



## National Killam Program Portal Registration & Login Guide

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### 1. PURPOSE OF THIS GUIDE

This guide provides information on how to register, login or change your password when accessing the **National Killam Program Portal**: <https://programmekillamprogram.powerappsportals.com/en-CA/>

### 2. CREATE ACCOUNT

Portal accounts use two-factor authentication (2FA) for account creation, resetting a password, and every login. Active accounts are maintained from year to year. Applications and nominations are deactivated and removed on an annual basis, after reviews have been submitted and before the opening of the next program cycle.

Accounts with 2 years or more of inactivity may be removed by the NKPO.

Any person with an email address can create an account in the portal. The **account is linked to the exact email address provided at the time of account creation**. If your institution supports multiple forms of email address (e.g. [Given.Surname@uni.ca](mailto:Given.Surname@uni.ca) and [gsurname@uni.ca](mailto:gsurname@uni.ca)), please ensure you consistently use the same address for logging in to the portal.

#### 2.1. FIRST TIME REGISTRATION

To begin any activity on the Killam Program Awards portal, you first need to register with a valid email address and authenticate yourself.

1. Access the **National Killam Program Portal**: <https://programmekillamprogram.powerappsportals.com/en-CA/>



[français](#)

[Login or register](#)

[National Killam Program Awards](#)

[Help](#)

[Frequently asked questions](#)

For the best navigation experience, we recommend using the latest version of Google Chrome, Firefox, Microsoft Edge or Safari. Internet Explorer is not a supported browser.

2. Click [Login or register](#) - you will be navigated to a page that shows 3 tabs: Sign in, Register and Redeem invitation.



[français](#)


[Sign in](#) | [Register](#) | [Redeem invitation](#)

\* If you have previously created an account, proceed to the sign-in page by clicking the link below and logging in. Use the [Forgot your password?](#) link on that page if you need to reset your password.  
\* If you do not already have an account, proceed to the sign-in page by clicking the link below and using the [Sign up now](#) link on that page to create a new account.

Having trouble redeeming invitation or logging in? Click [here](#) to open the step-by-step guide.  
Should you have any questions, please contact us at [KillamProgram.ProgrammeKillam@rcrc-ccrc.gc.ca](mailto:KillamProgram.ProgrammeKillam@rcrc-ccrc.gc.ca)

[Proceed to National Killam Program portal sign-in page](#)

3. In the Sign in tab, click [Proceed to National Killam Program portal sign-in page](#). You will be brought to the Microsoft Azure Sign in interface.



## Sign in

If you already have an account, please sign in with your email address. If you have not yet created an account, click Sign up now.

Email Address

Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

4. Since you are creating an account for the first time, click **Sign up now**.

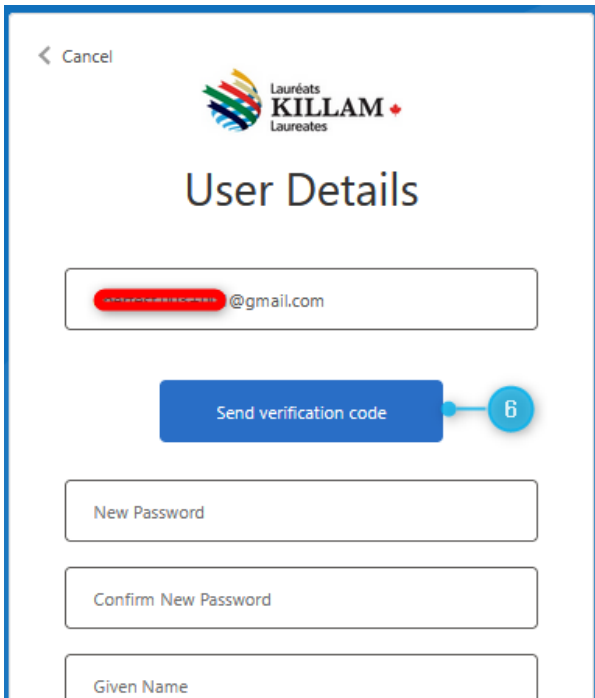
The screenshot shows the 'Sign in' page for Lauréats KILLAM Laureates. At the top is the logo. Below it is the heading 'Sign in'. A message reads: 'If you already have an account, please sign in with your email address. If you have not yet created an account, click Sign up now.' There are two input fields: 'Email Address' and 'Password'. A link 'Forgot your password?' is below the password field. A blue 'Sign in' button is below the fields. At the bottom, it says 'Don't have an account? [Sign up now](#)' with a blue callout bubble containing the number '4' pointing to the link.

