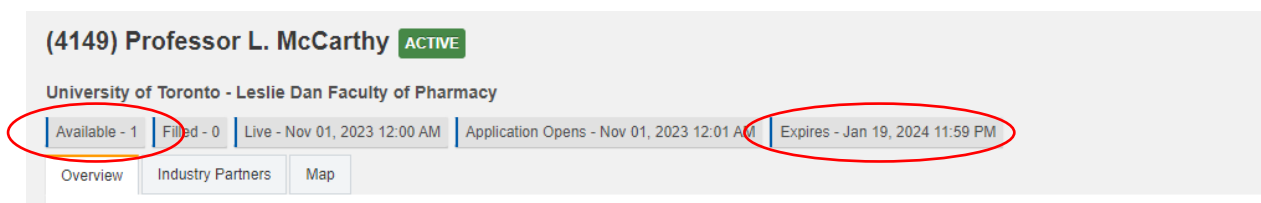
11. You will see the screen below that summarizes your progress.
 - a. Click on “Search Opportunities”, located under “Create a Record” to access the supervisor pages

The screenshot shows the 'Create a Record' page for Mike Kosmas Folinas. The page header includes the University of Toronto logo and the text 'Career & Co-Curricular Learning Network Experience Matters'. The left sidebar lists navigation options: Dashboard, Appointments, Co-Curricular Record, Events & Workshops, EXPERIENTIAL LEARNING (highlighted), Jobs & Recruitment, Mentorship, Programs, Research Catalogue, Student Resources, and Logout. The main content area is titled 'Mike Kosmas Folinas' and 'USRP - Undergraduate Summer Research Program (Spring 2024)'. It contains sections for 'PLACEMENT' (You haven't been placed yet.) and 'STEPS'. The 'STEPS' section shows a progress bar with two steps: 'Questionnaire/Application' (completed) and 'Create a Record' (current step). Under 'Create a Record', there is a 'Search Opportunities' button. A red arrow points to the 'Search Opportunities' button.

12. Scan through the opportunities and click the blue button on the bottom to “View” the details of the position and the potential supervisor.



13. Please note in the posting, the number of positions available and the closing date of the job posting. The closing date on all postings will be on January 19, 2024 at 11:59 pm EST.



14. For each opportunity you apply to (*apply up to 5 opportunities, if you apply to more than 5 opportunities, the Research Office will select the first 5 applications and remove all others*) you will need to include a Letter of Intent, Curriculum Vitae/Resume and an unofficial transcript (PDF). The Curriculum Vitae/Resume and an unofficial transcript will remain the same for each opportunity. You will need to prepare a separate Letter of Intent for each opportunity.

Applying to Opportunities:

15. Once you have your documents ready (e.g. saved on your desktop), click on the “Apply” button and click on “Create a new application package”

(4157) Professor M. Piquette-Miller ACTIVE

University of Toronto - Leslie Dan Faculty of Pharmacy

Available - 1 | Filled - 0 | Live - Nov 01, 2023 12:00 AM | Application Opens - Nov 01, 2023 12:01 AM | Expires - Jan 19, 2024 11:59 PM

Overview | Industry Partners | Map

Experience Type

OCW-FLR Undergraduate Summer Research (Pharmacy)

→ **Manage Applications**

Apply to

(4149) Professor L. McCarthy ACTIVE

University of Toronto - Leslie Dan Faculty of Pharmacy

Available - 1 | Filled - 0 | Live - Nov 01, 2023 12:00 AM | Application Opens - Nov 01, 2023 12:01 AM | Expires - Jan 19, 2024 11:59 PM

This opportunity requires you to apply with the following documents:

Resume/CV

Cover Letter

Unofficial University Transcripts (PDF)

Select which of your experiences this opportunity will apply to

USRP - Undergraduate Summer Research Program (Spring 2024)

Apply/Applied With

-- Select --

[Create a new application package](#)

Type of Experience

OCW-FLR Undergraduate Summer Research (Pharmacy)

Apply

16. Click “Upload a document” to add documents to the application package. To upload a document, Label the document with a “Name” (e.g. Mike_F_Resume) and select the appropriate document type.
Click “Upload New”, Choose file (select the file you want to upload), then click Upload Document.
Repeat these steps for each of the documents. You will only need to upload your Letter of Intent, Resume/CV and Unofficial Transcript.

Create Application Package

PACKAGE REQUIREMENTS

Please create your application package below to apply to this opportunity. You can select any existing documents you have on file or upload new ones as needed.

MISSING DOCUMENTS

ATTENTION You are missing documents of the following document types:

Cover Letter [Upload New](#)

Upload a Document

Name

Type

Cover Letter - .pdf, .doc or .docx

Document

[Choose File](#) Max File Size: 26.21 MB

[Upload Document](#) [Cancel](#)

17. After you have uploaded all your documents, label your package name with your name and research area of interest so that it is easily identifiable. Select the corresponding documents you uploaded, to be include in the application package and then click on “Submit”. Your Resume/CV and Unofficial Transcript should be available in all other application packages as you only need to upload these once (unless you wish to tailor your application for each opportunity).

* If you your document doesn't appear as a selectable option click refresh on your browser. You will see any error message which brings you back to the document upload section. Click on cancel to bring you back to the application package page and your document should be available

The screenshot shows the 'Create Application Package' form. At the top is a header 'Create Application Package'. Below it is a section titled 'PACKAGE REQUIREMENTS' with a sub-header 'Please create your application package below to apply to this opportunity. You can select any existing documents you have on file or upload new ones as needed.' The form contains a 'Package Name *' text input field. Below this is a 'Required:' section with three rows of document selection. Each row has a label, a dropdown menu, and an 'Upload New' button. The dropdown menus are circled in red and contain the text '-select existing-'. Red arrows point to each of these dropdowns and to the 'Upload New' buttons. At the bottom of the form, there are two buttons: 'Apply' and 'Upload a document'. The 'Upload a document' button is circled in red, and a red arrow points to it.

Create Application Package

PACKAGE REQUIREMENTS

Please create your application package below to apply to this opportunity. You can select any existing documents you have on file or upload new ones as needed.

Package Name *

Required:

Resume/CV * -select existing- Upload New

Cover Letter * -select existing- Upload New

Unofficial University Transcripts (PDF) * -select existing- Upload New

Apply Upload a document

18. Select the appropriate application package and click on “Applied” box. Submit to complete the application

Select which of your experiences this opportunity will apply to

USRP - Undergraduate Summer Research Program (Spring 2024)

Apply/Applied With	Type of Experience
<div>Mike application package</div> <div>Create a new application package</div>	OCW-FLR Undergraduate Summer Research (Pharmacy)

Apply

19. If you need to withdraw or update your application, go back to the position and click apply and then click on the “remove application button” and reapply

Select which of your experiences this opportunity will apply to

USRP - Undergraduate Summer Research Program (Spring 2024)

Apply/Applied With	Type of Experience
<div>Mike application package</div>	OCW-FLR Undergraduate Summer Research (Pharmacy)

Remove Application

Apply

20. Apply up to 5 opportunities within your research area of interest. If you apply to more than 5 opportunities, the Research Office will select the first 5 applications and remove all others.

****Note:** Once you have submitted your application, your CLNX account will indicate that 1 of 2 steps have been completed. Step #2 is the formal offer from a supervisor, if selected. No further action is required.

*****Note:** Submitted applications cannot be altered. If you wish to revise your submitted application, please cln@utoronto.ca. At your request, your application will be deleted, and you may update a new one with your revisions. Please note that this must be done before the January 19, 2024 deadline.