

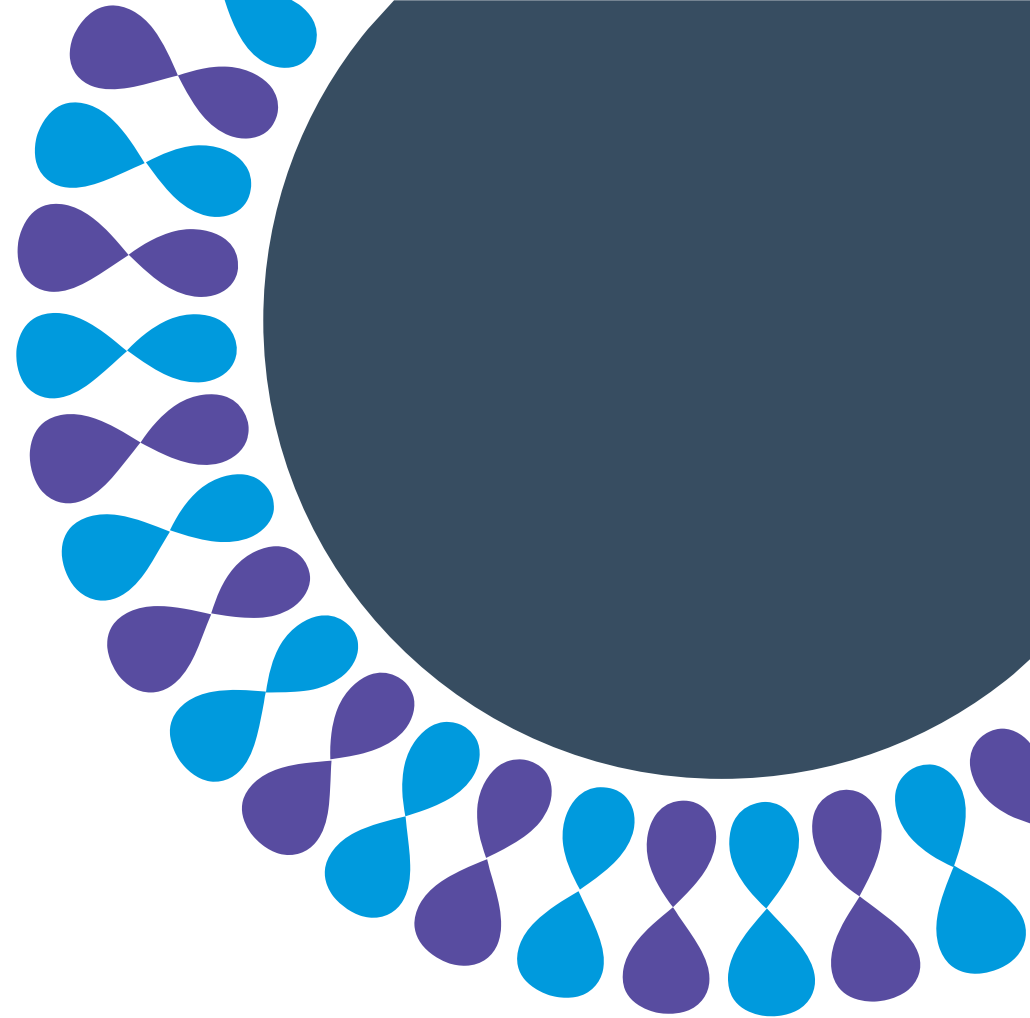


Canada Council  
for the Arts

Conseil des arts  
du Canada

# Creating an individual applicant record

July 2023

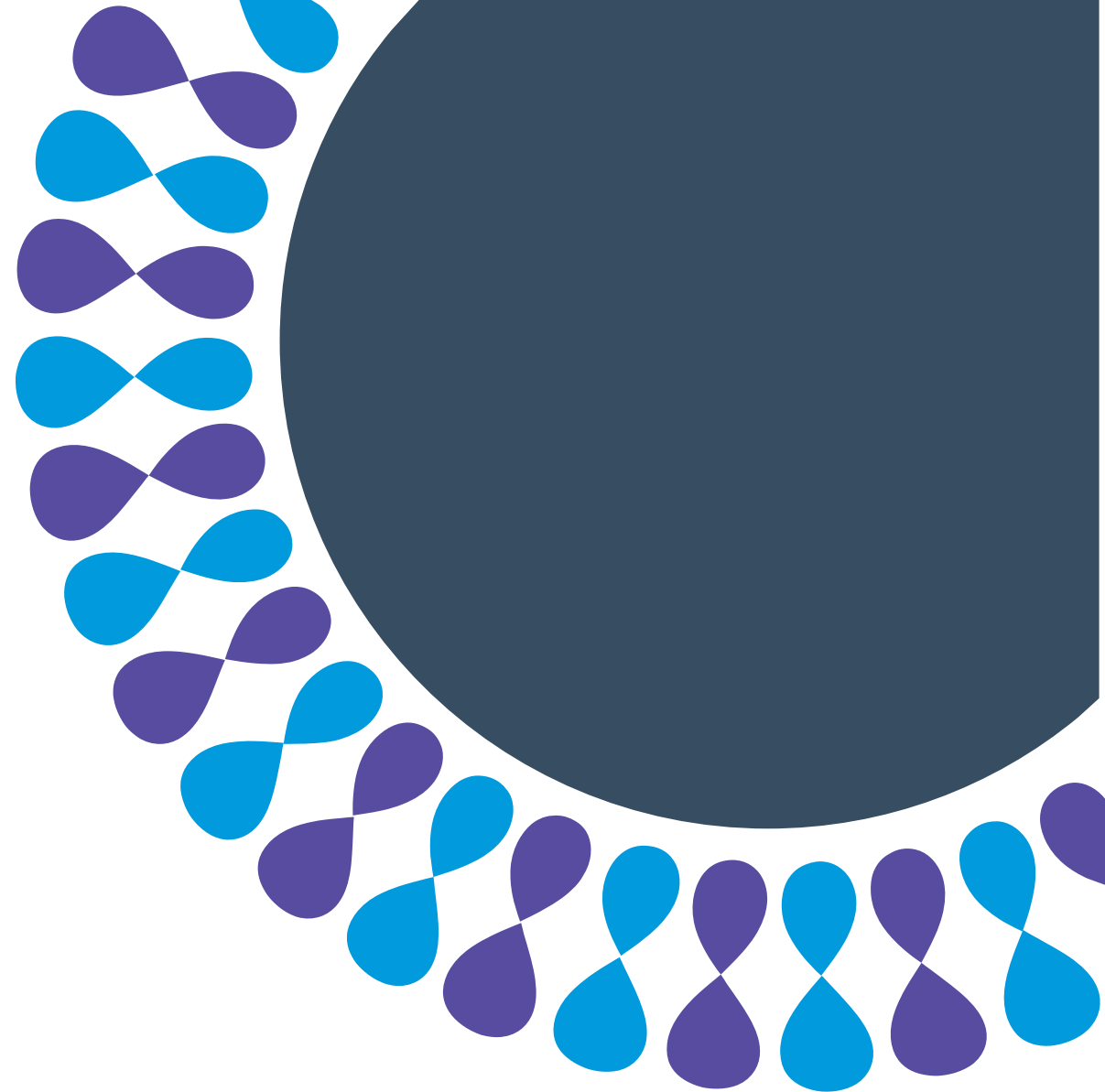


Bringing the arts to life  
L'art au cœur de nos vies

# Applicant record

Applicants, whether they are individuals, groups or organizations, must create an applicant record.

