



## Reserve DE Board Applicant

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### *How to access Reserve DE Board Application*

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**\*\*For all technical issues within the MyVector application, please submit a help ticket using the tab in the upper right-hand corner of MyVector**

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1. Log into MyVector to access the Reserve DE Applicant Dashboard. If you are eligible for an upcoming RDE Board, you can access the Dashboard via MyVector.
  2. A notification will be displayed on your MyVector Dashboard. Clicking on link will navigate you to Reserve DE Applicant Dashboard. You will also receive an email on the application start date.
  3. On the Reserve DE Application Dashboard, you will be able to view the boards you are eligible for. You can start the application by clicking on “Start Application”. If you have previously started an application, you will see an option to “Continue Application”
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### *How to – Fill Application Details*

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1. Verify your Contact Information is correct, if not you are able to update it.
2. Verify your Supervisor Information is correct, if not click the pencil icon to edit.
3. Available Courses: This page displays all the courses you are eligible for on this board.
4. Click Title to view details and enable to “Select” toggle to select the course.
5. Course Prioritization: This page allows you to prioritize course if you selected more than one course. Simply drag and drop the courses to decided priority or click the Priority number on left and change it.
6. Enabling “Opt in for Alternate Date” will acknowledge you interest for alternate dates if available for the course.
7. Eligibility Criteria: This page displays the eligibility requirements for the courses that you selected on the board. You can view following for each requirement:
  - a. Eligibility requirement name
  - b. Required for (courses)
  - c. Eligibility Status:
    - i. Meet Requirement: If your record contains this information system will check and mark your eligibility
    - ii. Does Not Meet Requirement: If your record contains this information system will check and mark your eligibility



- iii. Do you meet this requirement?: This question is displayed if your record doesn't have this information. Please select if you meet or do not meet the requirement and provide response in the field if needed.
  - d. Upload Document: This will be displayed if the board admin has required applicants to upload a Document for this eligibility requirement. Click Upload Document and upload appropriate document for this eligibility.
    - i. *Note: If you see Upload Document then a document/waiver upload is required before Eligibility Criteria step can be marked complete.*
  - e. Upload Waiver: This will be displayed if the board admin has allowed applicants to upload a Waiver for this eligibility requirement. Click Upload Waiver and upload appropriate waiver document for this eligibility.
  - f. Download Template: This will be displayed if a template document has been provided. You can click to download template document.
8. Board Questions: This page contains the Application Justification and other questions that are associated to the board. If you see a "\*" next to a question, then a response is required.
  9. Endorsers: This page displayed the required endorsers for the board application. Click the pencil icon and then click and type in field to search for the appropriate endorser for that level. All the Endorsers Levels are required for the step to be marked complete.

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### ***How to – Submit Application***

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1. Review and Submit: On this page you will view application consents. Please read everything and then select the certification statement before clicking Submit Application.

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