



Shaping Canada's Digital Future

WIL Digital

Student Application Guide

Funded by the Government of Canada's Student Work Placement Program (SWPP)

Funded by the Government of Canada
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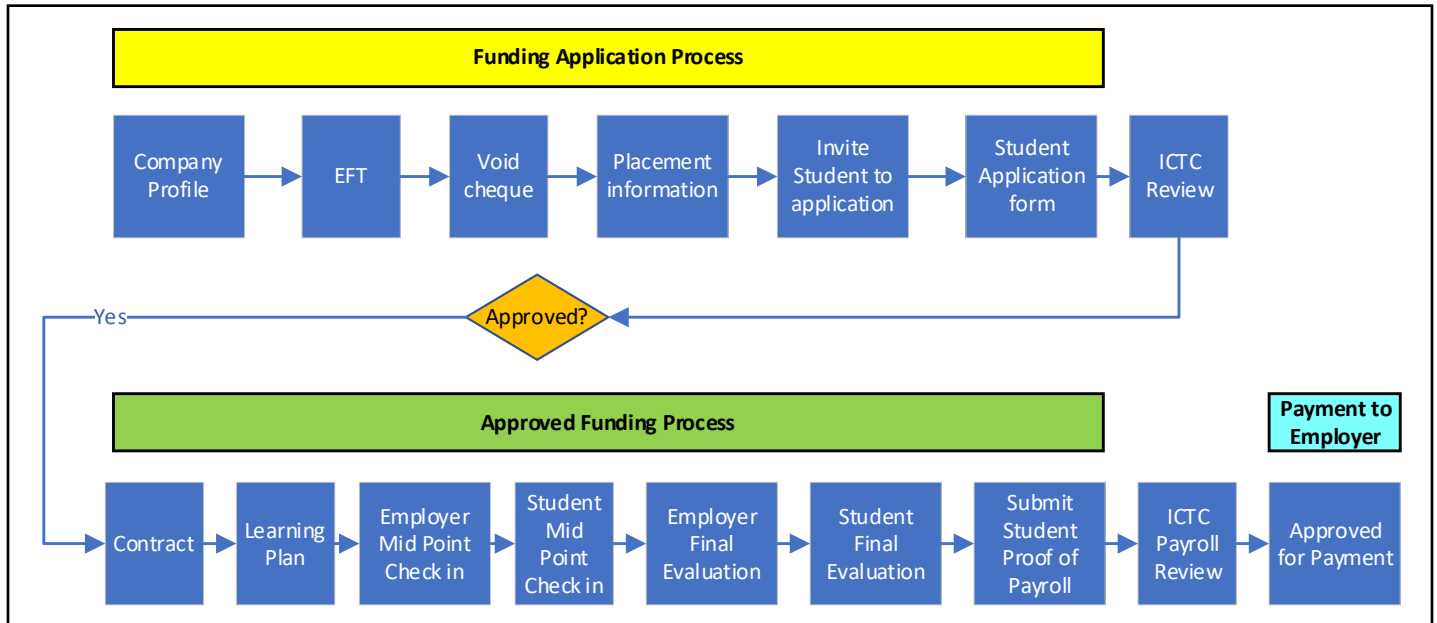
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1. Program Workflow

The below reflects the program workflow and stages that must be completed.



2. Funding Application Process

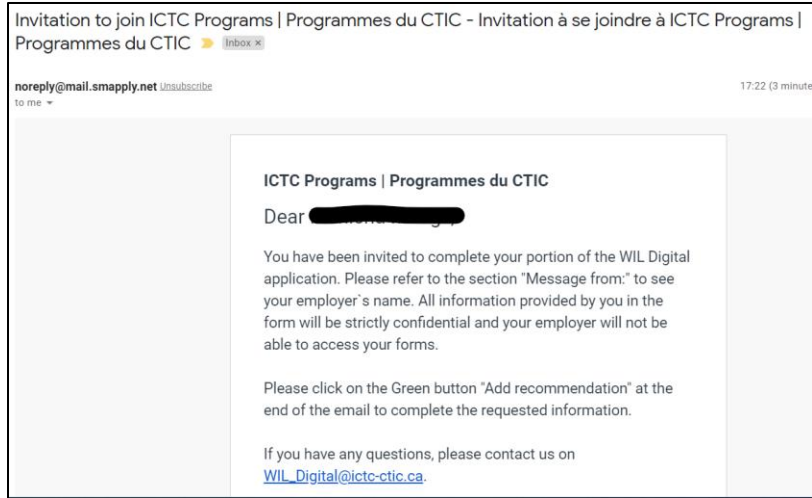
2.1. Terminology used in application system

