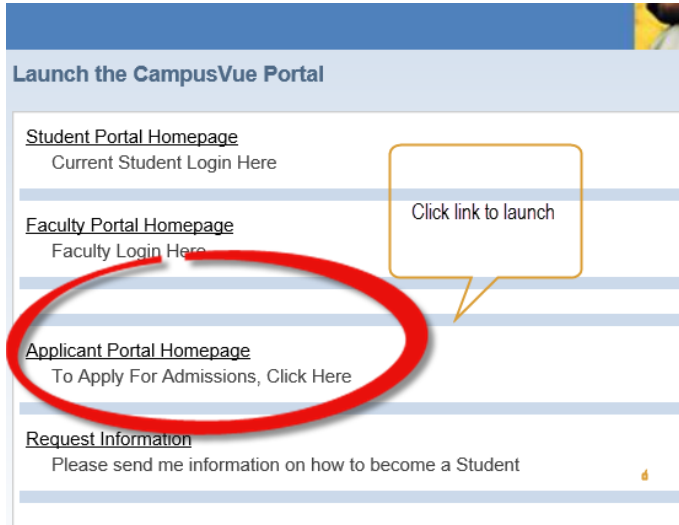


Quick Guide to the KPSAHS Online Application Portal

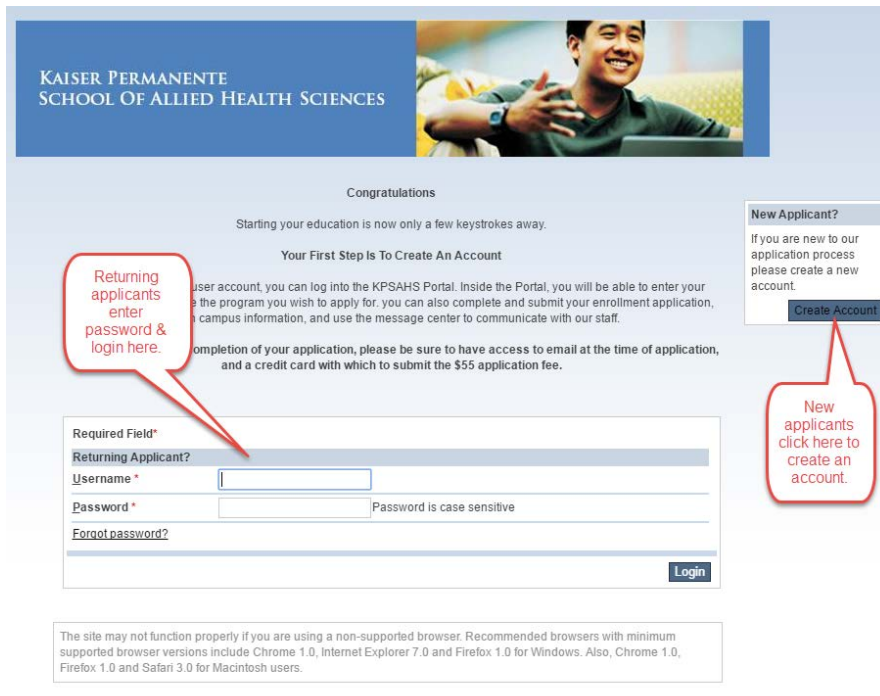
To submit your application to KPSAHS requires applicants to first create an account and then submit an application.

I. Creating an account or logging in to the Application Portal

1. Launch the Application Portal



2. Create a new account or login with existing username and password. If you are logging in, you'll be taken to the step in the application process where you left off.



3. New Account Creation

New Account Creation

Required Field*

Campus* KPSAHS Richmond MAIN Campus

Please complete the form below to create an account. If you already have an account, please return to the login screen to login to your application.
Note: To apply online you must have a valid email address.

New Account Information

First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Email*	<input type="text"/>
Confirm Email*	<input type="text"/>

Please use sentence case when entering your information. Ex: Mickey Mouse

3a. Create your Password

Please complete the form below to create an account. If you already have an account, please return to the login screen to login to your application.
Note: To apply online you must have a valid email address.

