How to Submit Your GradSWEP Funding Application

Step-by-Step Instructions

PLEASE NOTE: You must have an Orbis account in order to continue with this application process. If you do not have an account please contact Mher Mardoyan (mmardoyan@mun.ca) or Robert Ryan (rwryan@mun.ca) for account set up.

This document outlines the steps and provides screen shots to guide in the process of submitting a GradSWEP request for funding application(s) for the academic year (2023-2024). If you encounter any issues, please contact Mher Mardoyan (mmardoyan@mun.ca; mucep@mun.ca) or Robert Ryan (rwryan@mun.ca) for assistance.

1. Open Google Chrome (do not use Internet Explorer) to the following site: https://crm.stuaff.mun.ca and click Login, then click Staff.

2. On the next screen, enter the license plate portion of your email (e.g., clono@mun.ca, license plate portion would be clono) and password. If you do not know this information, click Login and then click Forgot Password. Enter your Login ID (license plate portion of your email), then click Email Reset Password Link. You will receive a password reset email. Click the link at the bottom of the email to reset your password. Then navigate to the site in Step 1 (above) to enter your credentials.
3. After you have updated your password (if needed), you can proceed to post the Job/Funding Request. In the left-hand pane, select Student Life.

4. In the same left-hand pane under the expanded menu of On-Campus Employment, select GradSWEP.
5. On the next screen, in the expanded menu under GradSWEP select GradSWEP Job Postings.

6. On this screen, select the blue-colored Post a Job button located near the middle of the screen.
On this screen, start the process of entering the job information (which includes the requested number of positions and hours). Of great importance on this page is the job number. In this example, it is 78227.

If your first name, last name, and email are not automatically filled in, click the blue-colored Change Organization Contact. In the popup box, enter your username and select your name from the drop-down list. Your information should now be filled in. You may need to update some fields manually, and then insert the Community Partner information.
8. Continue to scroll down the job-posting page. If unsure of any selection or data to fill in, read the related instructions (located close to the question area) for more information.
9. Continue down the page. In this section, select the requested number of positions for each semester.

10. Check the two boxes in the Memorial Applicant section, and the box to the far right in the External Community Partner section. Then click **Save**.
11. On the next screen, scroll down and click **Save**.

12. On the next screen, click the **Action Circle** in the bottom right on the screen (3 dots in the button). In the menu that pops up, click **Posting Options**, then click **Print**. **Important**: If you do not print right away, when you log back in to print this job you will just have to do this step (Step 12) again. You can reload your job posting by navigating to **GradSWEP JOB POSTINGS**, click the **Action Button** and select **Admin Job Search**. In the search screen that pops up, enter your job # that you noted in Step 7 (above) into the **Job ID** search field. Select **Next** at the top and your job will load.

13. The PDF application will open with the details of the GradSWEP funding request. Print the PDF and have signed/dated by the Dean/Director/Department Head. Email to Mher Mardoyan, mucep@mun.ca.