

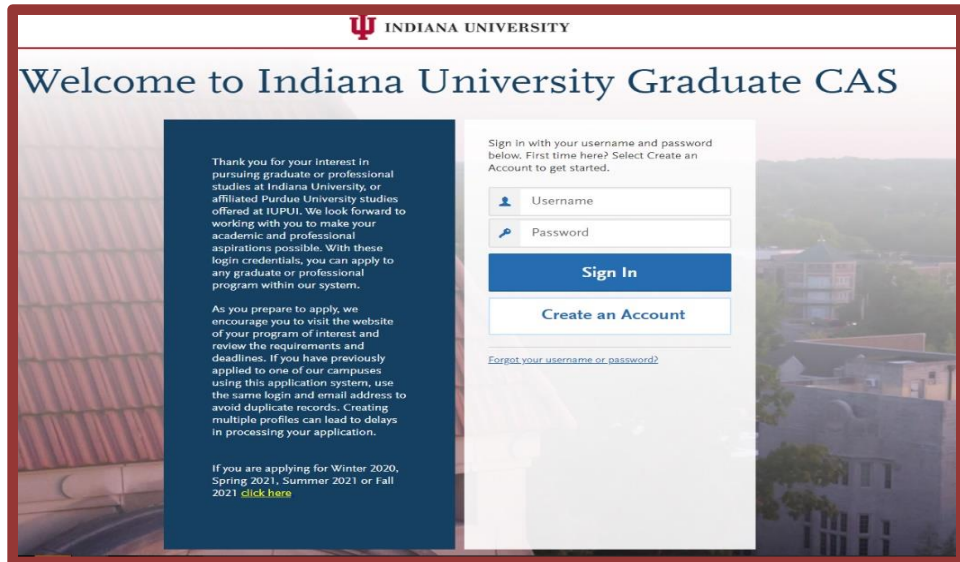
# Online Graduate Application Instructions

Instructions for Completing the Application for the Graduate Certificate in  
Innovation and Implementation Science  
Getting Started: Create a New Guest Account or Log-On with Existing IU Credentials

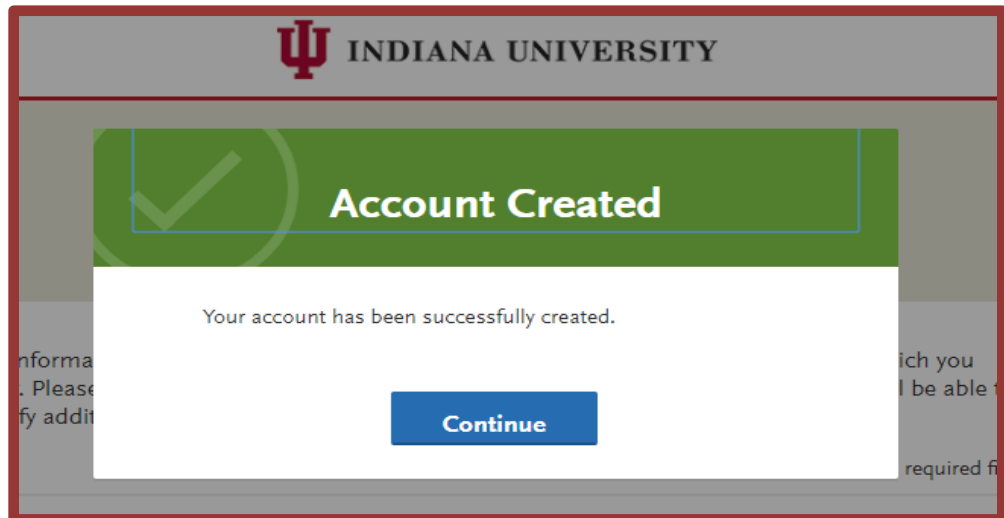
Go To - <https://iugraduate.liasoncas.com/applicant-ux/#/login>

Select create new account or log on with your existing IU credentials

You may return to your application edit or complete an in-progress application by logging into your guest/network-id and passphrase.

