

Instructions for Applying through CARAT as an XID applicant

1. Go to this [link](#) 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 **not** 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:

Email address confirmation:

Please use my email address as my login id.

Login Id:

Prefix:

First name:

Middle name:

Last name:

Suffix:

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 [link](#).






xid management site



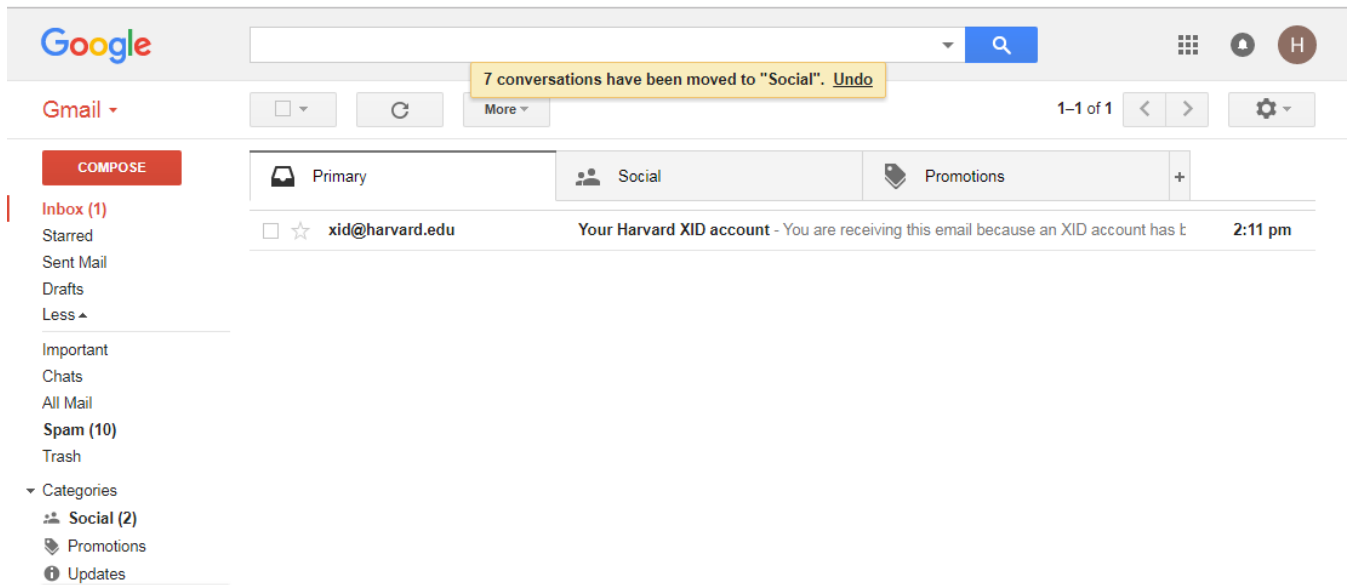
[XID Home](#)

Main Menu

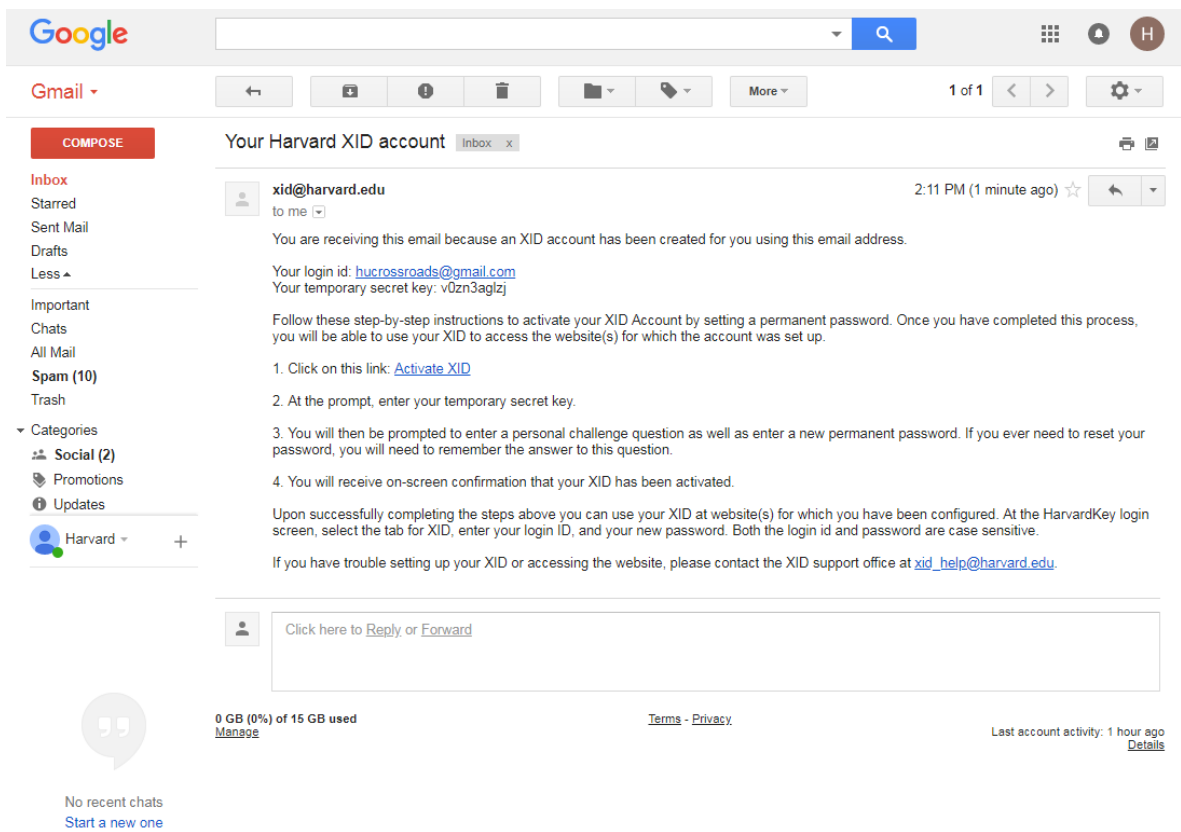
Your account has been created successfully and an email has been sent to the email address that you supplied during registration. When you receive the email, follow the included instructions in order to activate your account and start using your new XID.