New Account Information

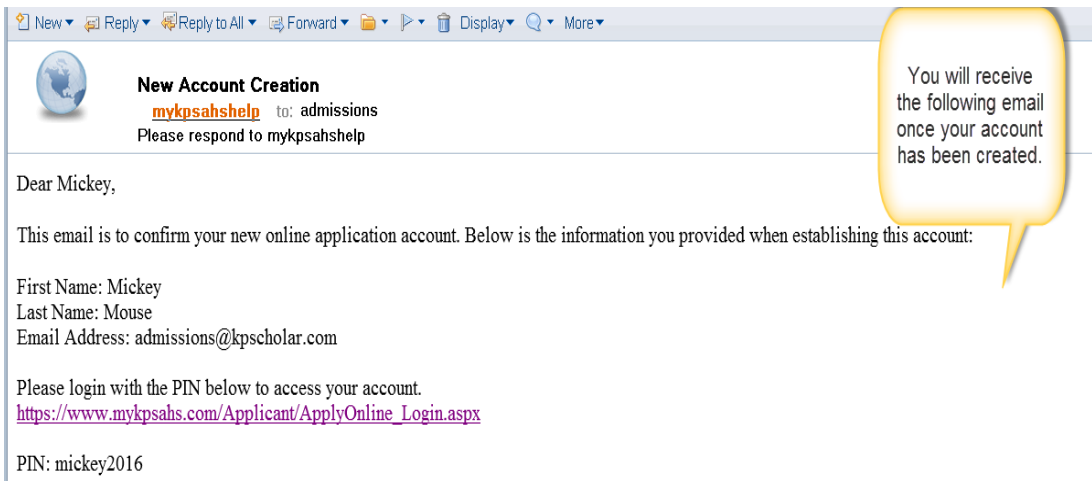
First Name	Mickey
Middle Name	
Last Name	Mouse
Email	admissions@kpscholar.com
Confirm Email	admissions@kpscholar.com
Your username is:	mickey.mouse
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
PIN?*	<input type="text"/>

Passwords are case sensitive

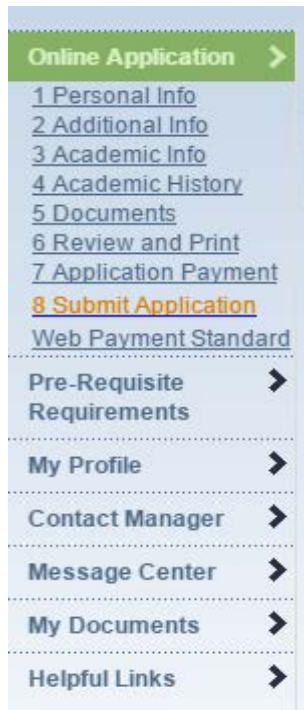
Please note: Your username is first.lastname

Create your password and pin. Please document the pin#. You will need this to reset your password

Note: Once you create an account, you will receive an email like the one below. Retain it for your records. In the event you created an account in a prior year you will need to create a new password and pin for the new application.



Once you are directed to the online application you will need to complete the following 8 steps, as well as uploading your documents under "My Documents."



Step 1: Enter in your personal information: Use sentence case: Mickey Mouse. Enter all required personal information. Click 'Save and Continue' after each step.

Step 2: Enter additional information as required

Step 3: Academic Information: Enter the degree, program and start date in which you are interested. Please also enter whether you are interested in other program(s) in the 'Other Programs' text box.

A screenshot of the "3 Academic Information" form. The form has a title "3 Academic Information" and a progress indicator "Progress: 1 2 3 4 5 6 7 8" where the number 3 is highlighted. Below the title is a note: "Please fill in the campus and program you are applying for. It is mandatory that you select a program and a start date." The form contains several fields: "Required Field*", "Campus" (with "Primary Campus*" set to "KPSAHS Richmond MAIN Campus"), "Degree*" (set to "Bachelor of Science"), "Program and Term" (with "Program*" set to "Please Select"), and "Start Date*" (set to "Not Available"). A callout bubble points to the "Degree*" field with the text: "For Nuclear Medicine, Radiography and Sonography Programs: Select Bachelor of Science only".