- Recommender:** Student is referred as Recommender
- Applicant:** Company's representative who started the application is referred as Applicant
- Recommendation:** Invite sent to student by employer to complete a task/document.

2.2. Invitation to join ICTC program

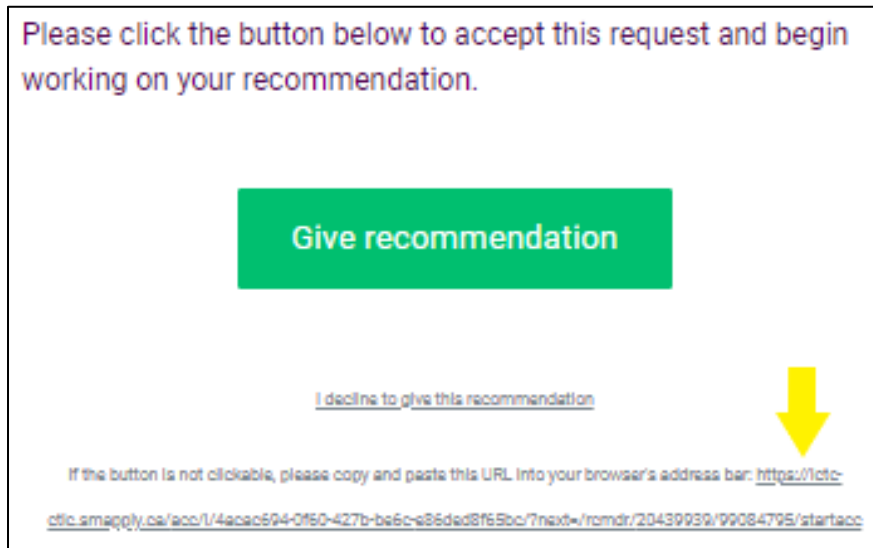
- Students participating in the program **do not apply for funding directly**. Your employer needs to start the application and send you a "Recommendation" task to the agreed email address.
- You will receive an email from noreply@mail.smapply.net with the link to your portion of the application.

***Note:** Please make sure to check your junk mail.



c) Select the green button "Give recommendation."

**Note:* If the "Give Recommendation" does not work; copy/paste the URL below in your web browser to continue.



- d) A new window will open asking you to register on our application system “Survey Monkey Apply”.

Enter your legal First and Last name in the boxes. Your email address will be automatically taken. Once done, click on Create Account.

- e) Once your account is created, you will receive an email that you are *now a recommender for ICTC programs*.
- f) You will now be able to see the employer application assigned to you.

2.3. Completing the student application form

a) Complete the form with the requested information.

***Note:** Your application details are not shared with your employer.

b) Proof of Enrollment. This consist of a screen capture or official document that contain:

- Post Secondary institution's name,
- students name,
- work placement semester/term.

***Note:** The application will be delayed if the information is not provided as requested.

Upload: Proof of Enrollment


17. Please ensure the Proof of Enrollment is provided for the full work placement period.*

Work placement period is the term that you will be employed and your proof of enrollment has to be for that period.