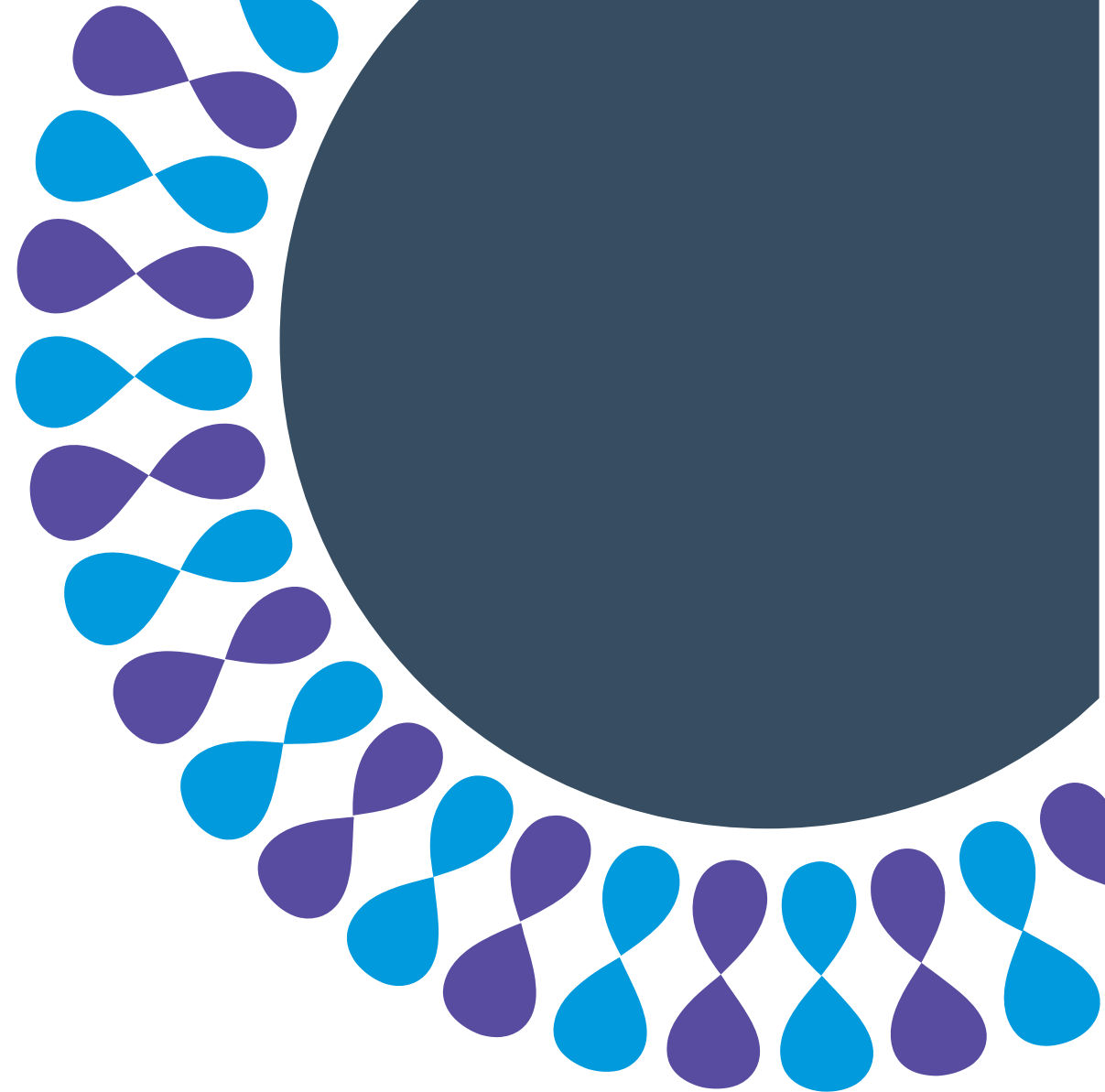
An applicant record includes details about who the applicant is and how the Canada Council should communicate with them.



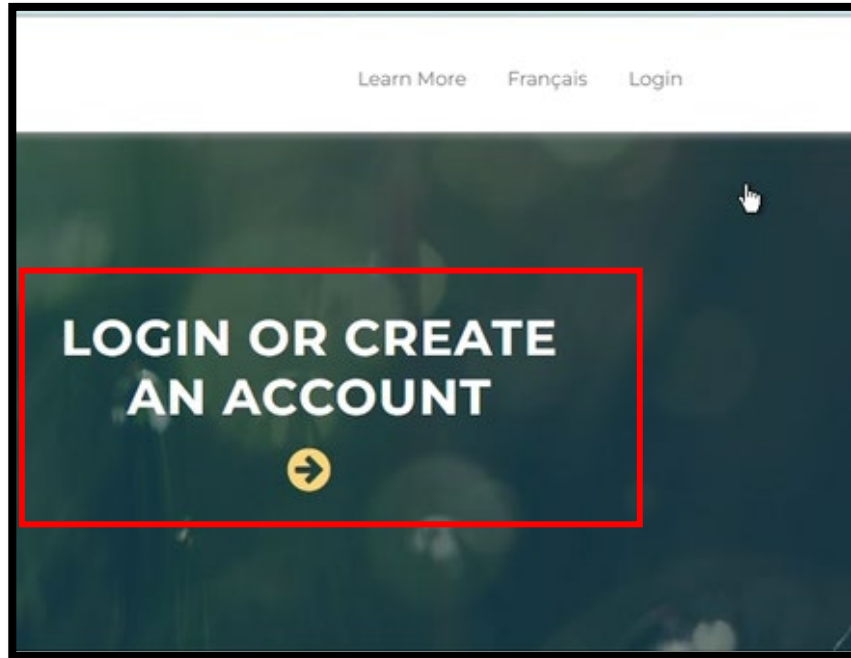
# Applicant record creation for individuals

