## Instructions for Applying to Crossroads Program through CARAT

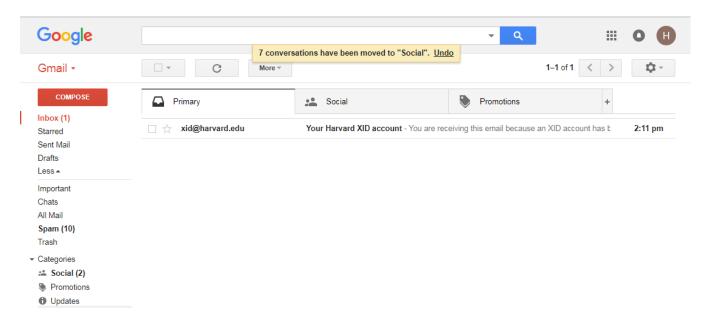
1. Go to this <u>link</u> and click "Register for a new XID". You **MUST** do this in order to apply. While applying for an XID make sure to fill in the **Email Address, First Name, and Last Name**. Please choose "Please use my email address as my login id" when prompted.

Create New XID	
Please enter your information in the fields below. Note that the login id is case sensitive. This means that a login id value of 'john_doe' will be different than a login id value of 'John_Doe'. So when you log in at the HarvardKey login page, you must type your login id exactly as you enter it here.	
However, the email address is <b>not</b> case sensitive. So an email address of 'john_doe@harvard.edu' is considered the same as a value of 'John_Doe@Harvard.Edu'. If you are choosing the option of using your email address as your login id, these rules will still apply. This means that when you log in at the HarvardKey login page, you must type your email address exactly as you enter it here.	
If entering an email address, please make sure to confirm it and double check the address for accuracy. Entering an incorrect email address will prevent you from receiving an activation email and completing the registration process.	
Be aware that XID account creation is almost instantaneous, but new account data may not be available to systems using XIDs for up to a few hours. (New XID users will be able to log in to the XID web site, but may not be able to access any other applications during that time period.)	
Email address:	hucrossroads@gmail.com
Email address confirmation:	
€	Please use my email address as my login id.
Login Id:	
Prefix:	<b>v</b>
First name:	Crossroads
Middle name:	
Last name:	Program
Suffix:	
	Register Reset

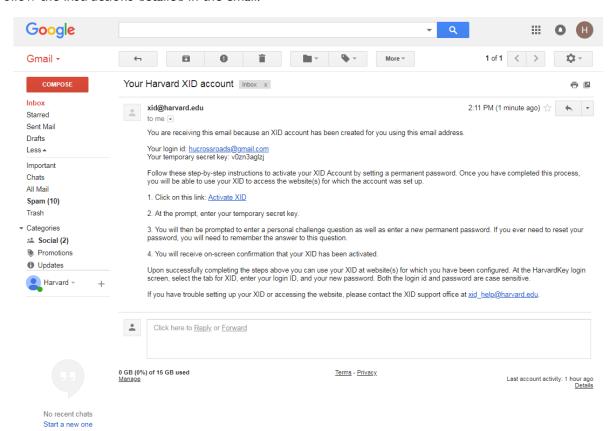
2. Once you fill in this information and click "Register" you will be taken to the below screen. The screen should say that your account has been created successfully. If you ever need to change your password or edit your XID account, you may go back to this <u>link</u>.



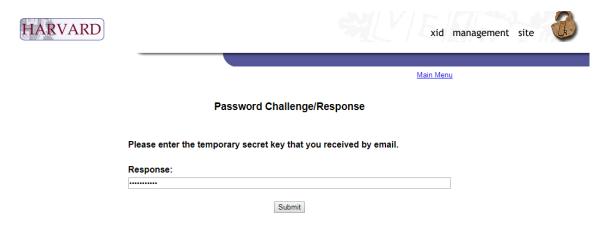
3. Login to the email that you provided when requesting an XID and follow the instructions on the email from the XID system. If you do not see it on your inbox, please check your spam folder. Please make sure to do this step before applying to the workshop through CARAT.



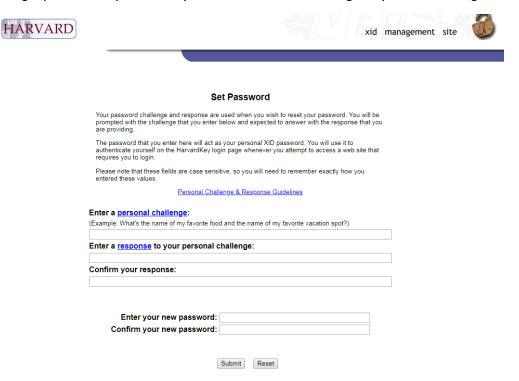
4. Follow the instructions detailed in the email.



5. When you click on the "Activate XID" link listed in the email, you will be taken to the below page. Please enter the temporary secret key password included in the email:



6. After you enter and submit the temporary secret key password, you will be taken to the below page. Please create a challenge question, response, and password. You will be using this password to log into CARAT.



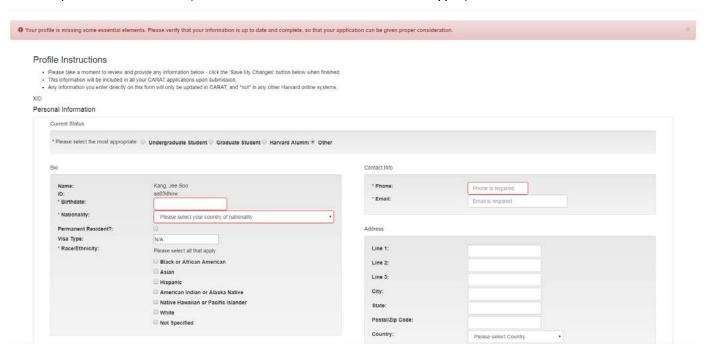
After you set up your password and challenge question, you will be taken to this screen. PLEASE WAIT 24
HOURS BEFORE LOGGING INTO CARAT.



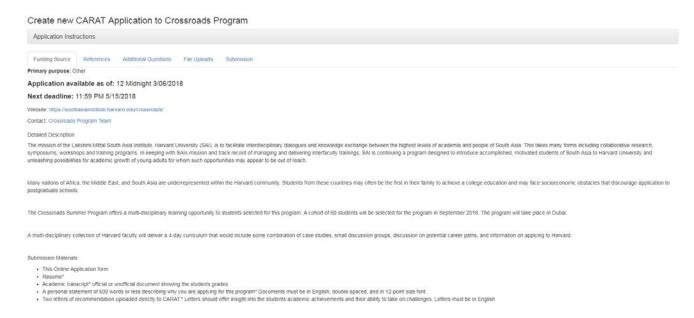
8. **24 hours after activating your XID**, you may login to CARAT at <a href="www.carat.fas.harvard.edu">www.carat.fas.harvard.edu</a>. Please toggle to the "XID" tab on the log-in page. (Make sure that it says "XID LoginID"). You can enter the email address and password that you provided when requesting an XID.



9. When you are able to successfully log-in to CARAT, you will be taken to the below page. Please fill out the requested information. (Please enter N/A when asked for "Visa Type")



10. After you update and save your information on CARAT, you can then apply for Crossroads through this link.



Please consult the <u>Frequently Asked Questions</u> page before reaching out to us with any questions. If you have any further questions, please direct them to <u>hucrossroads@gmail.com</u>.