University of Redlands
Graduate and Professional Education
Registration Web Site
Help Guide
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Navigating the Recruiter WFE Welcome Page

To get to the Recruiter Web Front End, the user must go to this URL: http://apply.redlands.edu
OR if they click on any of the “Apply Now” links on the Redlands website, the user will be taken to the URL.

* Takes user back to the UoR web site
* Takes user to the Create Account page
* Takes user to the Log In page
* Takes user to the Create Account page
* Takes user to the Inquiry Sign Up Page
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* Takes user to the Events page for Registration
* Takes user to the My Account page (ONLY if user has username and password)
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* Takes user to Password Reset Page

Welcome

We’re glad you’re here. We’d like to know more about you so we can assist you better. Please create an account.

Create Account
Your account will allow you to navigate to the information you need and will track your progress if you choose to apply and register as a student. We will also send you information about special events and enrollment opportunities.

Forgotten Password
Reset your password

Log In

Email: *  
Password: *  

Log In

Not registered yet? Create an account!
Forgot your password?
How to log into the CRM WFE

To apply online the user must go to this URL: http://apply.redlands.edu OR if they click on any of the “Apply Now” links on the Redlands website, the user will be taken to the URL.

The user can log in by entering their **user name and password** and click on **Log In** OR click on **Create Account** to register.
Forgotten Password

If the user had forgotten their password, they can click on Forgot your password and will be taken to the reset page.
Forgotten Password

The user enters in their email and clicks on Submit.

Reset Password

Please enter the following information to reset your password

Email: *

william.kreuder@gmail.com

Submit

The users “secret question” appears. They have to enter in answer and then can create a new password. Click on Change Password.

Reset Password

Please answer the following question to reset your password

Who Are You?

Answer: *

New Password: *

Confirm New Password: *

Change Password
Creating an Account

Please note that the “Request Information Icon (SB/SE)” on the Redlands website will now go to the Create an Account Page on the Recruiter CRM WFE:

To create an account, the user clicks on the Create Account link.

Create An Account

Academic Program of Interest and Location are required on this form.

**NOTE** that the Start Term field has a dependency on the Academic Program of Interest field. So if you choose MBA, only the Start Terms for that program will appear.

The user **MUST** create a password and security question to proceed. The user can then click on Create Account.
Creating an Account

My Account

My Profile
Marge Simpson
william_kreuder@redlands.edu

Facebook

LinkedIn

Academic Program of Interest *
MS in Information Technology

Start Term
Business 2016 Fall (Sept '16 - Feb '17)

Location *
Redlands

***Please note: If you have a change to your Academic Program of Interest, Start Term or Location please contact your Admissions Counselor below. If your Admissions Counselor is not listed please refresh your browser or check back later.***

My Admissions Counselor
Liz Villegas 909-748-8753

The users Admissions Counselor will appear within 5 minutes after registering. If they ask, please tell them to check back or refresh their screen in 5 minutes.

The user can update their contact info by clicking on Update Profile. They can change their password by clicking on Change Password.
How to Apply to an Application

1. From the My Account screen, click on the Apply Online link.
   NOTE: If the User is on the Welcome or Log In page, they must enter their user name and password.

My Account

2. The application list screen appears. The user can click on an application icon and the application screen for that program will appear.
How to Apply to an Application

The screen will grey out while the application loads. This is to prevent the user from accidently clicking on an application twice.

School of Business

Undergraduate Application >
Submit this application if you have completed some college, and are interested in finishing your first college degree. Applicants can choose between the Bachelor of Science in Business or Bachelor of Science in Management.

Graduate Application >
Submit this application if you have completed an undergraduate degree and are interested in earning an MBA, Master of Arts in Management or a Master of Science in Information Technology.

School of Education

For the Teaching Credential only, select the Teaching Credential Application. For the Master’s degree and Teaching Credential combination program, please first select Graduate Application, then “MA in Education: Learning and Teaching” under Educational Plans.