This tutorial will show you how to:

- build your individual applicant record
- add and update your personal and contact information
- fill out the voluntary self-ID form



# To login to the portal



## Note

If you are already logged in to your account, skip to the next section: **To add an individual applicant record.**

Step 1: Go to [apply.canadacouncil.ca](https://apply.canadacouncil.ca) and click **LOGIN OR CREATE AN ACCOUNT.**

# To login to the portal

Canada Council for the Arts / Conseil des arts du Canada

Home / Login

Sign In to Account

Username or Email Address \*

Password \*

Forgot password or username?

**Sign In**

Don't have an account?

[Click Here](#) to create your account.

Step 2: Enter your **Username or Email Address** and **Password**.

Step 3: Click **Sign In**.

## Note

If you have forgotten your password, do not create a new account.

Click **forgot password or username**.

If you need help, contact [info@canadacouncil.ca](mailto:info@canadacouncil.ca) or call 1-800-263-5588.

# To add an individual applicant record

**Add an Applicant Record**

Select the Applicant type you want to add. You can also be a part of multiple organizations and groups.

**Individual** Peer Assessor Organization Groups

**Individual applicants**  
You must be a Canadian citizen or permanent resident of Canada, as defined by Immigration, Refugees and Citizenship Canada.

**Individual** **Add**

Logout

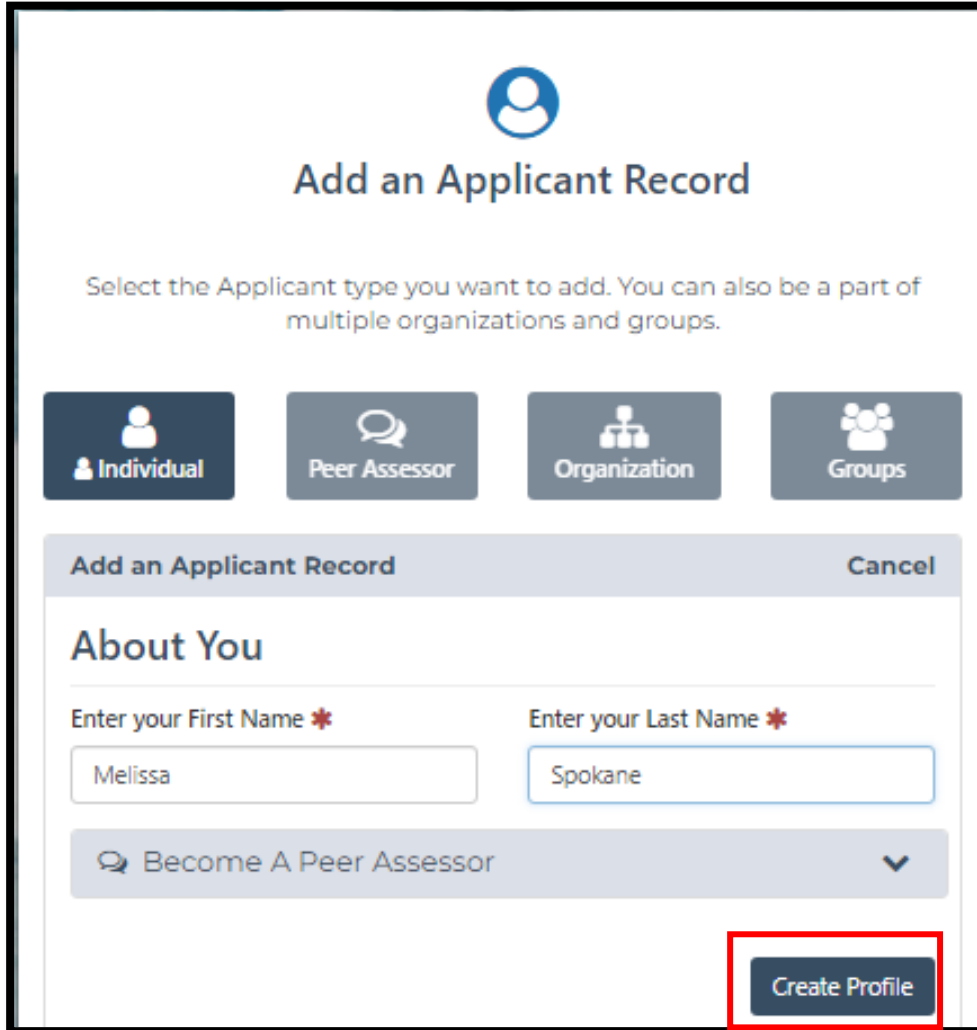
Step 1: Click **Individual**.