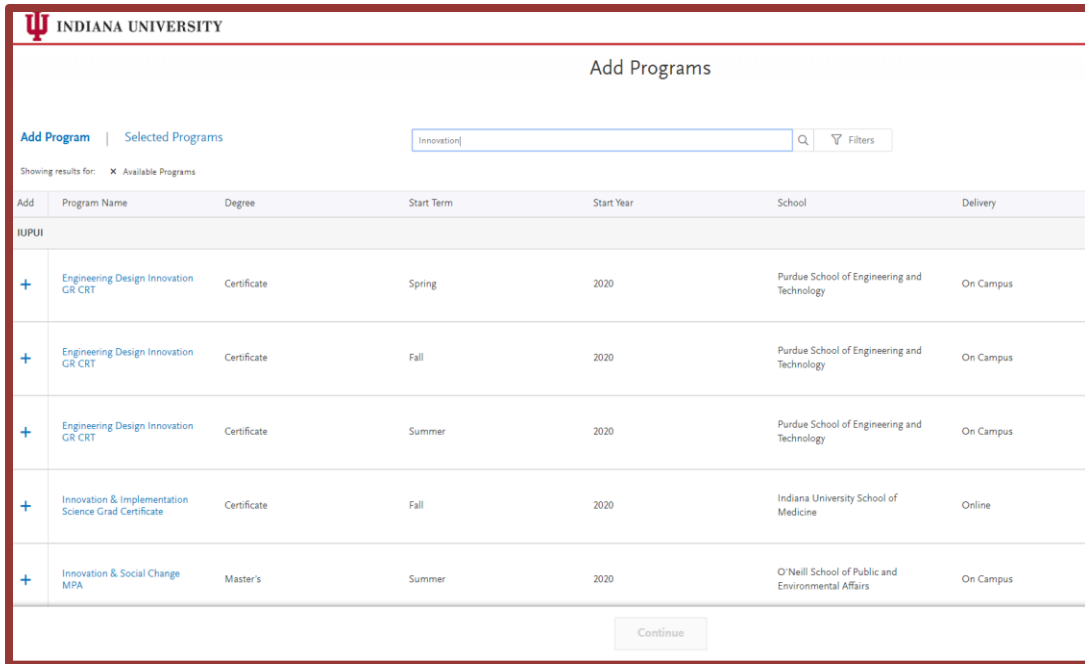


Complete all required fields and then click "Create my Account"



Click 'Continue'

Type **'Innovation'** into the search bar. Click the plus sign to the left of **'Innovation & Implementation Science Grad Certificate'** and click **'continue'**.



**INDIANA UNIVERSITY**

### Add Programs

Add Program | Selected Programs

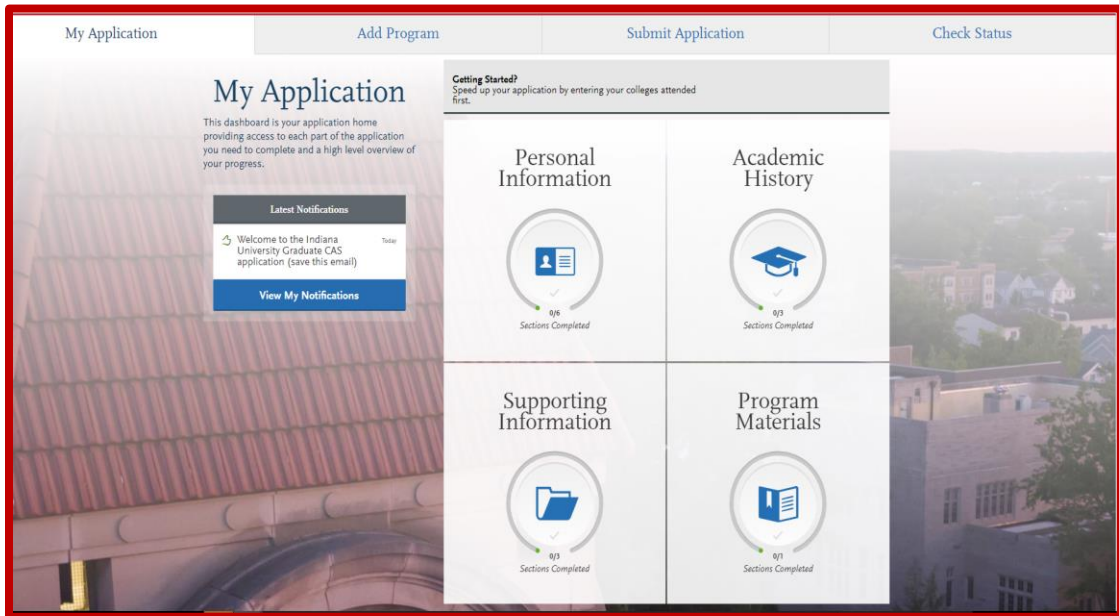
Showing results for: X Available Programs