-  Register for a New XID Account
-  Edit Your XID Account
-  Change Your Password

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:



[Main Menu](#)

Password Challenge/Response

Please enter the temporary secret key that you received by email.

Response:

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.



Set Password

Your password challenge and response are used when you wish to reset your password. You will be prompted with the challenge that you enter below and expected to answer with the response that you are providing.

The password that you enter here will act as your personal XID password. You will use it to authenticate yourself on the HarvardKey login page whenever you attempt to access a web site that requires you to login.

Please note that these fields are case sensitive, so you will need to remember exactly how you entered these values.

[Personal Challenge & Response Guidelines](#)

Enter a **personal challenge**:

(Example: What's the name of my favorite food and the name of my favorite vacation spot?)

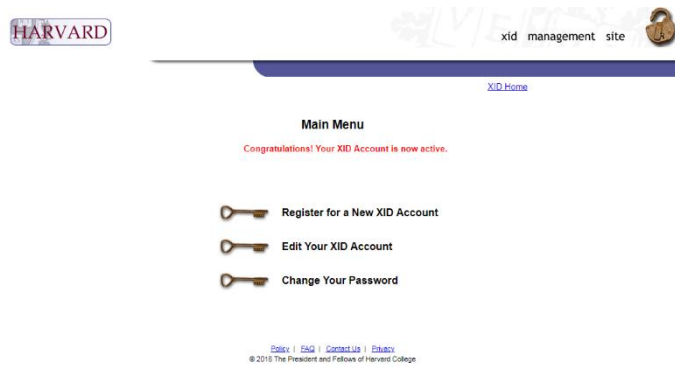
Enter a **response** to your personal challenge:

Confirm your response:

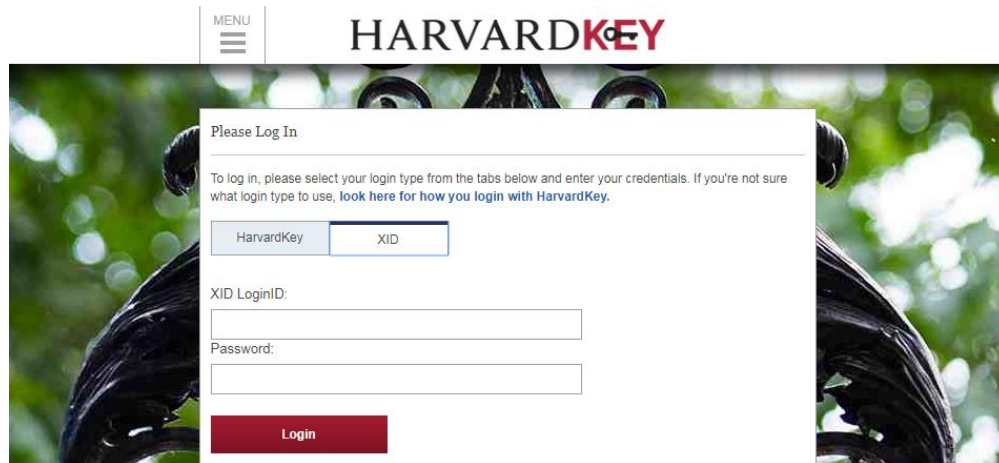
Enter your new password:

Confirm your new password:

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



- 24 hours after activating your XID**, you may login to CARAT [here](#). 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.



- 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”)

Your profile is missing some essential elements. Please verify that your information is up to date and complete, so that your application can be given proper consideration.

Profile Instructions

- Please take a moment to review and provide any information below - click the 'Save My Changes' button below when finished.
- This information will be included in all your CARAT applications upon submission.
- Any information you enter directly on this form will only be updated in CARAT, and “not” in any other Harvard online systems.

XID

Personal Information

Current Status

* Please select the most appropriate: Undergraduate Student Graduate Student Harvard Alumni Other

Bio

Name: Kang, Jee Soo
 ID: aa03dhow
 * Birthdate:
 * Nationality: Please select your country of nationality
 Permanent Resident?:
 Visa Type: N/A
 * Race/Ethnicity: Please select all that apply
 Black or African American
 Asian
 Hispanic
 American Indian or Alaska Native
 Native Hawaiian or Pacific Islander
 White
 Not Specified

Contact Info

* Phone: Phone is required
 * Email: Email is required

Address

Line 1:
 Line 2:
 Line 3:
 City:
 State:
 Postal/Zip Code:
 Country: Please select Country

10. After you update and save your information on CARAT, log in through this link: <https://carat.fas.harvard.edu/> and look for your program name.

Please consult the [Visiting Artist Fellowship FAQ](#) page before reaching out to us with any questions. If you have any further questions, please direct them to **Sneha Shrestha (sns322@mail.harvard.edu)**.