Below are the types of documents accepted:

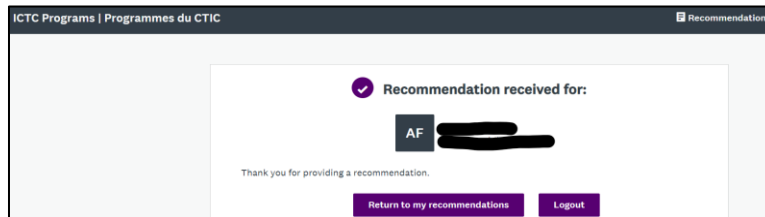
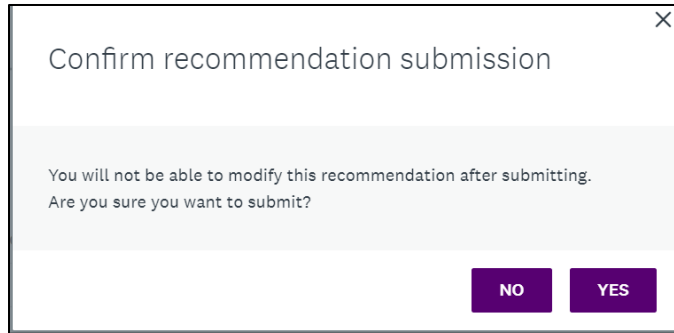
- An official transcript from your university or college;
- An unofficial transcript provided by the academic institution or generated from your student portal; or
- A proof of enrollment letter from your coop department or the registrar on letterhead including the following:
 1. Your complete legal name as indicated on your government issued ID or birth certificate;
 2. Your program of study;
 3. Your enrollment session (Fall, Spring, Winter) ;
 4. Your enrolment term / status; and
 5. Your year level (your current year of study).

Max file size: 50 MB

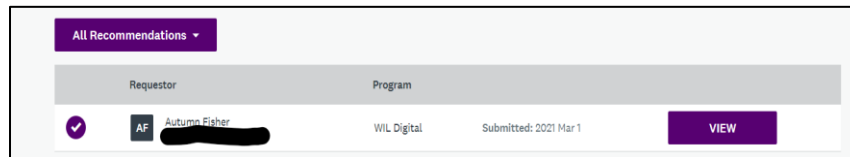
 Accepted formats: .pdf, .doc, .docx, .png, .jpeg

c) Once you have provided all responses, select "Submit".

***Note:** You will not be able to make any changes to the application once you submit.



- d) You and your employer will receive an email that you have completed your recommendation
- e) You can “**View**” your completed application form at any time by logging into the System with the account details registered.



2.4. ICTC Review

a) Changes required on submitted application – Student Application

If the Proof of Proof of enrollment supplied was not sufficient, our team will be in contact with your employer.

- i. Your employer will send you another Recommendation task, “Invitation to upload additional document”.

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Dear Summer Mill,

You have been invited to complete your portion of the WIL Digital application. Please refer to the section "Message from:" to see your employer's name. All information provided by you in the form will be strictly confidential and your employer will not be able to access your forms.

Please click on the Green button "Add recommendation" at the end of the email to complete the requested information.

If you have any questions, please contact us on WIL_Digital@ictc-ctic.ca.

Thank you,
WIL Digital

***Note: Message from:** for the exact instructions as to what must be supplied in the updated recommendation request.

Message from Autumn:
Hi Summer, Please upload a proof of enrolment for Winter term. ICTC informed me that the document you uploaded was not sufficient! Thanks, Autumn :)


Instructions for giving this recommendation:

Please use this task to upload the edits requested in the previous email whereby either an updated Proof of enrollment or Proof of citizenship was requested to be provided.

Please click the button below to accept this request and begin working on your recommendation.

Give recommendation

[I decline to give this recommendation](#)



- ii. Select "Give Recommendation"
- iii. Log in with the account details setup on the first recommendation task received


iv. Select "START"

All Recommendations				
Requestor		Program		
<input checked="" type="checkbox"/>	AF Autumn Fisher manisha.mudgill@yahoo.com	WIL Digital	Submitted: 2021 Mar 1	VIEW
<input type="checkbox"/>	AF Autumn Fisher manisha.mudgill@yahoo.com	WIL Digital		START

v. "Upload" the requested document with information requested and "Submit".

Instructions: Please use this task to upload the edits requested in the previous email whereby either an updated Proof of enrollment or Proof of citizenship was requested to be provided.

Accepted! You have agreed to submit a recommendation [Change decision](#)



Upload your recommendation file

Accepted formats
.doc, .docx, .mp3, .odt, .pdf, .ppt, .rtf, .txt

Minimum # of files: 1
Maximum # of files: 3

SUBMIT

vi. You and your employer will receive an email confirming the receipt of your recommendation.

