From: BHSc Apply <bhscapply@mcmaster.ca>
Subject: BHSc (Honours) Program—Level 2 Supplementary Application Guidelines
To: BHSc Applicant

Dear FirstName:

Below you will find guidelines on completing the BHSc (Honours) Program—Level 2 Supplementary Application. Please keep this email in a safe place in case you need to refer back to it.

1. How To Complete Your Supplementary Application:

The Supplementary Application will be completed online. This document provides important details and instructions. **Please read it completely and carefully.**

2. How To Access The Supplementary Application:

Please visit http://bhscapply.mcmaster.ca and click on “sign in” at the top tool bar. Login with your email and password (see below).

- Email Address: Email Address you provided OUAC (External Applicant) or McMaster Email (Internal Applicant/Current McMaster student)
- Password: OUAC Number – 11 digits – 2017-6 digits-0 (External Applicant) or McMaster Student Number – 9 digits (Internal Applicant/Current McMaster student)
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When you try to login, your computer will be automatically assessed to make sure it is compatible with the Supplementary Application system. If an error is detected, you will be shown a screen with the details of the error, and instructions on how to fix the error.

3. Preparing For the Supplementary Application:

After you login, you will be taken to your dashboard. The dashboard lists any actions you need to complete before you can write your Supplementary Application. Not all icons will be functional. Any items in blue are outstanding and need to be completed before you can submit your application. Items in green are complete. Any items marked N/A are not applicable to you and can be ignored.

4. Example Dashboard:

5. The System Check:

You will have a 2-day window to complete the System Check before the application opens on Friday, May 5, 2017 at 12:05 AM EST. You must complete the System Check to proceed to write
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the Supplementary Application. This System Check ensures that your computer is working properly to write the Supplementary Application. You must complete this System Check on the computer and internet connection you plan to write the Supplementary Application on. If the system detects that you have changed computers, locations, internet providers or installed updates to your computer system, you will be prompted to complete the System Check again. To run the System Check, click the blue “System Check” icon on your dashboard. You will be asked to answer a series of questions. If you complete it successfully the icon will turn green. You may repeat it at any time by clicking the icon again.

Your system check is incomplete or you have failed to answer the questions correctly.

Your system check is complete. You should repeat it if you change computers or update any software.

If you change computers, locations, internet providers or install updates to your computer system, be sure to complete the system check again. You can repeat the System Check as many times as necessary.

6. Completing Your Application:

The Supplementary Application will open on Friday, May 5, 2017 12:05 AM EST and will close on Tuesday, May 9, 2017 11:55 PM EST.

Once you have successfully completed the system check, you may click the “Start Test” button to complete your Supplementary Application. The earliest date you can start to enter your responses to the questions is Friday, May 5th. The “Start Test” button will not appear until this time.

Once you begin typing your responses you have three (3) hours to complete all three questions. Each question has a one hour time limit.

Responses will be submitted when you click “Submit” or when the time limit is reached, whichever occurs first. When submitting each of your answers, only click the submit button ONCE and allow time for the submission to process. Click submit ONCE after each answer. If you click submit more than once it will automatically submit the next question(s) without permitting you to answer it and you will not be able to redo the missed question(s).
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After you have successfully submitted your Supplementary Application, you will not have access to your application or receive a copy of your submitted application.

Please keep the following things in mind:

- Please do not include any personal identification (like your name) in your Supplementary Application responses.
- Each question has a limit of 1,500 characters which includes punctuation and spaces.
- You cannot copy and paste answers into the Supplementary Application system. You must type your answers manually.
- You have only one attempt to complete this Supplementary Application. Once you click submit, you cannot go back to edit your answers.
- Ensure you have enough time to complete the application in one sitting. Once you begin the supplementary application, there is no way to pause or save your responses to resume later. You must complete it at that time.
- If you use “hard enters” you must ensure that your curser is inside the text box. Otherwise, when you start to type your response it will automatically submit.
- Do not use “tabs” as this will automatically submit your response.

Getting Help:

If at any point you are having technical difficulties with the Supplementary Application system, you can click on the Helpdesk link on the left hand side of the screen after you login. You will be presented a form where you can submit your question or difficulty. A representative from the BHSc (Honours) Program office will respond when a solution is available.

If you need assistance with anything unrelated to the Supplementary Application system, please call the BHSc (Honours) Program office 905-525-9140 x26564 or x22815. No technical support is available by telephone.
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Equity Statement:
McMaster University is strongly committed to equity within its community. The University encourages applications from all qualified candidates including women, persons with disabilities, First Nations, Métis and Inuit persons, members of racialized communities and LGBTQ-identified persons.