AOA TRAINING IN POLICY STUDIES
ACCOUNT REGISTRATION & APPLICATION PROCESS

INSTRUCTIONS: REGISTERING AN ACCOUNT.

- Register and create a profile to access the AOA Training in Policy Studies application https://aof.smapply.org

- Click on the green Register button in the top right corner to register and create a profile. Once complete, click on the Login button for future access.

- When creating your profile, select Individual.

- An email address is required to create/complete your profile. You will be asked to verify your email by responding to an autogenerated email. If you do not receive the autogenerated an email, re-enter your email or check your spam folder.

- Please add noreply@smapply.net and noreply@mail.smapply.net to your safe senders list to ensure future emails are received. When you receive the verification email, follow the instructions.

Please read the Applicant FAQ here.

Note: If you have problems Registering or Logging in, the fastest way to get help is to contact SMA Support by clicking the "i" button at the top right corner to submit a Help Request or by emailing them directly at support@smapply.io with your issue.
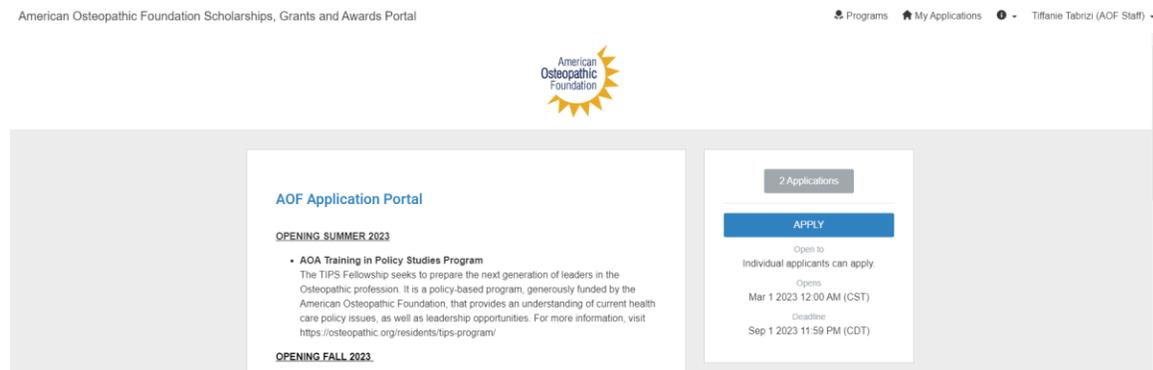
Any other questions about the SurveyMonkey Apply system can be directed to Tiffanie Tabrizi, AOF Director of Programs, Scholarships & Awards at ttabrizi@aof.org.

INSTRUCTIONS: COMPLETING YOUR TIPS APPLICATION.

