



FSI Student Application User Guide

Congratulations on your nomination to the FSI program. This guide will help you submit your application successfully. You also can access the guide in the application (left column) or <https://www.njit.edu/precollege/fsi-forensic-science-initiative>. If you have any questions or issues, please contact your guidance counselor or Dr. Weller, FSI Director, weller@njit.edu.

1. You will receive an email like this.
It contains unique information that applies only to you. Click on Activate Account to get started.

NJIT Pre-College Programs <precollege@njit.edu>
to sh97.parth+fsj

12:25 PM (2 hours ago) ☆ ↶ ↷

Dear ParthFSI Sharma,

Congratulations on your nomination to participate in the NJIT **Forensic Science Initiative (FSI)**. We are delighted that you are interested in joining this select group of high-striving high school scholars.

You will need to complete a Joint FSI/Talent Search application in its entirety.

Temporary PIN: 171327366

Please follow the steps below to activate your account and apply for the FSI program. Use the temporary pin listed above to activate your new account.

1. Copy the temporary PIN listed above.
2. Click on the "**Activate Account**" link.
3. Paste the temporary pin.
4. Enter your birthday.
5. Click the Login button.
6. After you activate the account, you will be asked to create a password. Write down/record this new password. You will need this new password to access your new account at NJIT for your FSI program application.
7. After you enter your password a new window will automatically open. You are now ready to start your FSI application. Click on the **Start New Application** link and follow the instructions to complete your application.

If you have questions, please contact your guidance counselor or me at the email below.

Best wishes!
Dr. Barbara Elder Weller
Director - Forensic Science Initiative
weller@njit.edu

2. You will be directed to the application portal.
3. To login, enter the temporary PIN, shown in red in your email, and your birthdate. The application system identifies you by your birthdate. Check that it is entered correctly.

NJIT Center for Pre-College Programs

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Login

NJIT Center for Pre-College Programs

INSPIRING YOUNG MINDS FOR COLLEGE ACCESS AND SUCCESS IN
SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)

Please login with your Center for Pre-College Programs account.

For security purposes, please enter your temporary PIN and your birthdate.

Email Address:

Temporary PIN:

Birthdate:

4. Click on the Login button, and you will be directed to the password setup page. Enter the password you want to set for your account and click on the Set Password button. You will need to remember your password.

For security purposes, please enter your temporary PIN and your birthdate.

Email Address

Temporary PIN

Birthdate

Important:

To successfully set up your password include:

- At least one letter
- At least one capital letter
- At least one number
- At least 12 characters
- Password entries must match

5. Once you set up your password, you will be directed to the application page. Select Start New Application, then Create Application.

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)

Please select your Center for Pre-College Programs Application

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			
Start New Application			

Start New Application

Active

Summer 2022

6. Click on Open Application.

Application Details

Started 02/01/2022

Status In Progress

Active

Summer 2022

7. Enter the information requested and program of interest: Forensic Science Initiative/Talent Search. Then click on Continue.

The screenshot shows the 'Program Selection' form. On the left is a navigation menu with links: Home, Program Selection (active), and Review. The form title is 'Program Selection'. A note states '* Denotes a required field'. The form sections include: 'Program Selection' header, 'Student Birthdate *' (dropdowns for September, 12, 1997), 'Student Gender' (dropdown), 'Student current grade level: *' (dropdown), and 'Program of Interest *' (dropdown). A 'Continue' button is at the bottom right. In the top right corner, the text 'Parth'Si Sharma Logout' is visible.

8. Enter details about you. A starred * item must be filled in.

The screenshot shows the 'Personal Background' form. The navigation menu on the left includes: Home, Program Selection, Personal Background (active), Student Education, Parent/Guardian Information, Request for Supporting Documents from Recommenders, Services, Electronic Signature, and Review. The form title is 'Personal Background'. A note states '* Denotes a required field'. The form sections include: 'Student Email' (Student Email Address * with text 'sh97.parth+hs@gmail.com'), 'Student Name Information' (Student First Name * with text 'Parth'Si', Student Middle Name, Student Last Name * with text 'Sharma', Student Suffix), 'Student Contact Information' (Student Home Phone Number, Student Mobile Phone Number, Student Mailing Address * with fields for Country (United States), Street, University Heights, City, Newark, State, Select State, Postal Code (07102)), 'Is your permanent address different from your mailing address? *' (radio buttons for Yes and No), 'Student Background' (Are you a US citizen? * with a dropdown, Hispanic with radio buttons for Yes and No, Race with checkboxes for Black or African American, White, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific, and Other), and 'Are you currently in Upward Bound? *' (radio buttons for Yes and No). A 'Continue' button is at the bottom right.