Add	Program Name	Degree	Start Term	Start Year	School	Delivery
<b>IUPUI</b>						
+	Engineering Design Innovation GR CRT	Certificate	Spring	2020	Purdue School of Engineering and Technology	On Campus
+	Engineering Design Innovation GR CRT	Certificate	Fall	2020	Purdue School of Engineering and Technology	On Campus
+	Engineering Design Innovation GR CRT	Certificate	Summer	2020	Purdue School of Engineering and Technology	On Campus
+	Innovation & Implementation Science Grad Certificate	Certificate	Fall	2020	Indiana University School of Medicine	Online
+	Innovation & Social Change MPA	Master's	Summer	2020	O'Neill School of Public and Environmental Affairs	On Campus

Continue

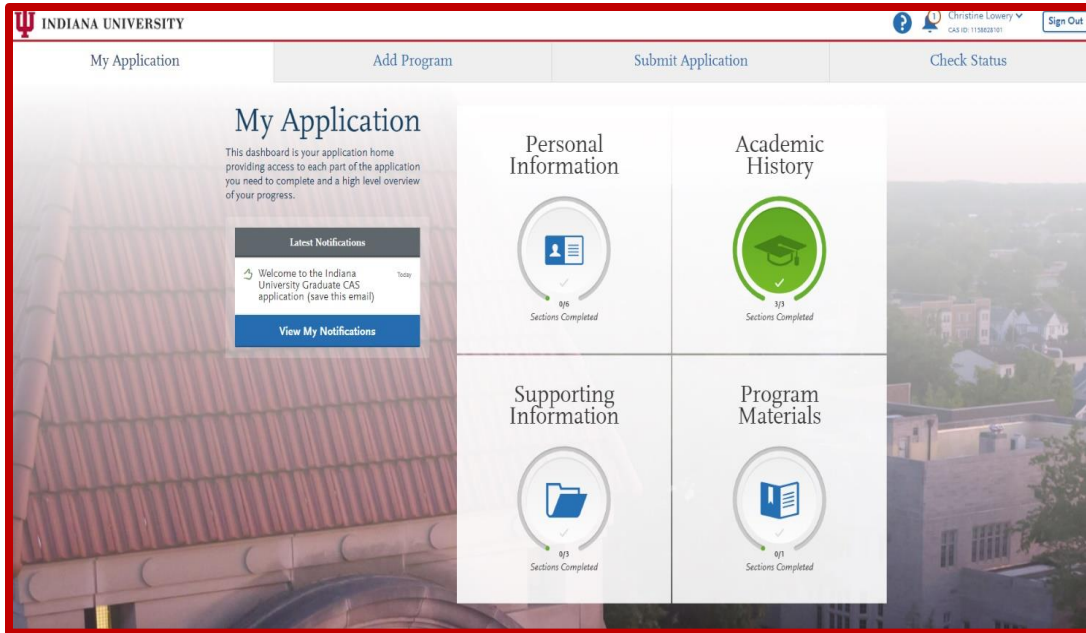
**PLEASE READ CAREFULLY:** You must complete each section of the application in the following order noted in the tabs across the top of the application: **1) Personal Information 2) Academic History 3) Supporting Information 4) Program Materials.** After you complete all sections noted by completed check mark in each tab, press the Submit button at the end of the application.