5. The User Details option will display a field for email address where you can enter a value.

The two screenshots show the 'User Details' page. The left screenshot shows the form with a 'Cancel' button at the top left, the Lauréats KILLAM Laureates logo, and the heading 'User Details'. The form has five input fields: 'Email Address', 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. Each field has a red asterisk to its right. A blue 'Send verification code' button is below the 'Email Address' field. A light blue 'Create' button is at the bottom. The right screenshot is identical but the 'Email Address' field is filled with the value '12345678901234567890@gmail.com'. A blue callout bubble with the number '5' points to the email field.

**To note:** Enter the email address you will use to log in to the portal.

6. Click Send verification code. A one-time code will be sent to the email address entered to verify your sign up.



7. Check your inbox and open the email that shows **from 'Microsoft on behalf of Programme Killam Program [msonlineservicesteam@microsoftonline.com](mailto:msonlineservicesteam@microsoftonline.com)' with Subject line: Programme Killam Program account email verification code.**

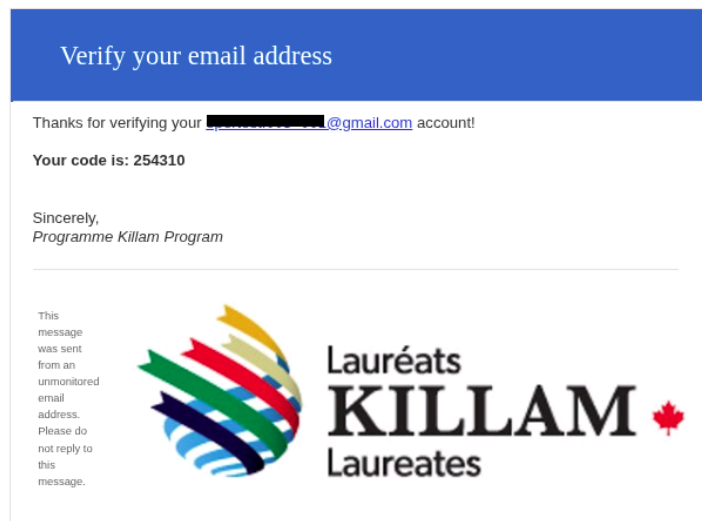
**To note:**

- If an email does not arrive within a few minutes of requesting your verification code, check your Spam or Junk folder.
- If you still don't receive a verification code, contact the [National Killam Program Office](#)

Programme Killam Program account email verification code [Inbox x](#)

**Microsoft on behalf of Programme Killam Program** <msonlineservicesteam@microsoftonline.com>  
to [redacted]

4:47 PM (0 minutes ago)



8. Enter the verification code received by email. You will see two buttons for 'Verify code' and 'Send new code'.

**To note:**

- The code is valid for 5 minutes after the received time.


A screenshot of a mobile application interface titled "User Details". At the top left is a "Cancel" button with a back arrow. The Lauréats KILLAM Laureates logo is centered at the top. Below the logo is the title "User Details". A message states: "Verification code has been sent to your inbox. Please copy it into the field and click Verify code." There are three input fields: the first contains an email address with a redacted verification code, the second contains the number "673120", and the third is labeled "New Password". To the right of each field is a red asterisk. Below the fields are two blue buttons: "Verify code" and "Send new code".

9. Click Verify Code.

A screenshot of the same "User Details" form as above. A blue circle containing the number "9" is positioned to the left of the "Verify code" button, with a line connecting it to the button. The verification code in the second input field is now "207016".

10. If the code entered is incorrect, try adding it again - **make sure there are no spaces before or after the numbers.**

[← Cancel](#)



## User Details

**That code is incorrect. Please try again.**

Email Address


 \*

Verification code

[Verify code](#) [Send new code](#)

[Continue](#)

[← Cancel](#)



## User Details

**The verification code you have entered does not match our records. Please try again, or request a new code.**

\*

\*

[Verify code](#) [Send new code](#)

\*

11. If the code has expired, a message will be displayed. You can click [Send new code](#) to request a new one.

The screenshot shows a mobile application interface for 'Lauréats KILLAM Laureates'. The title is 'User Details'. A red message states: 'That code is expired. Please request a new code.' Below this, there are three input fields, each with a red asterisk on the right: an email field containing a redacted email address followed by '@gmail.com', a code field containing '990473', and a 'New Password' field. Between the code and password fields are two blue buttons: 'Verify code' and 'Send new code'. The 'Send new code' button is highlighted with a blue circle containing the number '11'.

12. Once the code is correctly verified, the Create button will be enabled. You can enter a password and add your Given name and Surname.

The screenshot shows the same 'User Details' screen. The red message is replaced by a green message: 'E-mail address verified. You can continue now.' The email field now contains a redacted email address followed by '@gmail.com'. Below the email field is a blue button that says 'Used wrong email? Change email'. Below that are four input fields, each with a red asterisk on the right: 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. At the bottom of the screen is a large blue button labeled 'Create'.

**To note:** Click 'Used wrong email? Change email' **only if you entered an email address that you do not wish to use** to access and login to the portal.

