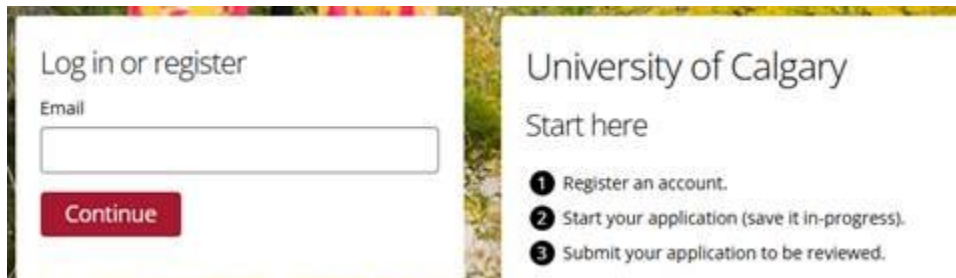


Instructions for Applicants – Application form

Step 1: To access the application form, click universityofcalgary.grantplatform.com.

Step 2: Navigate to the general page, scroll down to the captured section and enter your email:

The screenshot shows the 'Log in or register' section of the University of Calgary's grant platform. It features an email input field and a red 'Continue' button. To the right, under the 'University of Calgary' logo, is a 'Start here' section with a numbered list: 1. Register an account, 2. Start your application (save it in-progress), and 3. Submit your application to be reviewed.

Step 3: After entering your email, you'll be directed to a page where you need to enter the security verification code sent to your inbox.

The screenshot shows the '2-factor authentication' page. It includes a checkbox for 'Remember for 30 days'. Below this, it instructs the user to 'Enter the code shown by your Authentication app, one of your unused backup codes, or the backup code sent to your phone.' There is a 6-digit input field with dashed lines. A link 'Use a backup code instead' is visible below the input field. At the bottom are 'Continue' and 'Cancel' buttons.

If the 6-digit code is not working or you took too much time to enter it, please click on "Resend code." If the issue persists, please contact Good Grants directly at help@goodgrants.com. The Good Grants team typically responds within three hours.

Step 4: You will have to set up a multi-factor authenticator. You can use one of these applications:

- Microsoft Authenticator ***Recommended option*** used by the University of Calgary. If you select that option, you can open the app and scan the QR code directly from it.
- Google Authenticator
- Okta

- OneLogin Support

If you have issues with the multi-factor authenticator (MFA):

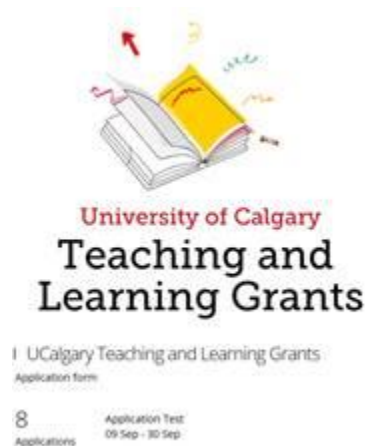
There are many MFA tools available, each slightly different, but all prone to the same types of issues. Including lost backup codes, syncing problems, authenticator app glitches, or even network connection snags.

Check out the links below to help troubleshoot:

- [Google Authenticator support](#)
- [Okta end user support](#)
- [Microsoft Authenticator FAQ](#)
- [OneLogin support](#)

If issues persist, please contact the Good Grants support team at help@goodgrants.com

Step 5: Once you reach the main page, click “Start Application.”



Start application

Step 6: Complete the application form and be sure to click “**submit application**” at the end or your application will not be received.

Submit application

You can modify your application until the deadline by logging in to [Good Grants](#)

Questions? Please contact the Teaching and Learning Grants program directly via tlgrants@ucalgary.ca.