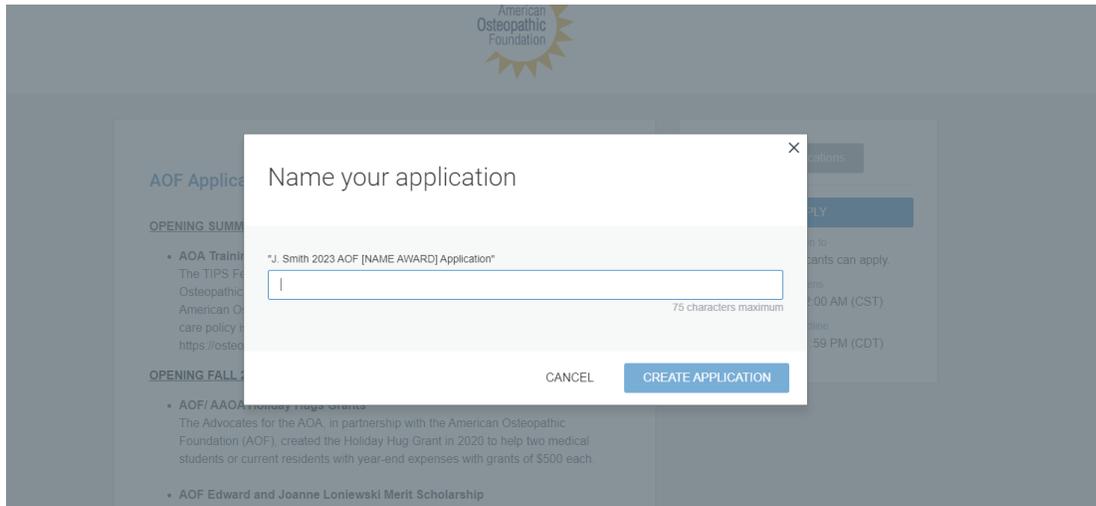Once you have an account, visit the application portal here: https://aof.smapply.org/prog/aof_application_portal/.
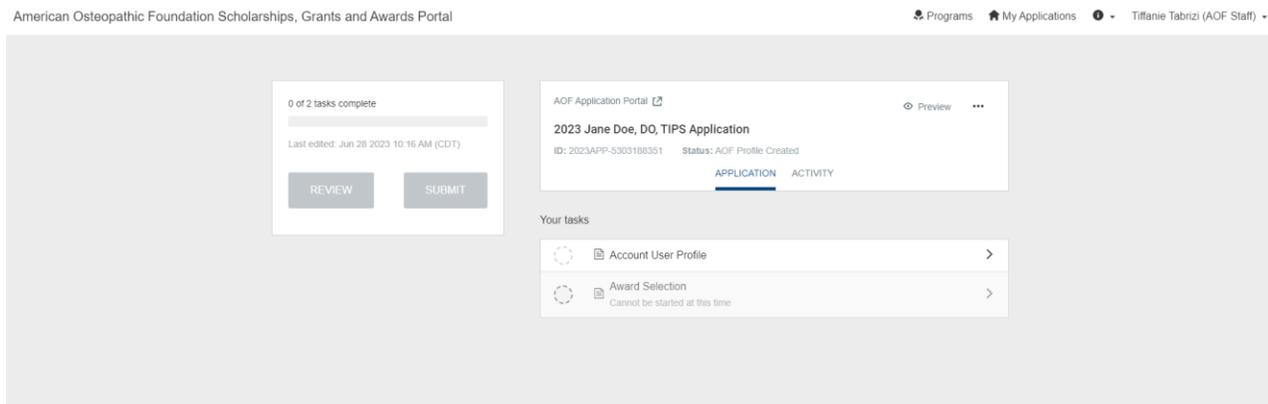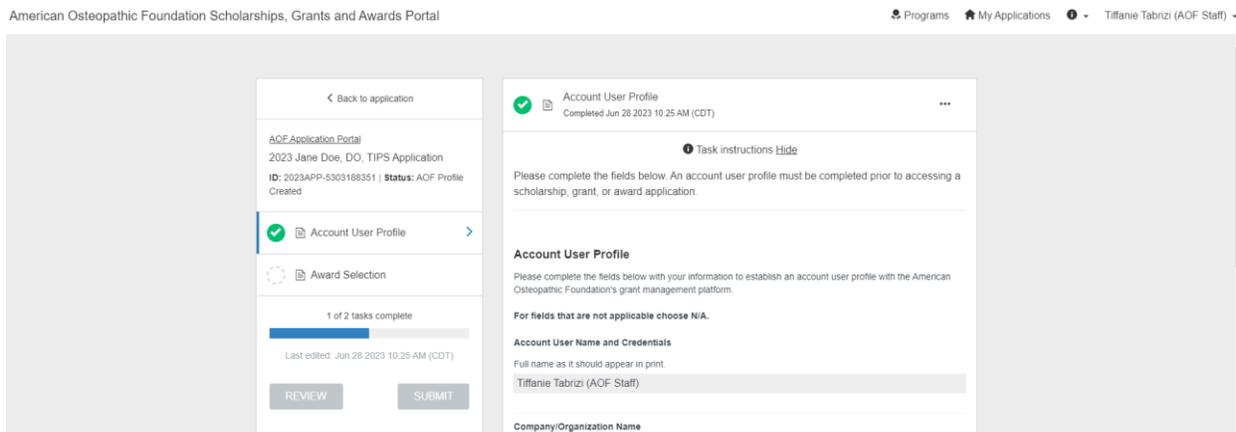
- **Click on the blue "APPLY" button**

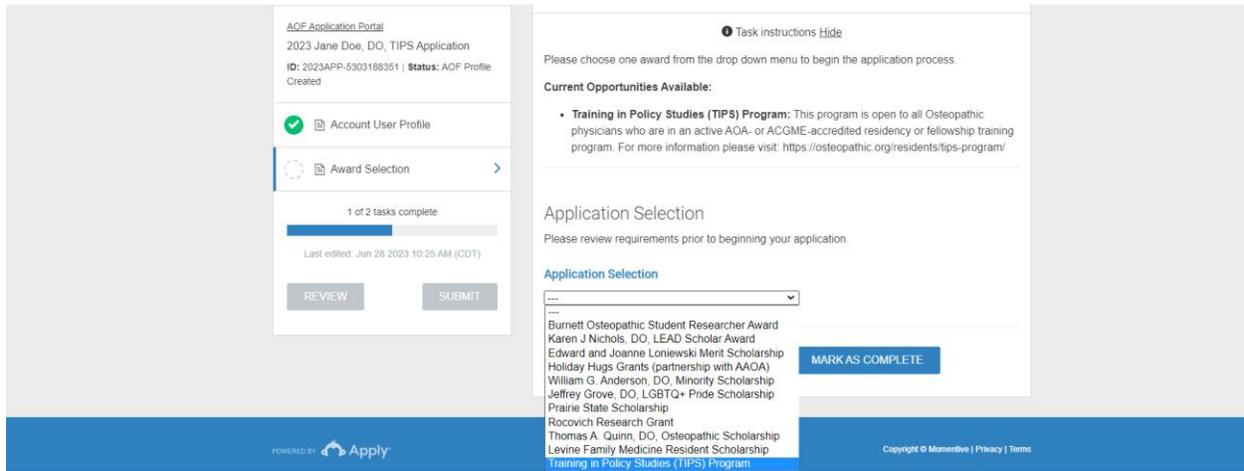- **Name your application (i.e. 2023 Jane Doe, DO, TIPS Application)**

- **Complete the Account User Profile Task and click "MARK AS COMPLETE"**

- **Select the "Award Selection" Task**

- **Select "Training in Policy Studies (TIPS) Program" and then select "MARK AS COMPLETE"**

- **Click and complete each of the 7 required tasks on the left side of the screen.**
- **Once all 7 tasks have been completed, the "SUBMIT" will turn blue. You can then submit your application for consideration!**