13. Enter a New Password and add the same to Confirm New Password  
Conditions for the password:

The password must be between 8 and 64 characters.

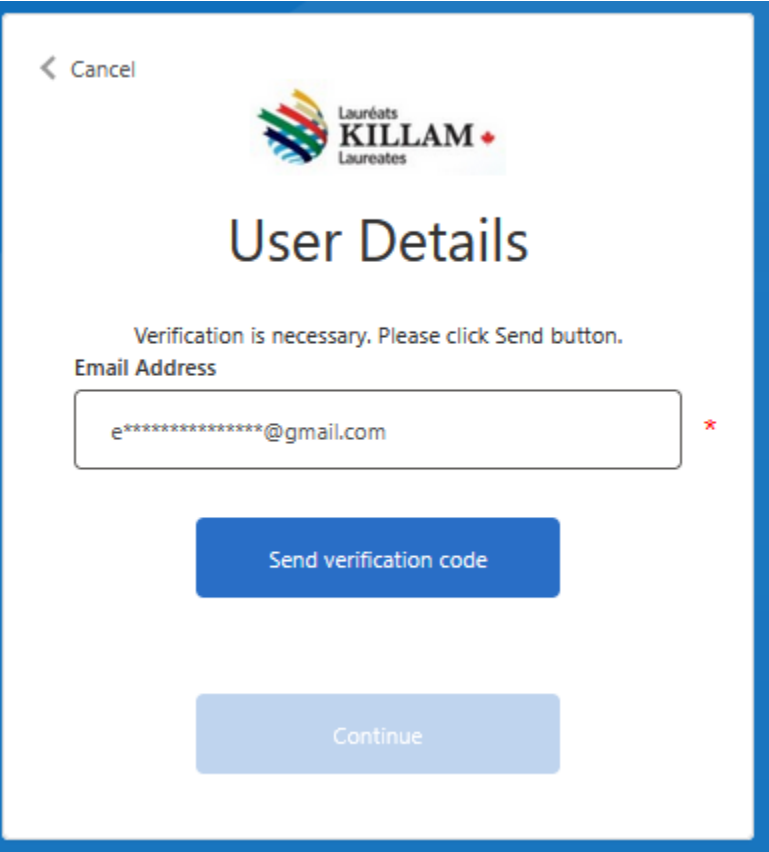
The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit
- a symbol

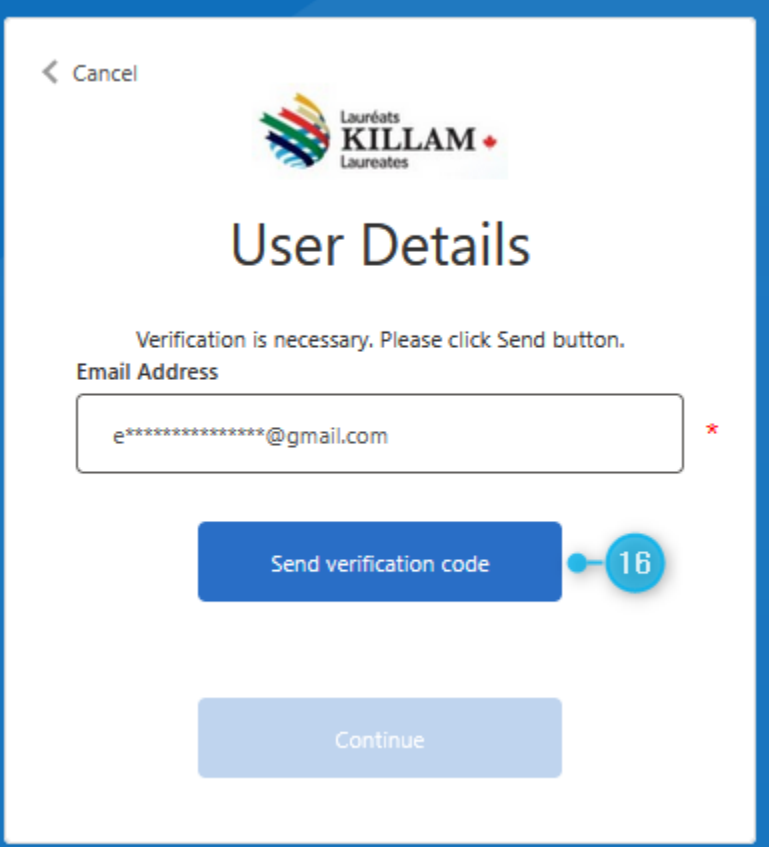
14. Click Create once you have added your password and name.

