



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 user interface of the University of Toronto's Career & Co-Curricular Learning Network. At the top, the University of Toronto logo is on the left, and the title "Career & Co-Curricular Learning Network" with the subtitle "Experience Matters" is on the right. Below the title bar, there is a navigation bar with "OVERVIEW" selected. The left sidebar, titled "Mike Kosmas Folinas", contains a "DASHBOARD" section with a list of menu items: "Appointments", "Co-Curricular Record", "Events & Workshops", "Experiential Learning", "Jobs & Recruitment", "Mentorship", "Programs", "Research Catalogue", "Student Resources", and "Logout". A red arrow points to "Experiential Learning". The main content area shows a "Welcome Mike" message, a row of tabs for "Dashboard", "Experiential Record", "Co-Curricular Record", "My Documents", "My Applications", "My Interviews", and "My Appointments", and a sub-row of "Overview", "My Account", "My Messages", "My Calendar", "My Schedule", and "Payments and Invoices". Below this is a scroll prompt: "Scroll to see the latest dashboard messages". The main content features a section titled "Workshops: Learning How To Learn" with a large blue heading "LEARNING HOW TO LEARN AT U OF T". Below the heading is a short paragraph: "Learn practical strategies to improve your studying, reading, and note-taking skills, and learn to manage procrastination and build self-confidence in your studies!" and a "Learn more" button. At the bottom, there is a "Your Schedule" section with the text "No upcoming schedules."

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

UNIVERSITY OF TORONTO

Career & Co-Curricular Learning Network

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](#)

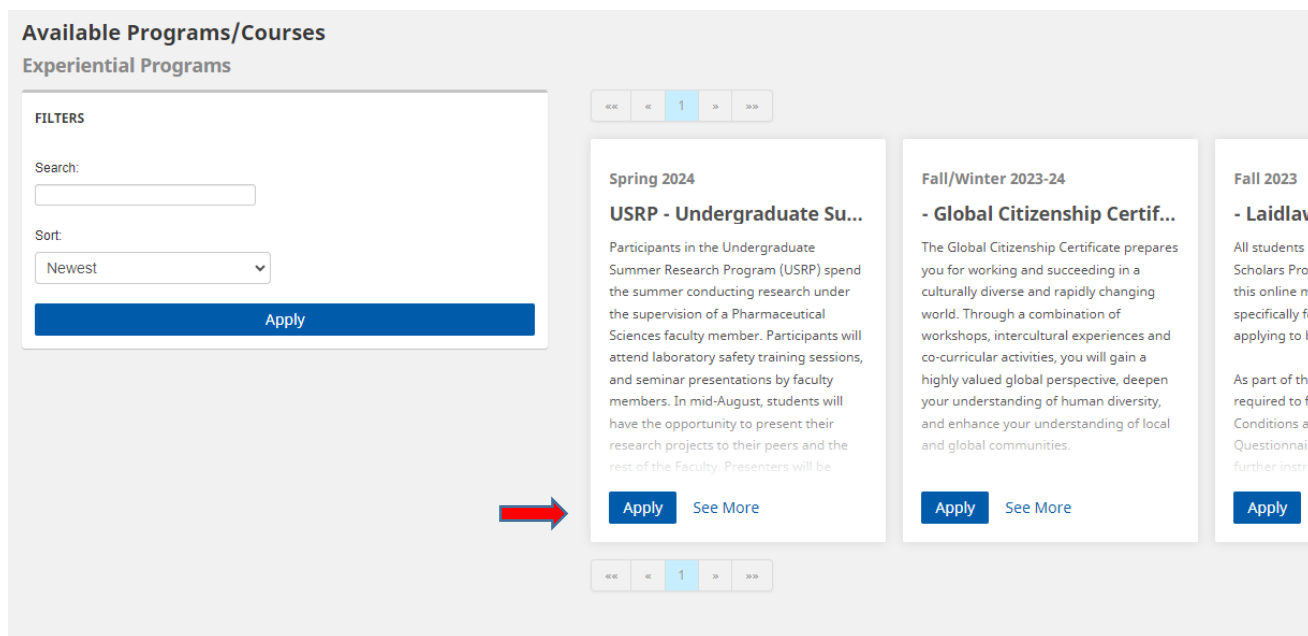
Courses / Programs

Find new courses and programs.