## **Note**

You must be at least 18 years old and a Canadian citizen or a permanent resident of Canada to have an individual applicant record.

Step 2: Click **Add**.

# To add an individual applicant record



The screenshot shows a web interface for adding an applicant record. At the top, there is a blue circular icon with a person silhouette and the text "Add an Applicant Record". Below this, a message reads: "Select the Applicant type you want to add. You can also be a part of multiple organizations and groups." There are four buttons: "Individual" (selected), "Peer Assessor", "Organization", and "Groups". Below these is a form titled "Add an Applicant Record" with a "Cancel" button. The form has a section "About You" with two input fields: "Enter your First Name \*" containing "Melissa" and "Enter your Last Name \*" containing "Spokane". Below the form is a button "Become A Peer Assessor" with a dropdown arrow. At the bottom right, a "Create Profile" button is highlighted with a red box.

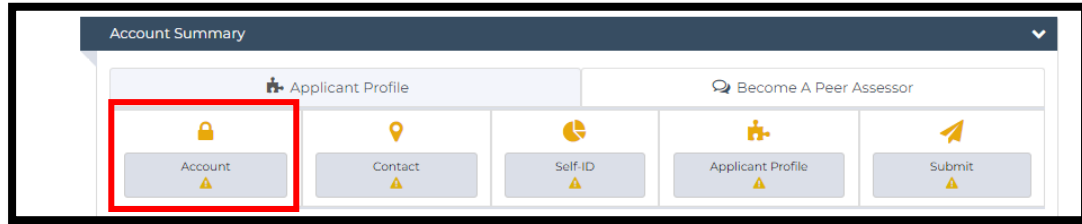
Step 3: Enter your legal **First** and **Last** name.

## Note

This information is required for Council to issue tax receipts.

Step 4: Click **Create Profile**.

# To fill out your account information



Step 1: In the portal dashboard, click **Account**.

## Note

**Green check marks** indicate that a section has been completed.

**Yellow triangles** indicate that information is missing.



## Tip

If at any point you are having trouble, click **Get Help**.



# To fill out your account information

Account Manager

My Account | Contact Information | Voluntary Self-ID | Applicant Profile | Submit for Validation

Account Information ⚠️ Last Modified: 06-28-2023

Salutation: None

Username \* mizspoke

Legal First Name \* Melissa

Email Address \* mizspoke@gmail.com

Legal Middle Name(s)

Preferred language for general Canada Council mailings (ex. newsletters, surveys, etc.) \* English

Legal Last Name \* Spokane

Citizenship \* Canadian Citizen

If you use an alias, pseudonym or professional name, provide it here.  
Miz Spoke

To be accountable and transparent, the Canada Council publishes [grant and prize recipients](#) and [peer assessors](#) names on our website. If you are awarded a grant or prize or if you serve on a peer assessment committee, which name would you prefer to be published?  
Alias

Which name would you prefer the Canada Council use to communicate with you?  
Legal Name

Change Password | Save and Continue >>

Step 2: Enter your information under **My Account**.



Tip

The boxes with red stars must be filled out.



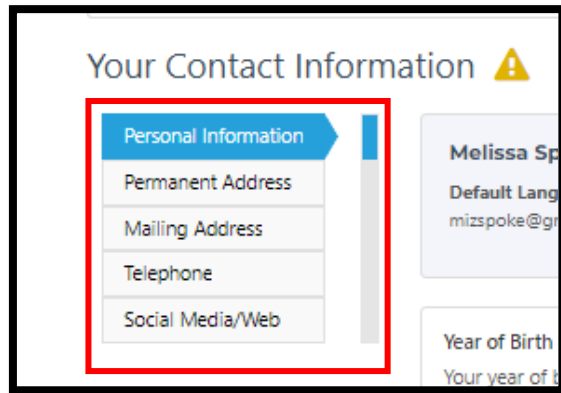
Note

If you use a name that is different than your legal name, there is a place for you to enter it.