The screenshot shows a mobile application interface for 'Lauréats KILLAM Laureates'. At the top left is a 'Cancel' button with a back arrow. The logo is centered at the top. Below the logo is the title 'User Details'. A message states 'E-mail address verified. You can continue now.' Below this is an email input field containing a redacted email address followed by '@gmail.com', with a red asterisk error icon to its right. A blue button labeled 'Used wrong email? Change email' is positioned below the email field. There are two password input fields, each with a red asterisk error icon to its right. The first password field contains ten dots. Below the password fields are two text input fields for the first and last names, containing 'Jane' and 'Doe' respectively. At the bottom is a large blue 'Create' button with a circular badge containing the number '14' to its right.

15. You now must complete a second authentication step to successfully complete registration. After Create is clicked, you will see this screen with your email already entered with some letters hidden.



16. Click Send verification code.



17. Check your inbox and open the email that shows from 'Microsoft on behalf of Programme Killam Program [msonlineserviceteam@microsoftonline.com](mailto:msonlineserviceteam@microsoftonline.com)' with Subject line: Programme Killam Program account email verification code.

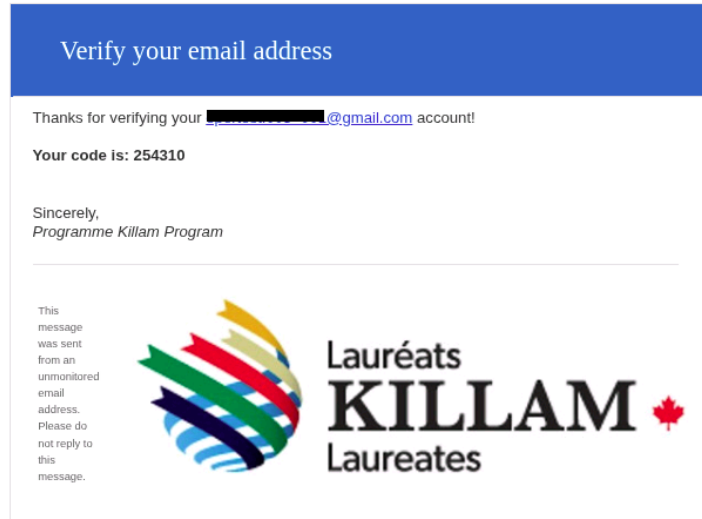
**To note:**

- If an email does not arrive within a few minutes of requesting your verification code, check your Spam or Junk folder.
- If you still don't receive a verification code, contact the [National Killam Program Office](#)

Programme Killam Program account email verification code Inbox x

Microsoft on behalf of Programme Killam Program <msonlineserviceteam@microsoftonline.com>  
to [redacted]

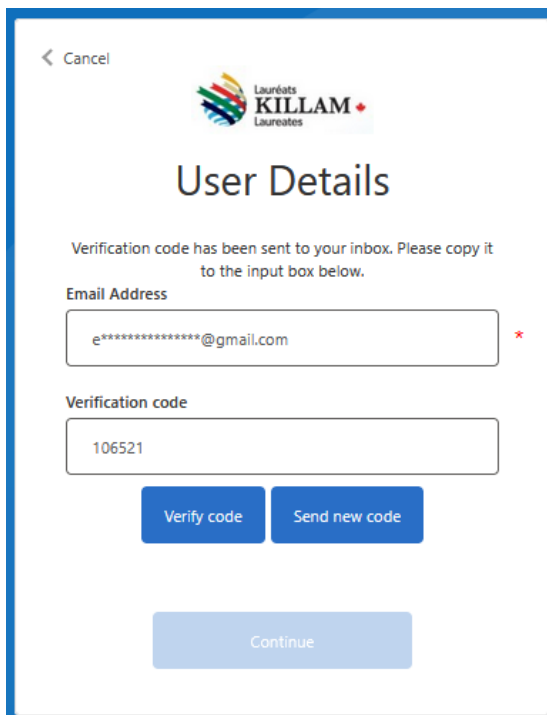
4:47 PM (0 minutes ago)



18. Enter the verification code received by email. You will see two buttons for 'Verify code' and 'Send new code'.

**To note:**

- The code is valid for 5 minutes after the received time.



19. Click Verify Code.

< Cancel

Lauréats  
**KILLAM**  
Laureates

## User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

 \*

Verification code

19 Verify code Send new code

Continue

20. Once code is verified, click Continue. You will be successfully logged in and see the Killam Program Awards Terms & Conditions.

< Cancel

Lauréats  
**KILLAM**  
Laureates

## User Details

E-mail address verified. You can now continue.

Email Address

 \*

20 Continue

## Terms and conditions

### Killam Prize - Conditions

If the application/nomination is successful, the terms and conditions will be fully outlined in the notification letter.

#### Recipients of the Killam Prize:

- \* must confirm acceptance of the prize and agree to keep the results confidential until the National Killam Program Office makes its official announcement.
- \* must agree to disclose any information that may constitute a significant departure from generally-recognized standards of public behaviour and which is seen to undermine the public reputation of the National Killam Program.
- \* must agree to allow their photographs and public information to be used for promotion of the prize and in other National Killam Program promotional material.
- \* are expected to participate in prize-related events and activities, which could include, but are not limited to: news conferences, award ceremonies and receptions, and to make themselves available for media interviews.
- \* are also asked to provide copyright permission for the use of reproductions or clips of their work on collateral and press materials associated with the Killam Prize, and on the Killam Trusts', the National Research Council of Canada's and partner websites and social media channels.