## Academic History

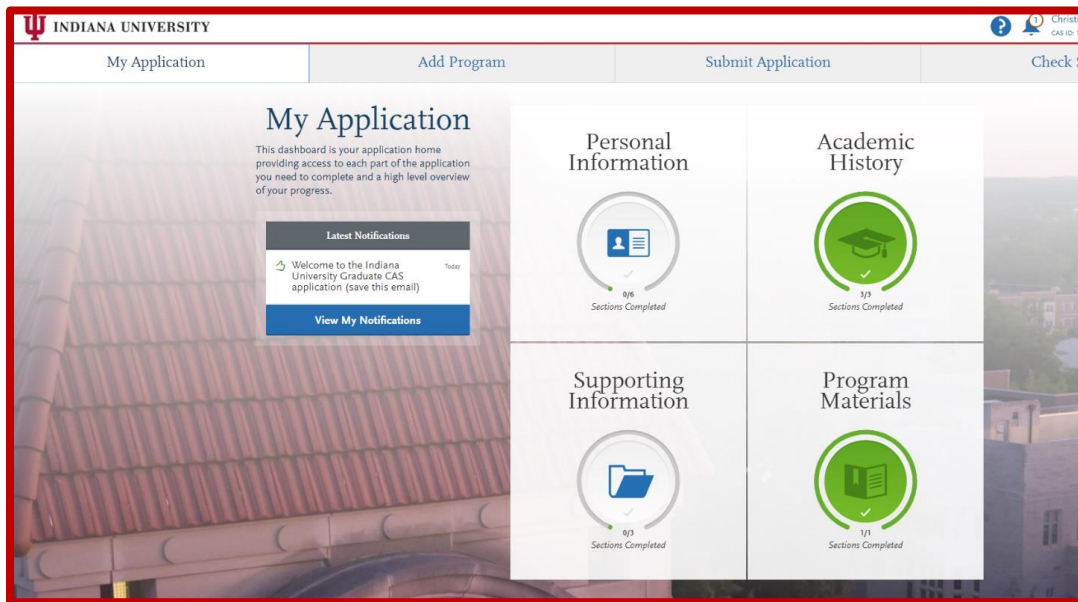


Once you have completed all sections, click 'Save and Exit' and then click 'My Application'. If you completed all sections, the icon will turn green and say 3/3 Sections Completed