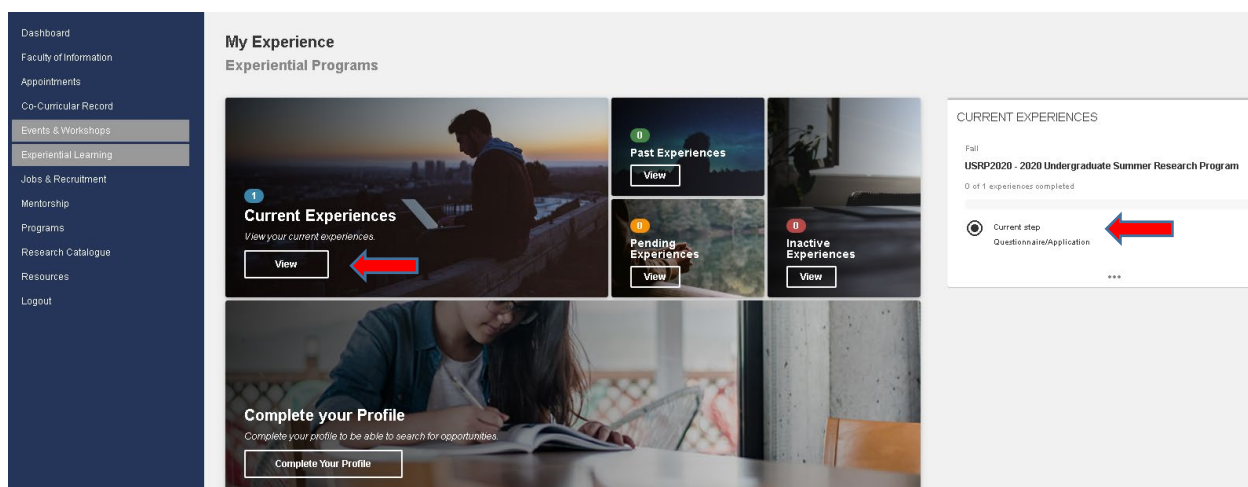
[View](#)

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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 a user interface for the USRP Test. On the left is a dark blue sidebar with the title "USRP Test" and a button labeled "Access Different Account" with a dropdown arrow. Below this are menu items: "Dashboard", "Appointments", "Co-Curricular Record", "Events & Workshops", "EXPERIENTIAL LEARNING" (highlighted in a grey bar), "Jobs & Recruitment", "Programs", "Resources", and "Logout".

The main content area is titled "Current Experiences" and "Experiential Programs". It features a pagination bar at the top with "1" selected. Below this is a white box containing the following information:

- Season: "Fall 2021"
- Program Name: "USRP - Undergraduate Summer Research Program"
- Progress: "0 of 1 experiences completed" with a progress bar.
- Current step: "Create a Record", indicated by a red arrow pointing to the left.

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 displays two experiences: USRP - Undergraduate Summer Research Program (Spring 2024) and OCW-FLR Undergraduate Summer Research (Pharmacy). The 'PLACEMENT' section indicates that the user has not been placed yet. The 'STEPS' section shows two steps: 'Questionnaire/Application' (Current Step) and 'Create a Record'. A red arrow points to the 'Answer Questionnaire' button in the first step.

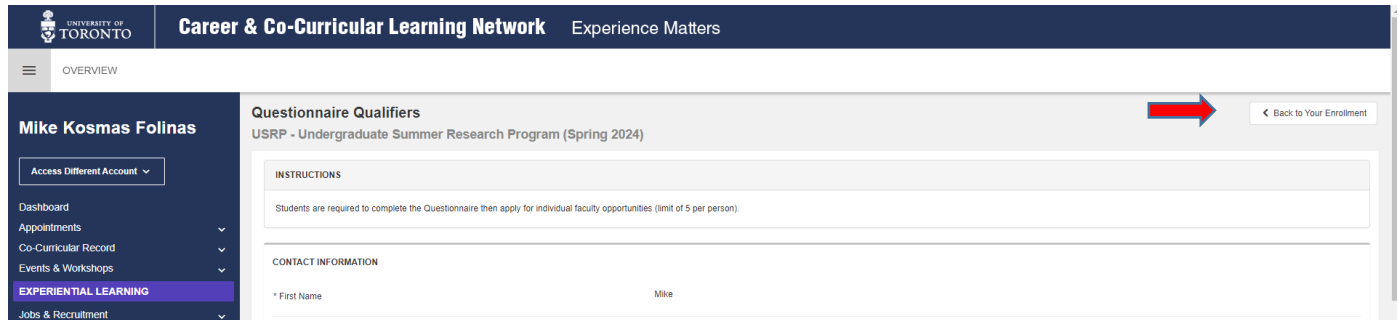
8. Complete the questionnaire and enter your current institution (University of Toronto or Other, if ‘Other’ please enter the institution in the free text box).