3. Approved Funding Process

3.1. Learning Plan

a) The Learning plan is completed on the Employer account/profile.

- b) Your employer will discuss the goals they hope to achieve and the skills you hope to develop during your placement. This is a wonderful opportunity to really map out expectations for yourself and areas that your supervisor could support you in growing your skillsets. We recommend completing the learning plan as soon as possible—it helps to establish a meaningful learning experience early on.
- c) Once completed by the employer, you will receive a copy an email copy of the completed learning plan

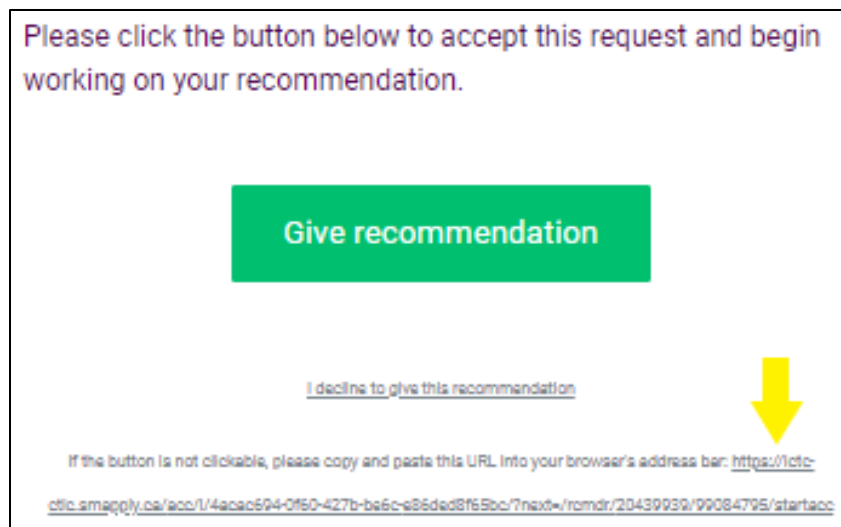
3.2. Mid-term Check-in

The Mid-term check-in is required to be completed halfway through the student placement period and is completed separately by the employer and the student.

- a) Once the Employer has completed their Midterm check-in, you will receive an invitation email from noreply@mail.smapply.net for a recommendation to be completed.



- b) Select the green button "**Give recommendation**". If the "**Give Recommendation**" does not work; copy/paste the URL below in your web browser to continue.



- c) Once you have provided all responses, select "Submit". You will not be able to make any changes to the application once you submit.

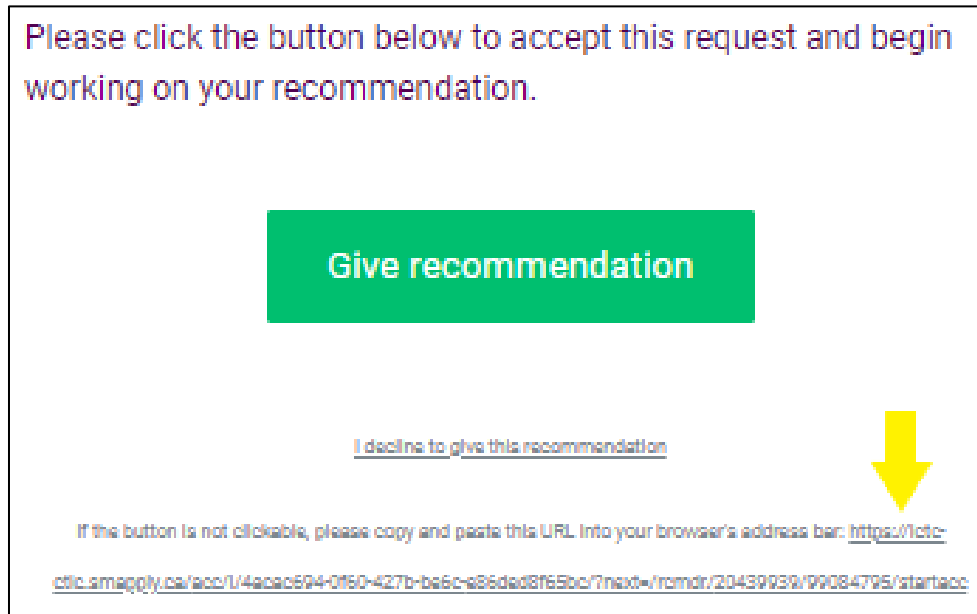
3.3. Final Evaluation

The final evaluations need to be completed towards the end of the student placement period and is completed separately by the employer and the student.