Step 4: Academic History

Enter ONLY your highest education level achieved. The additional information in this section is not saved.

A screenshot of the "4 Academic History" form. The form has a title "4 Academic History" and a progress indicator "Progress: 1 2 3 4 5 6 7 8" where the number 4 is highlighted. Below the title is a note: "Please fill in the campus and program you are applying for. It is mandatory that you select a program and a start date." The form contains several fields: "Required Field*", "Highest Education Level Achieved" (with "Choose Education Level*" set to "Master's Degree"), "High School Diploma or GED" (with "State" set to "Please Select" and "School Name" set to "Not Available"), "Did you graduate?" (set to "Please Select"), "Highest Grade Completed" (set to "Please Select"), "Graduation Date or Expected Graduation Date" (set to "Please Select"), "Date Received GED or Expected Date to Receive GED" (set to "Please Select"), "GPA" (set to "Please Select"), and "Degree Earned" (set to "Please Select"). A callout bubble points to the "Highest Education Level Achieved" field with the text: "Enter your level of education."

Add Previous Institutions

If you have attended any colleges you may enter them in below. Enter the State, School Name, Level of Study and GPA achieved, and press the Add button. You may add as many colleges as you need.

State*	Please Select ▼
School Name*	Not Available ▼
Level of Study*	Please Select ▼
GPA*	<input type="text"/>
Degree	Please Select ▼
Major	<input type="text"/>
Did you graduate?	Please Select ▼
Graduation Date or Expected Graduation Date	▼ ▼
Initial Date of Enrollment	▼ ▼
Last Date Attended	▼ ▼

No colleges have been added

[Add College](#) [Clear](#) [Save & Continue](#)

Only enter in information for the fields showing the asterisk *

Click save and continue to complete the remainder of the application. Your mailed official transcripts will be reviewed for your full college academic history.

Step 5: Documents- Skip this you will be required to upload documents after you submit the online application. A preliminary list of documents that we require to process your application is shown here. You will submit these by uploading them (via the 'My Documents' folder).

5 Required Documents

Shown below are the documents you will be required to submit as part of your application. Once you finish and submit the application, you can go to the Document Center within this applicant portal to upload these documents electronically. You cannot upload the documents here. The documents must be turned in by the application deadline date in order for your application to be considered.

Status: In Progress

Progress: 1 2 3 4 5 6 7 8

Type	Description	Date Due
	AM - Letter of Reference 1	4/26/2016
	AM - Letter of Reference 2	4/26/2016
	AM - Official College Transcript	4/26/2016
	AM - Verification of Volunteer Hours/Job Shadowing	4/26/2016

[Continue](#)

This is just a list of the required documents.

Note: Do not upload transcripts they must be mailed to admissions. Your application will not be reviewed until your official transcripts have been received.

Step 6: Print and Review: Please review all information before submitting your application.

Step 7: Application Payment: You will be directed to PayPal to make your payment. **Please use the web payment link provided to pay your application fee.**


Be sure to follow the link and pay your fee. Applications will not be considered until the application fee is paid and all required supporting documentation has been received by the KPSAHS Admissions Office.

Step 8: **Submit.** Please note once you submit your application you should then be able to upload the required supporting documents.

For applicants that have applied in the year prior admissions must process your duplicate application before you can upload documents. This process can take 24-72 hrs.

Now that you have submitted your online application: You must log back into the Applicant Portal to upload your (2) Reference Letters, Job Shadow/Volunteer Hours and Resume.

Pre-Requisite Requirements	>
My Profile	>
Contact Manager	>
Message Center	>
My Documents	>
Helpful Links	>

 Upload your two (2) reference letters, resume, and job shadowing verification.

Note: Do not upload your official transcripts. They must be mailed to:

Kaiser Permanente School of Allied Health Sciences
Admissions Department
938 Marina Way South
Richmond, CA 94804

Please contact Admissions at (510) 231-5123 with any questions.