The screenshot shows the application form for the Undergraduate Summer Research Program. The form includes fields for personal information (Last Name, Email Address, Telephone Number, Address, City, Province, Postal Code) and student information (Current Institution, Faculty, Department, Program, Cumulative GPA). A red arrow points to the 'Current Institution' dropdown menu, which is set to 'Other'.

* Last Name	Folinas	
* Email Address	m.folinas@utoronto.ca	ex. user@domain.com
* Telephone Number	4169790547	ex. 7 and 10 digit phone numbers based on the NANP
* Address	144 College Street	
* City	Toronto	
* Province	Ontario	
* Postal Code	M5S 1S8	ex. A1A1A1 or A1A 1A1
STUDENT INFORMATION		
* Current Institution	Other	
* Faculty	Information	
* Department	Information	
* Program	Information, System and Design	
* Cumulative GPA	3.98	

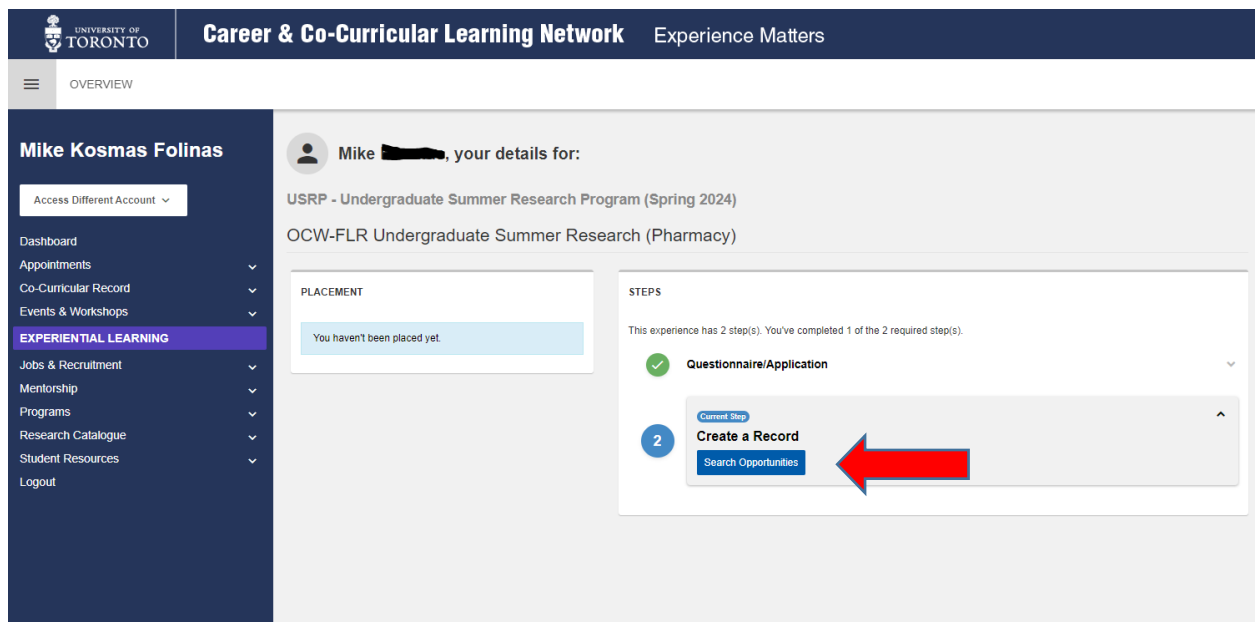
9. Click the “Submit” button on the bottom of the page to move on to Step 2 (Formal application to supervisors)