- a) Once the Employer has completed their Final Evaluation, you will receive an invitation email from noreply@mail.smapply.net for a recommendation to be completed.



- b) Select the green button “*Give recommendation*”. If the “Give Recommendation” does not work; copy/paste the URL below in your web browser to continue.



- c) Once you have provided all responses, select “Submit”. You will not be able to make any changes to the application once you submit.

4. Frequently Asked Questions

4.1. How do I edit my recommendation?

If a recommendation has been “Submit” it cannot be edited. Should you have made a mistake on the information supplied, please an email to wil_digital@ictc-ctic.ca with the application number and employer name with the correction that must be made on the recommendation completed.

4.2. I have not received an invitation/recommendation email

- Check your junk mail.
- Confirm with your employer that they have used the correct email account and that there are no errors in the email.
- If all the above is confirmed, please ask your employer to resend the recommendation invitation

4.3. What is a collaborator?

Collaborators are used by the employer to add another person to the employer application (Supervisor, Secondary contact, Signing authority, etc.)

Students should not be added as a "Collaborator" to the application. If you have been added by mistake, please inform your employer so that they can remove you as collaborator.

4.4. My Student placement has ended early

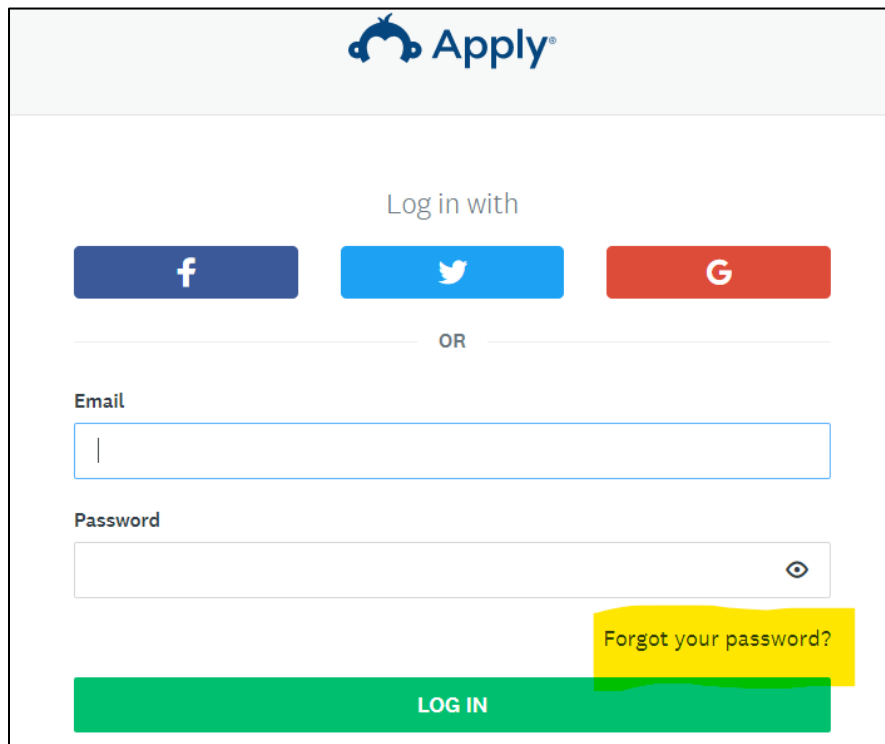
If your student placement has ended early. Please complete the application as per the workflow provided but at a rapid pace.

The subsidy payment to your employer will be paid based on the wages paid. (even if it was for a shorter period)

4.5. How do I reset my password?


If you forgot your password, reset your password by following the below steps.