## Program Material

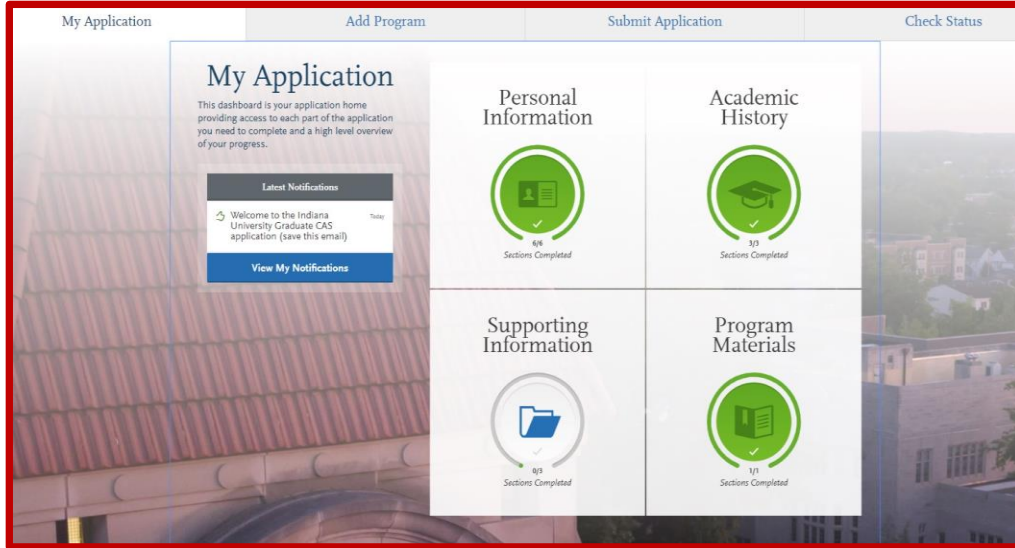


Click **'Program Materials'** and then click **'Documents'**. Upload your C/V/Resume, Personal Statement, and Test Score Report (optional). Click **'My Application'**. If you completed all sections, the icon will turn green and say **1/1 Sections completed**.



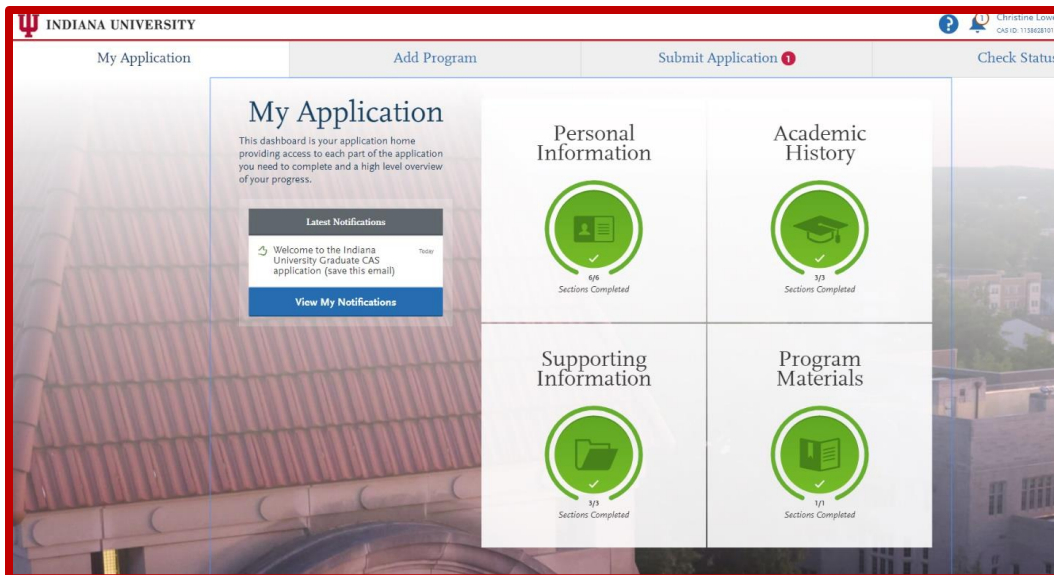
## Personal Information

Click **'Personal Information'**. Once you have completed all required fields click **'My Application'**. If you completed all sections, the icon will turn green and say **1/1 Sections Completed**.



## Supporting Information

Click **'Supporting information'**. Once you have completed all required fields click **'My Application'**. If you completed all sections, the icon will turn green and say **3/3 Sections Completed**.



## Application Submission

Click **'Submit Application'** and then click **'Submit'**

The screenshot shows the 'Submit Application' page in the Indiana University application portal. The page header includes the IU logo and 'INDIANA UNIVERSITY' on the left, and a user profile for 'Christine Lowery' with CAS ID '115828101' on the right. Below the header is a navigation bar with four tabs: 'My Application', 'Add Program', 'Submit Application' (which is highlighted and has a red notification icon), and 'Check Status'. The main content area contains instructions: 'Review your application sections and prepare to e-submit for payment processing or see fee waiver options available from the applicant dropdown menu at the top of the page by clicking the arrow next to your name.' Below this is a warning: 'Once your application is submitted, no changes or refunds can be made'. A 'Sort By' dropdown menu is set to 'Deadline'. The main application card for 'IUPUI Innovation & Implementation Science Grad Certificate' is shown. It includes the term 'Fall', a deadline of '08/04/2020', a progress bar that is nearly full with a green checkmark, and a 'Submit' button.