An individual may receive this award only once in a lifetime.

### Dorothy Killam Fellowship - Conditions

The Dorothy Killam Fellowships are valued at \$80,000 CAD per year for a total of up to \$160,000 for 2 years. A Dorothy Killam Fellow is relieved of all teaching and administrative duties for the period of the fellowship. The funds are intended to assist the institution to cover the costs of replacement of the applicant while still paying regular salary and benefits during the 2-year fellowship period. Recipients must obtain support for research and laboratory costs from other sources. All fellowship disbursements are administered to the existing research institution of the applicant. Dorothy Killam Fellows may be recognized at the annual National Killam Celebration of Excellence event.

Dorothy Killam Fellows are expected to continue contributing to the Canadian research community after completion of their fellowship. There are mandatory giveback activities whereby recipients are expected to participate in community engagement and/or knowledge mobilization activities. Giveback will provide Fellows with mentorship and networking opportunities, facilitate speaking opportunities to encourage the next generation of career researchers, and engage Fellows in brand promotion. Fellowship winners are expected to attend award-related events which can include, but are not limited to, news conferences, award ceremonies and receptions, and to make themselves available for media interviews. They have to allow photographs, videos and public information about themselves to be used to promote the fellowship, as well as to provide copyright permission for the use of reproductions or clips of their work on collateral and communications materials associated with the Fellowship and on the Killam Trusts', the National Research Council of Canada's and partner websites and social media channels.

Individuals that receive funding from the National Killam Program must appropriately acknowledge the support of the National Killam Program, and, where applicable, key partners in any promotional materials associated with the funded activities. The Killam logo, branding representing the Killam visual identity and/or a written message acknowledging Killam support should be included on event signage, on social media and web content, on news releases and other promotional material. Recognition must be equal to that given to corporate funders or other sponsors or donors for similar support.

A Dorothy Killam Fellowship provides 2 full years of release time typically beginning no later than January 1, 2027, following notification of the fellowship in early 2026. Support may not be requested for less than the full 2-year fellowship period. The support for the second year depends on provision and approval of an interim research report.

A Canadian university or research institute must agree to accept and administer the Dorothy Killam Fellowship funds under the terms set out by the National Killam Program. Institutions that receive the fellowship funds are expected to relieve the Fellows of all teaching and/or administrative responsibilities for the duration of the fellowship (up to 2 years). The institution must continue paying the Fellow's full salary and benefits during the entire period of the fellowship.

Proof of ethics review and approval is required prior to full release of funding for all applicants proposing research involving human participants, including interviews and access to documents affecting the privacy of individuals, and must comply with the conditions set out in the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#). This requirement applies whenever living persons or communities may be affected by the proposed research, whatever the discipline(s) involved, and could include such areas as oral history and biography.

Research involving human participants in research requiring proof of ethics review and approval also includes:

- when the actions or opinions or responses of human beings are studied in natural or staged environments;
- or when human biological materials (e.g., organs, tissues, cells, body fluids or excreta) obtained from living humans, cadavers, embryos or fetal tissues are studied;
- or when personally identifiable, de-identified information or private documents, data or other materials including images of the body and personal health data, that have not been placed in the public domain with the consent of the person directly affected, are studied;
- or when research involving a secondary use of human biological materials or data from human participants as described above, when individual or combined information is identifiable or de-identified since it's collection.

For proposed research involving animals, applicants must also provide proof of ethics approval from an Animal Care Committee certified by the [Canadian Council on Animal Care \(CCAC\)](#), and must follow the standards established in the CCAC's [Guide to Care and Use of Experimental Animals](#).

### Killam NRC Paul Corkum Fellowship - Conditions

Killam NRC Paul Corkum Fellowships provide release time from employment for national and international scholars who have demonstrated outstanding research ability and are proposing collaborative research with an NRC researcher.

Fellowships are valued at \$100,000 CAD per year in the form of a grant that is paid to the institution of each Fellow to cover release time. An additional grant of up to \$50,000 CAD is available to accommodate travel and knowledge dissemination costs of the Fellow, based on budget estimates provided in the proposal.

Killam NRC Paul Corkum Fellows and NRC co-PI are expected to participate in community engagement and knowledge mobilization activities, as well as the interdisciplinary Killam Laureate Network. While activities will vary for each Laureate, one core activity that is consistent for all Laureates is participation in the Killam Laureate Network.

## 21. The first time you sign in, you are asked to read and agree to the Killam Program Awards Terms & Conditions. Please read this page attentively before checking the box and clicking Continue.