9. Hit Continue. You will be directed to the next section: Student Education. Enter information requested.

10.1 The Student Education section will prompt you to select your school. If you went to multiple high schools, you can add schools as separate entries.

10.2 Hit Save, then the school you selected will appear.

10.3 Enter the highest level of education you plan to complete, and your SchoolCounselor's name. Then hitContinue.

11. You will be directed to: Parent/Guardian Information. Be sure to enter all information. Your parent/guardian will receive a separate email to complete another section. So, the email address should be one that they use regularly.

12. If you want to add a second parent/guardian, you can hit Add Another Parent/Guardian and fill in information about your second parent/guardian.

13. Hit Continue. You will be directed to: Request for Supporting Documents from Recommenders. For the FSI program you must ask for a recommendation from one science teacher only. Ask your teacher, Chemistry or Physics preferably, if they will complete a recommendation for you and get their school email. Click on Add Recommender.

14. For Type, be sure you click on Science Teacher (FSI required). Then enter information about your teacher.

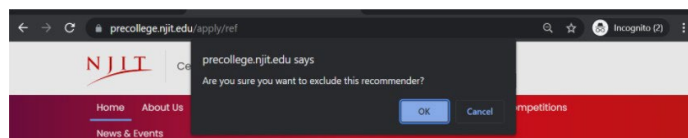
15. If your teacher knows you by a different name, click on **Change** by your name and enter the correct information.

16. Click on Send to Recommender.

Skip to #20 unless you need to change your teacher's information.

17. If you need to edit the teacher information or change the Recommender, click on EDIT. Then click on Exclude.

18. A pop-up will appear. Select OK.



19. Click on Add Recommender to add a new Recommender. Follow the same steps as above.

For everyone:

20. Click on Continue. You will be directed to: Services. You can choose as many services as you wish; you must choose at least one. If you choose Other, please write in what you need.

The screenshot shows the 'Services' page of the FSI Student Application. On the left is a navigation menu with links: Home, Program Selection, Personal Background, Student Education, Parent/Guardian Information, Request for Supporting Documents from Recommenders, Services (highlighted), Electronic Signature, and Review. The main content area is titled 'Services' and includes a section 'I Need Assistance in The Following Area(s)'. Below this is a list of services with checkboxes: College Placement & Referral, College Exploration, College Tours & Cultural Trips, Financial Aid Info. & Scholarship Search, Financial Literacy, SAT Preparation Classes, NUSIA Prep Classes, Tutoring (Individual & Group), Mentoring (grades 6 thru 8), Career Guidance & Exploration, Workshops, Access to Computer Labs / Technology, SAT & College Fee Waivers, Referral Services, and Other. A 'Continue' button is at the bottom right. The top right corner shows 'ParthFSI Sharma Logout'.

21. Click on Continue. You will be directed to: Certification. It means that, when you type your full name in the Applicant Signature box, you are *certifying* that you want to be in FSI, that what you wrote in your application is true and correct, and that you agree with the paragraph on this page.

The screenshot shows the 'Certification' page. The navigation menu on the left is the same as in the previous screenshot, with 'Electronic Signature' highlighted. The main content area is titled 'Certification' and includes a paragraph about signing and certifying the information. Below the paragraph is a text input field for the 'Applicant Signature' and a 'Continue' button. The top right corner shows 'ParthFSI Sharma Logout'.

Always read what you are being asked to agree with before you sign any kind of document!

22. Click on Continue. You will be directed to: Review

22.1 If you put in all required information, you will see this screen:

The screenshot shows the 'Review' page. The navigation menu on the left is the same as in the previous screenshots, with 'Request for Supporting Documents from Recommenders' highlighted. The main content area is titled 'Review' and includes a message: 'If you are satisfied with your application and are ready to submit it, click Submit Application.' Below this message are two buttons: 'Submit Application' and 'Save for Later'. The top right corner shows 'ParthFSI Sharma Logout'.

