Introduction

PAHO/WHO Country Offices will be responsible for reviewing the applications and pre-selecting candidates in order of priority. Priority "1" must be assigned to the candidate most qualified to participate in the course, number “2” to the second most and successively. Candidates who don’t have the profile to participate in the course should be set a priority of 0, and should be considered as NOT selected.

Regardless of the number of expected participants assigned to each country in the course description, you must assign a priority (without repeated numbers) to those applicants with chances of being accepted as good candidates for the course.

To perform this task, the focal point of the PAHO/WHO Country Office and/or other advisors appointed for the pre-selection of candidates, must complete the following steps:

1. Create an account on the Virtual Campus for Public Health (VCPH)

If you already have access to the virtual campus, you can use your account to log in to the portal (http://www.campusvirtualsp.org). If you have a PAHO username, you can directly enter using your PAHO/WHO username and password (if your e-mail is edwardsp@paho.org, use the username edwardsp). In case you don’t have an account, you can create a new account by clicking on the link "Create Account" located at the top, as shown in the figure below.
2. Obtain authorization on the administrative part of the VCPH

Once the PAHO/WHO country offices receive official communication about the Call for Applications of a course, each PWR must send to the course general coordinator the name of the focal point at the country office for the pre-selection of candidates (priority) for that particular course. This should include name, country and email. Then the course coordinators will send the list of focal points to the VCPH Management Team. The focal point person in charge must create an account or enter using the PAHO/WHO login and password, according to the previous step. After logging-in into the portal, the focal point must notify by mail to the VCPH management team at cvsp@paho.org, in order to be granted the correspondent authorization for accessing the administrative part of the VCPH.

As an example of the notification email to be sent, you can use:

I am ______ (name of the focal point) ______ and I was designated focal point of (PAHO/WHO country office) ______ for the course of ______ (Title / Name course).
I would like to kindly ask the correspondent authorization for the administrative part of the VCPH.

3. Assigning Priority to applicants

To perform this task, you must log in into the portal using your username and password. Once you are logged-in, you will see the USERS PANEL. Click there to open the options.
In the PWR-countries block, click on “Country Participant Selection and prioritization”.

It will display the screen shown below. In this screen you will only see the applications from your country.
a) You must select the specific course using the drop-down list, which is under the word "Nombre de curso" ("Course name"), which appears at the top, and click on “Aplicar” ("Apply"), as shown in the previous screen.

b) Then, click on the link to "editar" ("edit") (you can use your browser’s “open in new tab” option);

The application form of the correspondent candidate will open. After reviewing the applicant’s information, at the bottom of the page you will be able to assign the priority in the field corresponding to “Prioridad asignada por PWR”. Please note that your first priority must start at 1 and successively. Please remember to assign a priority "greater than zero", to all candidates that should be considered to participate in the course. Those who don’t have the profile to participate in the course should be set a priority of 0, and should be considered as NOT selected.

c) Write the number in the "Prioridad asignada por PWR" field, and then you must click on "Save" to return to the list of all registration applications.

d) The assigned priority will appear in the column “Prioridad” ("Priority") of the applicants list in ascending ordering. The qualified candidates for the course will be granted a spot according to the priority order established by PWRs. Any extra places will be allocated among the remaining spots, and will be given according to your order of priority. You can make multiple editions before the deadline established by the general coordinator, if necessary.
4. Accepting candidates

Once the PWR focal points have completed the candidate’s priority assignation process, the general and academic coordination of each particular course may review the list of candidates whose priority given by the country offices is "greater than zero" and make the final process of selection of candidates, according to the number of expected participants allocated per country. The general coordinator will communicate the result to the PWR focal point and the VCPH will communicate the candidate via e-mail.