### Killam NRC Paul Corkum Fellowship - Conditions

Killam NRC Paul Corkum Fellowships provide release time from employment for national and international scholars who have demonstrated outstanding research ability and are proposing collaborative research with an NRC researcher.

Fellowships are valued at \$100,000 CAD per year in the form of a grant that is paid to the institution of each Fellow to cover release time. An additional grant of up to \$50,000 CAD is available to accommodate travel and knowledge dissemination costs of the Fellow, based on budget estimates provided in the proposal.

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Proof of ethics review and approval is required prior to full release of funding for all applicants proposing research involving human participants, including interviews and access to documents affecting the privacy of individuals, and must comply with the conditions set out in the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#).

For proposed research involving animals, applicants must also provide proof of ethics approval from an Animal Care Committee certified by the [Canadian Council on Animal Care \(CCAC\)](#), and must follow the standards established in the CCAC's [Guide to Care and Use of Experimental Animals](#).

Proposed research must follow the Government of Canada's [Policy of Sensible Technology, Research and Affiliations of Concern](#).

To be eligible, Fellowship applicants must:

- be willing and able to travel to an NRC location or locations in Canada to collaborate with an NRC co-PI as required.
- obtain a reliability status personal security clearance.
- demonstrate commitment to building Canada's future and alignment with Killam attributes.
- agree to participate in community engagement and knowledge mobilization activities. This may include: participation in the Killam Laureate Network, participation in a Fellow lecture series and invited lectures, and/or participation in dissemination activities with relevant University departments, or with other organizations or appropriate scientific societies.
- demonstrate commitment to knowledge exchange with their NRC co-PI.
- be a mid-to-late career researcher, although researchers at earlier career stages may be considered in some cases.
- receive release time to conduct the proposed research, and will continue to be employed by the same institution for up to 12 months from the start of the Fellowship; and,
- consent to disclose any information that may constitute a significant departure from generally-recognized standards of public behaviour and which is seen to undermine the public reputation of the National Killam Program.

To be eligible, the NRC co-PI must:

- be employed by the National Research Council of Canada (NRC) at any stage of career;
- hold a reliability status personal security clearance at the NRC;
- demonstrate commitment to building Canada's future and alignment with Killam attributes;
- demonstrate commitment to collaborate with the Fellow at one or more NRC sites as required for the project;
- receive release time to conduct the proposed research from the NRC, and continue to be employed by the same institution for up to 12 months from the start of the Fellowship;
- demonstrate commitment to knowledge exchange with the Fellow;
- agree to participate in community engagement and knowledge mobilization activities which may require travel; and,
- consent to disclose any information that may constitute a significant departure from generally-recognized standards of public behaviour and which is seen to undermine the public reputation of the National Killam Program.

I agree to these terms and conditions.

[Continue](#)

## 22. The first time you sign in, you are asked to complete your profile. Confirm or update your details, including preferred language for communications with the National Killam Program Office, and click Submit.

National Killam Program > Profile

[Home](#) [Menu](#)

Jane Doe

[Sign Out](#)

### Profile

\* First Name (required) \*

\* Last Name (required) \*

E-mail

\* Preferred language (required)

In which official language do you wish to communicate?

Would you like to sign up to be a peer reviewer?

No  Yes

Peer reviewers are leading researchers whose area of study aligns with one or more submissions to the National Killam Program. Reviewers may not play any role in any Dorothy Killam Prize application, Killam NRC Paul Corkum Fellowship application, or Killam Prize nomination in a year in which they are assigned submissions to review. Peer reviewer status and reviews are manually assigned by the National Killam Program Office.

[Submit](#)

## 2.2. REDEEM AN INVITATION

1. You may receive an invitation email to create an account to participate in a Killam Program Award application or review.

The email Subject and content may look something like this:

FOR ACTION: Killam Prize Program portal invitation / invitation au portail pour le prix Killam Inbox x 🖨️ 📧

☰ Summarize this email

**no-reply** <no-reply@programmekillamprogram.ca>  
to me ▾

4:52 PM (0 minutes ago) ☆ 😊 ↶ ⋮

*le français suit*

Dear Dr. Jane Doe :

You have been invited to provide or confirm your information in support of your nomination for the Killam Prize. Information about the Prize and the National Killam Program is available online at [National Killam Program - National Research Council Canada](#).

Please log in to the portal for the National Killam Program by clicking the link below.

[Access here to redeem your invitation](#)

Once you are in the portal, please refer to the nominee **checklist** below to complete your nomination.

- Verify contact information and communication preferences
- Upload CV (if required)
- Complete optional self-identification
- Enter research categories
- Complete attestation of eligibility
- Complete summary and submit

The Killam Team is here to help. Should you require any assistance please contact us at [KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca](mailto:KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca).

Regards,  
National Killam Program Office

**To note:** If you are expecting an invitation and do not see it in your Inbox, please ensure to check your Spam or Junk folder.

