# 2025 HHMI BioInteractive Ambassador Academy Application Instructions

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LOG INTO HHMI PATHWAY
URL: pathway.hhmi.org

New Users
1. Click the **Register** button as shown below.

2. Enter and confirm your email.
3. Click the **Next** button.

4. Complete the required fields on the registration page.

5. If your institution does not show up as you type its name, it will be sent to HHMI for approval at a later date.

6. Click the **Next** button.
7. Click on the checkbox to accept the HHMI Pathway Terms and Conditions.

8. Click on the Next button.

### Terms and Conditions

Before you can submit your registration, please read and accept our terms and conditions below.

To complete the registration process, please click the “Next” button below. By doing so you agree to be bound by the terms and conditions detailed in the above link.

9. You will see the following message on the next screen. Follow the instructions in the email to reset your password and complete your registration.

### Returning Users

9. You will see the following message on the next screen. Follow the instructions in the email to reset your password and complete your registration.

Your registration has been successful.

We have sent an email to you with further information on how to login to your account.

To ensure you don’t miss future email updates, please add ccgt-test@hhmi.org to your email address book or safe list.

10. Click on the link in the email to reset your password as shown below.

11. Click on the Change button to continue.

12. Click the Continue link.
13. Fill in the Basic Information fields. Only First Name, Last Name, and Institution are required, but you may provide other contact information on this page.

14. Click the Save button.

**Existing Users**

15. On the Login page, enter your Email and Password. Note: it is important to enter the Email that was used during your registration.

16. If you do not remember your password, click on the Forgot Password? Link and follow the instructions on the screen to reset your password.
ACCESS ELIGIBILITY

Home Page
Once you successfully log into the system, you will be directed to the Home page. Click on the (1) here link under New Competition Application to start a new application. *(note: only one Application per user may be submitted)*

New Application Page
Click on the (2) Apply link next to the BioInteractive Ambassador Academy Competition.
ELIGIBILITY

Complete Eligibility Questions
You will first need to complete a set of questions to determine your eligibility for this program. Answer the questions on this page (1) and click the (2) Next button or the (3) Determine Eligibility link on the left-hand menu to continue. You may click on the (4) Save and Close button to return to the New Applications page.

Determine Eligibility

If you have not completed all the required fields, you will receive error messages on the Determine Eligibility page. Click on the (1) error link to return to the Eligibility Questions page.
If you have answered all of the required questions, click on the (2) Determine Eligibility button.

Ineligible — Request Eligibility Exception
If you are not eligible to apply for this program based on the answers to the eligibility questions, you can request an eligibility exception. Enter your reason (1) in the text box and click on the (2) Request Exception button. HHMI will let you know if your exception request has been approved.

If you do not wish to request an exception, click on the (3) Cancel Application button to return to the New Application page.
Eligible – Complete Additional Information
If you are eligible to apply, a new page will open up with an optional survey. You must check the box indicating you understand the remainder of the form is optional and you are not required to submit this information. The information in this survey will not be used as part of the evaluation of your application.

When you have finished the optional survey page, select “submit form” at the bottom of the page.

At this point, the remainder of the application will open for you to complete.

COMPLETE APPLICATION
Using the navigation menu on the left, complete the remainder of the application.
On the Application Details page (image below), you can do any of the following:

1. Click on the **Edit** button to return to the form.
2. Click on the **View/Print** button to print a PDF of the form.
3. Click on the **Validate** button if you need to go back to validate your form.
4. Click on the **Delete** form to delete.
5. If the form has passed validation, the Submit button will be available. Click on the Submit button to submit your application to HHMI.