Teacher Education Application >
Submit this application if you have completed an undergraduate degree and are interested in earning your teaching credential in single-subject, multiple-subject or special education.

Graduate Application >
Submit this application if you have completed an undergraduate degree and are interested in earning your master’s degree, a professional credential or a graduate certificate.

Professional Credential Application >
How to Apply to an Application

The screen will grey out while the application loads. This is to prevent the user from accidently clicking on an application twice.

The user can navigate the application by clicking on the menu items to the left of the screen.
Adding Colleges

To add a College the user must do the following:

1. Within the application, on the left hand menu, click on Academic History.
   
   **NOTE:** *Academic Program, Location, and Start Term are all required fields and must be filled out.*
Adding Colleges

To add a College the user must do the following:

2. Select a Country. If its United States the City field will appear. If it’s a foreign country the user just clicks on Search and selects their College.

**Foreign College**

**USA College**
3. The user then clicks on Select and the College will appear in the space below. If the College name DOES NOT appear in the drop down list, they can enter the name and address in the “Unlisted School Name and Address” space.
Adding Colleges

4. If the user wishes to add another College, they can click on the “Add Another College” button and enter in the information.

NOTE: Additional Colleges will NOT be required for the SB Graduate Application. And therefore this option will not be available for that application.

5. Another area to enter a College will appear as “College 2”. If they do not wish to add another college, the user can click on “Delete”.

NOTE: The user MUST Delete the College 2 section if they do not wish to add any information. If they do not, the system will not let them submit the application. The user will get an error message that the application is NOT COMPLETE.
Adding Employment Information

To add a Employment History the user must do the following:

1. Within the application, on the left hand menu, click on “Employment Information.”
2. Within the application, on the left hand menu, click on “Employment Information.”

3. The user can select a Strategic Partner that is already associated with UofR or check the box if their employer is NOT listed.

   The user can then enter in the name and address of their unlisted employer.
4. The user fills out the Employer address.

*NOTE: Address, City, Zip/Postal Code, Title, Annual Tuition Reimbursement, and Start Date are all required fields.*

Note that if the user’s Employer is outside the USA, they can click Yes and the Country field will appear.
Submitting an Application

To submit an application the user must do the following:

1. Within the application, on the left hand menu, click on Certification and Signature.

**NOTE: All fields on this page are required and must be filled out.**
Submitting an Application

To submit an application the user must do the following:

2. The user must electronically sign and fill in “Todays Date”. Then the user clicks on Submit Application.

3. If the user forgets to fill out a required field, an error message will appear at the top of the page as shown below.

Online Application

Errors
Please specify a street address for your permanent address. (Street Address)
Please specify a city for your permanent address. (City)
Registering for Events

How to register for an Event.

1. On the top menu, click on Events.
Registering for Events

How to register for an Event.

2. The Event Summary Page will appear. The user then clicks on Register.

   **Event Summary**

   School of Education Open House-5/7/2015  
   Thursday, May 07, 2015  
   5:30 PM – 7:00 PM  
   Status: Space Available  
   Registration period closes Friday, May 08, 2015  

   Description  
   Join us for an Open House. Meet Dean Wall and School of Education faculty, get information on financial aid, and network with current students and prospective students. We look forward to seeing you soon!

   [Register]

3. The Prospect fills out the Registration form and clicks on Submit.

   **Event Registration**

   School of Education Open House-5/7/2015  
   [Form fields for First Name, Last Name, Cell Phone, Home Phone, Business Phone, Email Address]
Prospect Inquiry

If the Prospect would like to just make an inquiry for more information, they can click on the **More Information** link on the top right menu.

The Prospect fills out the Inquiry form and clicks on **Submit Information**. The user will receive a confirmation email.

**Prospect Inquiry**

**Tell us about you...**

**First Name**  
**Last Name**  
**Middle Initial**  

**Contact Information**  
Preferred Method of Contact