2. If you have received an email invitation to login to the National Killam Program portal, click on the link provided - “Access here to redeem your invitation”.

Please log in to the portal for the National Killam Program by clicking the link below.

[Access here to redeem your invitation](#)

3. You will be brought to the National Killam Program portal > Redeem invitation page with your unique Invitation code populated.
  - Confirm there is text in the Invitation code field.
  - If you have an existing account, select the box. Click Register.

You can redeem your invitation code here.

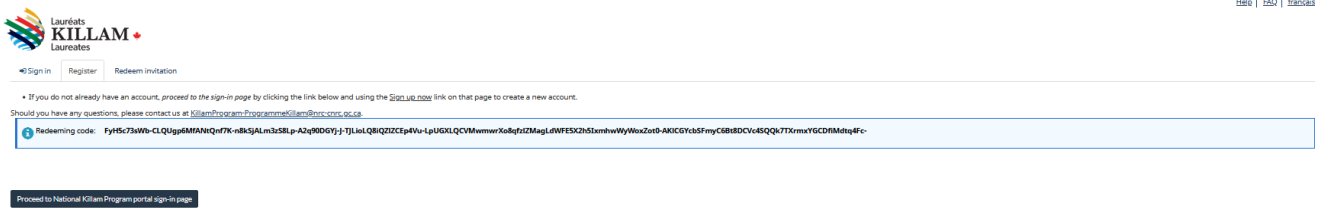
- If you have previously created an account, select the check box below then proceed to the *sign-in page* by clicking the link below.
- If you do not already have an account, proceed to the *sign-in page* by clicking the link below and using the [Sign up now](#) link on that page to create a new account.

Should you have any questions, please contact us at [KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca](mailto:KillamProgram-ProgrammeKillam@nrc-cnrc.gc.ca).

\* Invitation code

I have an existing account

- Click 'Register'. A message will be displayed showing that the invitation code is being redeemed.
  - The display shows the code that is used to connect your account to the appropriate application or nomination.

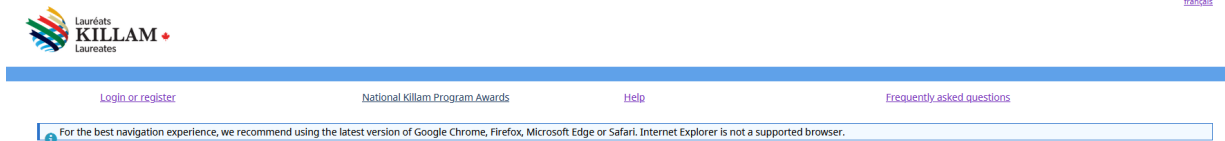


- Click Proceed to National Killam Program portal sign-in page.
- If you are accessing the portal for the first time, continue with the steps documented in section [2.1 - First time Registration](#).
- If you already have an existing account, continue with the steps documented in section [3 - How to login](#).

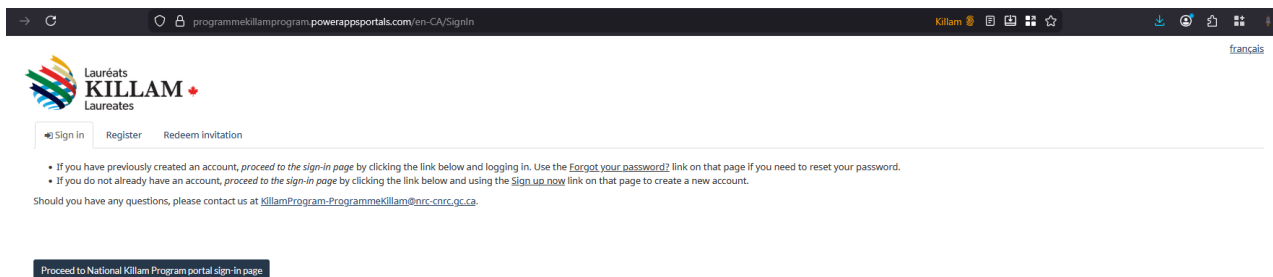
### 3. HOW TO LOGIN

After you have created an Account and registered to the portal as the first step, you can sign into the National Killam Program Portal using the following steps.

