Tips for Completing the HILR Application

Initial Login

Before you can start an application, you'll need to log in.

>IF you already have a **HarvardKey**, please log in with that.
>IF you do not have a HarvardKey, but do have a **DCEKey**, please log in with that.
>**IF you have neither**, please click the link to create a DCEKey and then follow the prompts.

Harvard Division of Continuing Education

DCE Login Portal

Welcome to the new look of the DCE Login Portal!

Log in with HarvardKey →

Log in with DCEKey →

Create a DCEKey if you don't yet have a HarvardKey or DCEKey.

For help, email **info@dce.harvard.edu** or call (617) 495-4024.

If you wish to complete the application in multiple sittings, you can save your work and return to the application later, logging in again.

Required Fields

Note that required fields are indicated by a •
If you miss one, you will be prompted to complete it when you click "Continue" or when you get to the end and click "Review Application." You will not be able to submit your application until all required field are completed.

Employment Dates

As you will see on the form, we are interested in the month and year you began and ended each position. If you don't know the exact day you can put **any day** in that field.

Saving Your Work

The application saves your work every time you click "Continue" and when you click "Review Application." Frequent saves are helpful, so you don't lose your work if you are interrupted. There may be a slight delay while the application is saving. You will see messages about the status of that across the top of your screen while it is happening. You may need to click "Continue" or "Review Application" a second time after it finishes saving.

Submitting Your Application

Once you have finished reviewing your application and corrected any errors or supplied any missing information, you will be able to submit your application. **Please note that once you submit, the application can no longer be edited.**

If subsequently you need to withdraw your application, you'll need to log back in and click the link "Withdraw Application."

Notification of Outcome   • • • • •

HILR will communicate the decision by email. Please note, decisions are not made on a rolling basis. You will be notified when the review of *all* applications for this admission cycle is complete.

If you have questions or experience issues, please contact us at HILR@extension.harvard.edu

A Note about Harvard and Email Addresses: If you had a prior affiliation with Harvard, the application may fill in your former email of record. The form will not let you change that, so if the pre-filled email is no longer active, please send the email you want us to use to the email address above with Attention: Administrative Manager on the Subject Line and we will update that for you.