1. Navigate to OURI's [Survey Monkey Apply](https://ouri-fau.smapply.io/) website (https://ouri-fau.smapply.io/) and click on the "Log In" down triangle located in the upper righthand corner of your screen (see screen shot below), and select "FAU Sign In."

NOTE: If you are using Survey Monkey Apply in Firefox when

2. You will be redirected to FAU's Survey Monkey Apply single sign on (SSO) page (see screen shot below). Please log in using your FAU net ID and password (NOTE: this may require a Push notification approval).

3. You will now be signed into Survey Monkey Apply and should see the following screen (see screen shot below):

NOTE

5. Click on the blue APPLY button, which will become available once you complete the eligibility form. You will be redirected to the screen that has your application status, your application number, and the task (program application). Click on the application title listed in the "Your tasks" section (see screen shot below). This takes you into the application. After you have done this once, when you go back into your application, you will instead click on your application that you already started.

6. Complete the application as required.
    a. If you need to stop and finish later, click on the gray SAVE & CONTINUE EDITING button

               . If you have any errors, you will be prompted to fix these before you can save your file. When you come back in later to finish your application, you will be directed to All Applications (see screen shot below), under which your current incomplete application(s) will be listed. Click on the green CONTINUE button to finish and mark your application as complete (see letter b - next step).

    b. If you are ready to submit, click on the blue MARK AS COMPLETE button located at the bottom

of your application