22.2 If any required information is missing, you will see what is missing on a screen like this:

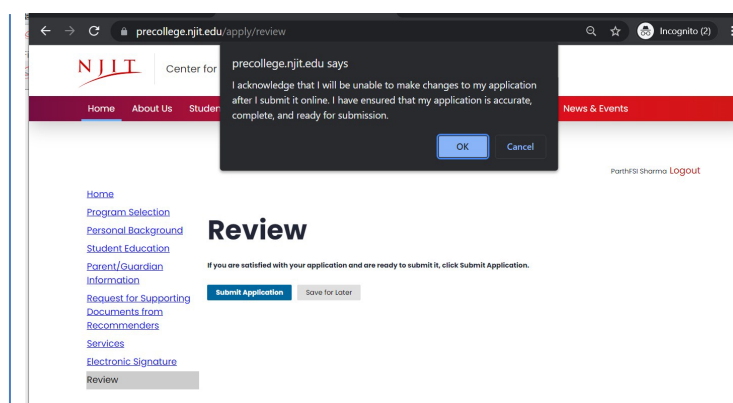
The screenshot shows the 'Review' page with a yellow error message box at the top: 'We have detected the following errors with your application. These errors must be corrected before submission.' Below the message is a table with two columns: 'Section' and 'Required Field or Error'. The table has one row: 'Electronic Signature' and 'Please make sure that you confirm all your information and fill in your electronic signature'. Below the table is a 'Save for Later' button. The top right corner shows 'ParthFSI Sharma Logout'.

22.3 To get rid of the errors, fill in the missing details.

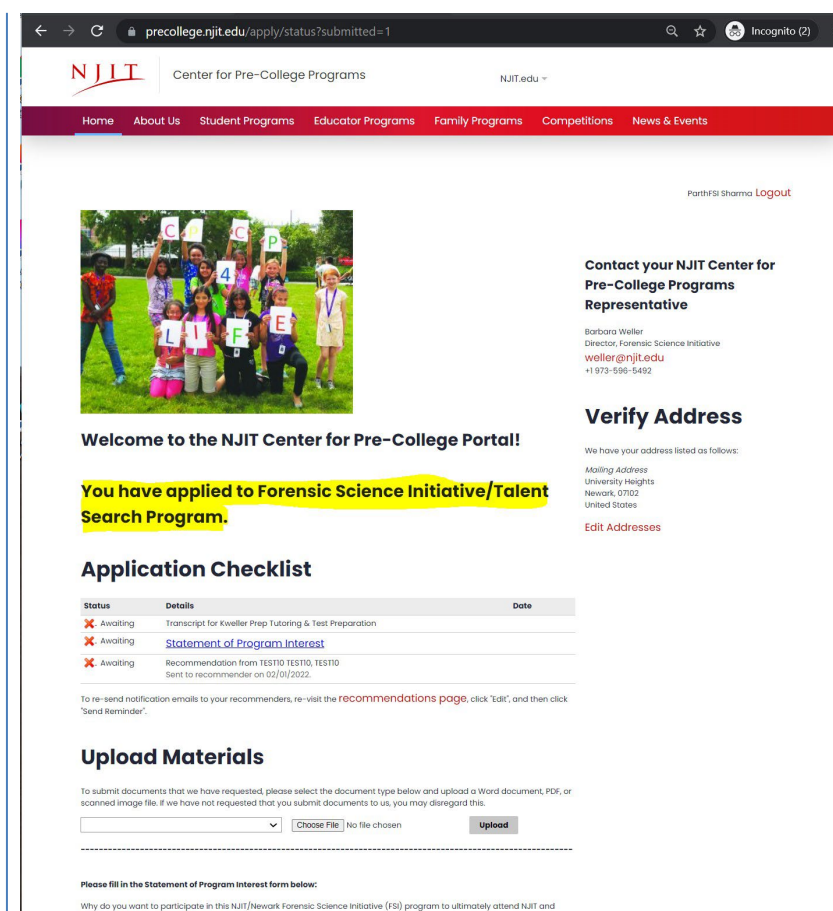
23. **Only if** you are happy with your application, hit Submit Application. If you want to look back at something or change something, hit Save for Later.

The screenshot shows the 'Review' page. The navigation menu on the left is the same as in the previous screenshots, with 'Review' highlighted. The main content area is titled 'Review' and includes a message: 'If you are satisfied with your application and are ready to submit it, click Submit Application.' Below this message are two buttons: 'Submit Application' and 'Save for Later'. The top right corner shows 'ParthFSI Sharma Logout'.

24. After you hit Submit Application, a pop-up message will appear on screen. Click on OK.



25. On the next screen the Application Checklist will show you a list of any documents that you or your school or your parent/guardian needs to give us so we can review your application.
26. One thing that *you* need to give us is the Statement of Program Interest. This is the letter showing your interest in Forensic Science that we mentioned in the information session. See the link in the Application Checklist to complete the form.



You will receive an email that your application has been successfully submitted and a reminder to submit any missing documents.

Remember, if you have any questions, contact your guidance counselor or Dr. Weller, weller@njit.edu.