Choose the name the Canada Council should use when it communicates with you, and when it publishes the names of grant recipients and prize winners and peer assessors.

Step 3: Click **Save and Continue**.

# To fill out your contact information



The screenshot shows a web form titled "Your Contact Information" with a yellow warning icon. On the left, there is a vertical menu of tabs: "Personal Information" (highlighted in blue and enclosed in a red box), "Permanent Address", "Mailing Address", "Telephone", and "Social Media/Web". To the right of the tabs, there are input fields for "Melissa Sp...", "Default Lang...", "mizspoke@g...", "Year of Birth...", and "Your year of I...".

Step 1: Fill out the requested information in each tab.

Click **Next** when you have completed a tab or click directly on the tabs to move backwards or forwards.

## Note

If you do not have social media accounts, please leave those fields empty.

# To fill out the voluntary self-ID form

The screenshot shows the 'Account Manager' interface. At the top, there is a navigation bar with five items: 'My Account', 'Contact Information', 'Voluntary Self-ID', 'Applicant Profile', and 'Submit for Validation'. The 'Voluntary Self-ID' item is highlighted with a red box. Below the navigation bar, the main content area is titled 'Your Contact Information' with a green checkmark and 'Last Modified: 06-28-2023'. On the left, there is a sidebar menu with five items: 'Personal Information', 'Permanent Address', 'Mailing Address', 'Telephone', and 'Social Media/Web'. The 'Social Media/Web' item is highlighted with a blue arrow. The main content area has a header 'Social Media/Web' and three input fields labeled 'Facebook', 'Twitter', and 'Website'. At the bottom, there are three buttons: 'Save and Exit', 'Previous', and 'Next'. The 'Next' button is highlighted with a red box and contains the text 'Voluntary Self-Identification >>'.

Step 1: Click **Voluntary Self-Identification**.

# To fill out the voluntary self-ID form

Voluntary Self-Identification ✓

The Canada Council for the Arts encourages you to complete this voluntary self-identification form to help determine whether its programs and services are reaching a diverse range of Canadian artists. You are invited to complete this form if you are applying for a grant, sitting on a peer assessment committee, being nominated for a prize, or receiving a prize.

The Canada Council aims to support a vital and diverse arts ecology that enriches the lives of Canadians, and equity is a critical means to achieving this. All Canadians deserve to benefit from a vibrant, accessible, and pluralistic arts sector, and all creative expressions should have the same chance to flourish.

I wish to complete the Voluntary Self-ID form

I do not wish to complete this form

You have chosen to complete the Voluntary Self-ID form. Please answer the questions on the form below, then click Save and Continue.

Step 2: Click **I wish to complete the Voluntary Self-ID form**, or **I do not wish to complete this form**.

## ⚠ Note

This information is **not used to evaluate your applications**. It is used by Council for statistical purposes and to help staff select peer assessors that represent the diversity of people across Canada.

## 💡 Tip

You can fill out the form or modify the information you enter here any time by coming back to this section of your applicant record.

# To fill out the voluntary self-ID form



Agreement to Provide Personal Information

**Consent to share information**  
Please click one of the options below:

I consent to have the Canada Council for the Arts share my information with or Council has a data sharing agreement.

I do not consent to have the Canada Council for the Arts share my information whom the Council has a data sharing agreement.

By clicking the 'Save and Continue' button, you confirm that you agree to the following:

- I have provided the personal information in this form with the understanding that I have read and understood the [Privacy Notice](#).
- The information I have provided is accurate and complete.

## Note

If you opted not to complete the Self-ID form, skip to Step 5.

Step 3: Fill out the sections that are relevant to you.

Step 4: Read the **Agreement to Provide Personal Information** and click one of the two options.

Step 5: Click **Save and Continue**.

# Summary

You have learned how to:

- build an individual applicant record
- add and update your personal and contact information
- fill out the voluntary self-ID form

Next step: Add an individual applicant profile!

