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.

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.
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:

Password Challenge/Response

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

Response:

Submit

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:

Submit Reset
7. 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 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.

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, 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).