10. Click “Back to Your Enrollment” to complete step 2.

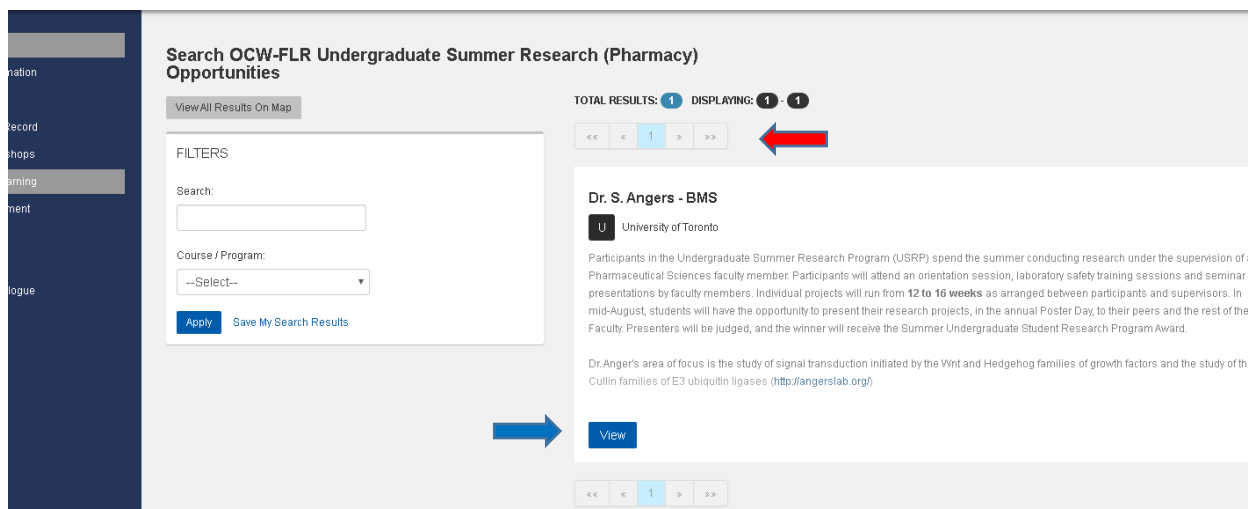


11. You will see the screen below that summarizes your progress.

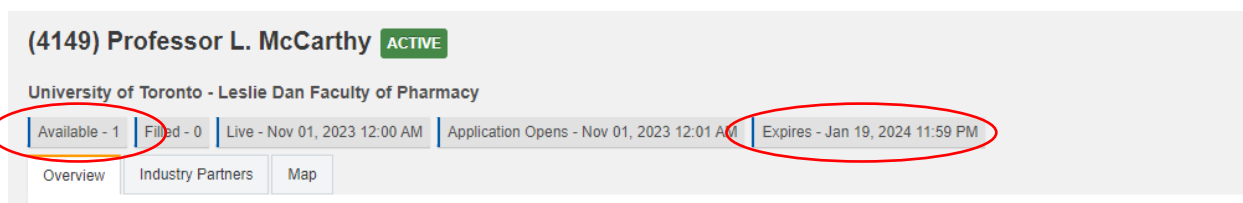
a. Click on “Search Opportunities”, located under “Create a Record” to access the supervisor pages



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, 2025 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  **Manage Applications**

OCW-FLR Undergraduate Summer Research (Pharmacy)

Apply to < Overview

(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	Type of Experience
<input type="text" value="-- Select --"/> 	OCW-FLR Undergraduate Summer Research (Pharmacy)

[Create a new application package](#)

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.

The image shows two screenshots from a web application. The top screenshot is titled "Create Application Package" and contains a section for "MISSING DOCUMENTS". It lists "Cover Letter" with a blue "Upload New" button circled in red. A red arrow points to the button. The bottom screenshot is titled "Upload a Document" and shows a form with fields for "Name", "Type", and "Document". The "Name" field is empty and has a red arrow pointing to it. The "Type" dropdown is set to "Cover Letter - .pdf, .doc or .dc". The "Document" field has a blue "Choose File" button circled in red, with a red arrow pointing to it. Below the "Document" field are two buttons: "Upload Document" (circled in red with a red arrow pointing to it) and "Cancel".

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 a Document

Name

Type

Document Max File Size: 26.21 MB

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 a web form titled "Create Application Package" with a sub-section "PACKAGE REQUIREMENTS". Below the title is a text instruction: "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, under a "Required:" label, are three rows of document selection options. Each row consists of a document name, a dropdown menu, and an "Upload New" button. The dropdown menus for "Resume/CV", "Cover Letter", and "Unofficial University Transcripts (PDF)" are circled in red. Red arrows point to the "Upload New" buttons for each of these three categories. At the bottom of the form, there are two buttons: "Apply" and "Upload a document", both of which are circled in red, with a red arrow pointing to the "Upload a document" button.

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
Mike application package <small>Create a new application package</small>	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
Mike application package	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, 2025 deadline.