- a) Select "Forgot your Password" on the landing page



The screenshot shows the 'Apply' login interface. At the top, the 'Apply' logo is displayed. Below it, the text 'Log in with' is centered above three social media buttons: Facebook (blue), Twitter (light blue), and Google (red). A horizontal line with 'OR' in the center separates these from the standard login fields. There is an 'Email' input field and a 'Password' input field with a toggle icon. A yellow callout box highlights the 'Forgot your password?' link located to the right of the password field. At the bottom, there is a large green 'LOG IN' button.

- b) Provide your email address and select "Send Instructions" to receive email instructions to reset your password.

 Apply®

Forgot your password?

Enter the email address associated with your account and we will send you instructions.

Email

SEND INSTRUCTIONS

- c) Select "Reset Password"

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Dear Autumn Fisher,

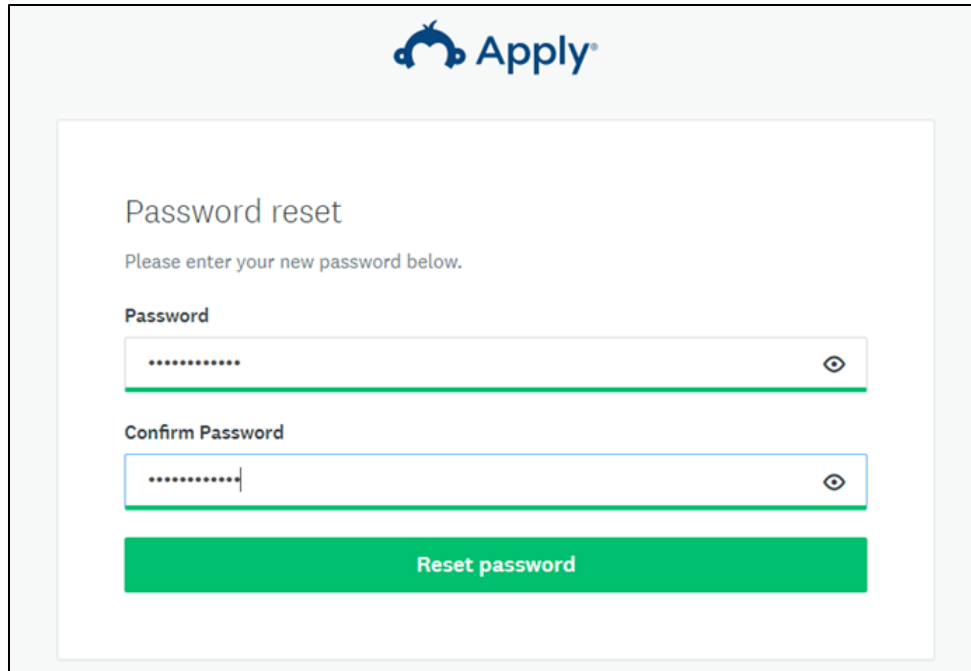
Someone requested to reset your SurveyMonkey Apply password. If this was not you, you can safely ignore this email.

Thanks,
The SurveyMonkey Apply Team

Reset password

If the button is not clickable, please copy and paste this URL into your browser's address bar: [https://ICTC-CTIC-smapply.ca/acc/p/120504618-5f3269f379553e0bc809b5cc2a260882/](https://ICTC-CTIC.smapply.ca/acc/p/120504618-5f3269f379553e0bc809b5cc2a260882/)

- d) Enter your new Password.



4.6. What is the preferred browser to use?

If you are experiencing any problems with the application system, please ensure you are using Chrome as your browser

4.7. I can no longer see my Recommendation tasks

The student has not logged in to the system using the email addressed used by the Employer when the recommendation request was sent. Reach out to your employer to confirm the email address used.

4.8. I am seeing the employer side of the application and not the student application form (Recommender forms)

This means the student has been added as a collaborator on your employer application. Please inform your employer to remove you from the application as a collaborator.

4.9. Receiving 404 error

Users will receive this error if they have already logged in with some other account and try to access another link that is not part of the account that they are logged in as.

Log out of all applications and close internet browser. Access the application through the link sent or login to the system with the email address and password setup.

4.10. Additional questions or assistance required

Please send the request to wil_digital@ictc-ctic.ca with a reference to your application number and the problem or question you might have and our team will get back to you as soon as possible