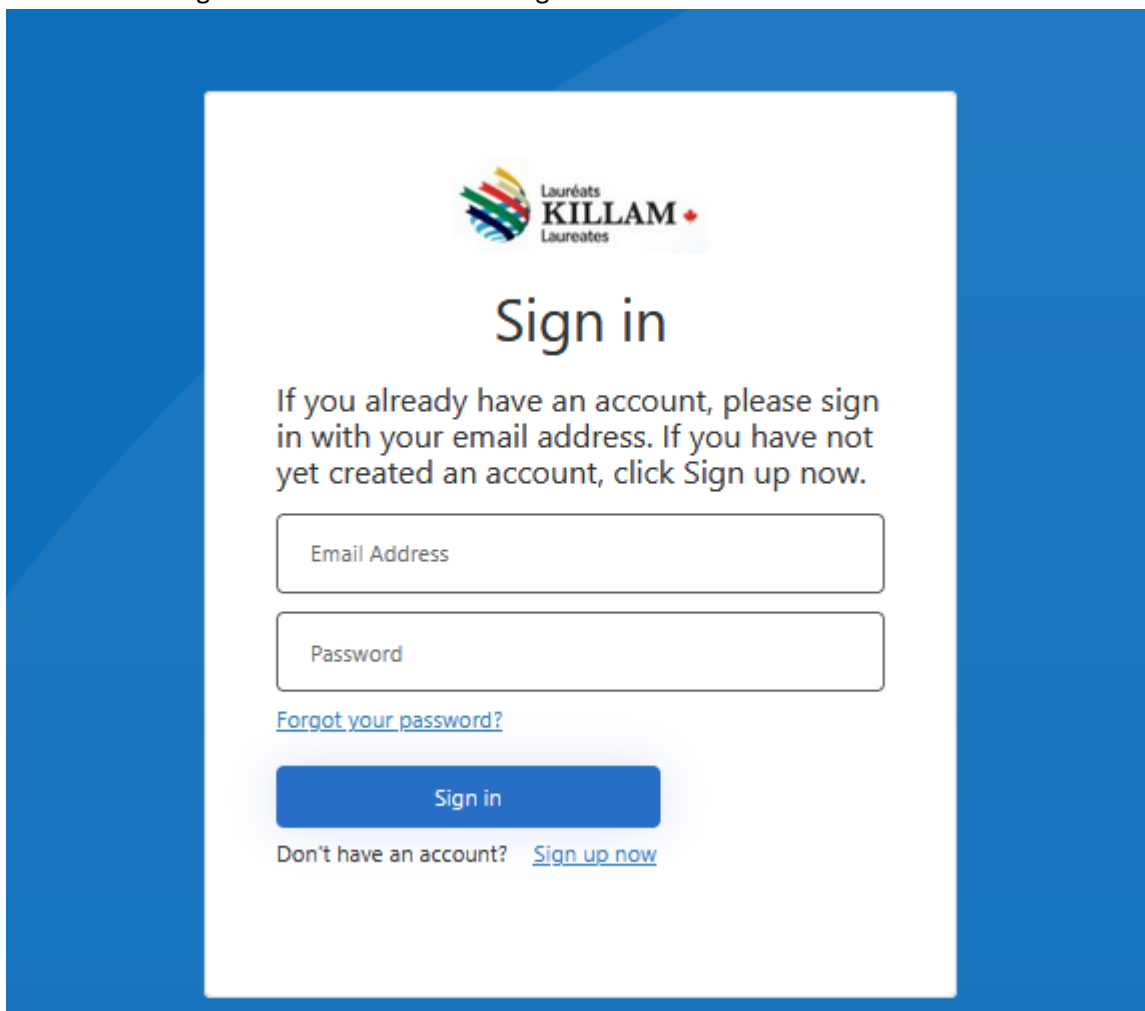
- Access the **National Killam Program Portal**: <https://programmekillamprogram.powerappsportals.com/en-CA/>



- Click [Login or register](#) - you will be navigated to a page that shows 3 tabs: Sign in, Register and Redeem invitation.



3. In the Sign in tab, click [Proceed to National Killam Program portal sign-in page](#). You will be brought to the Microsoft Azure Sign in interface.



4. Enter the email address and password you entered at first time registration.  
**To note:** If you don't remember the email address used to register, contact the [National Killam Program Office](#). Please provide your Full Name, University and the purpose for trying to login and access the portal.



## Sign in

If you already have an account, please sign in with your email address. If you have not yet created an account, click Sign up now.

 4

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

5. Click Sign in.



## Sign in


If you already have an account, please sign in with your email address. If you have not yet created an account, click Sign up now.

[Forgot your password?](#)

Sign in 5

Don't have an account? [Sign up now](#)

6. If the system does not recognize your email address, it will show a message indicating that it cannot find your account. If you don't remember the email address used to register, contact the [National Killam Program Office](#). Please provide your Full Name, University and the purpose for trying to login and access the portal.

  
**Sign in**

If you already have an account, please sign in with your email address. If you have not yet created an account, click Sign up now.

We can't seem to find your account.

\*\*\*\*\*@gmail.com

●●●●●●●●


[Forgot your password?](#)

**Sign in**

Don't have an account? [Sign up now](#)

7. You will then need to complete the 2-factor authentication as you will do each time you login. After Sign in is clicked, you will see this screen with your email already entered with some letters hidden.

[Cancel](#)

  
**User Details**

Verification is necessary. Please click Send button.

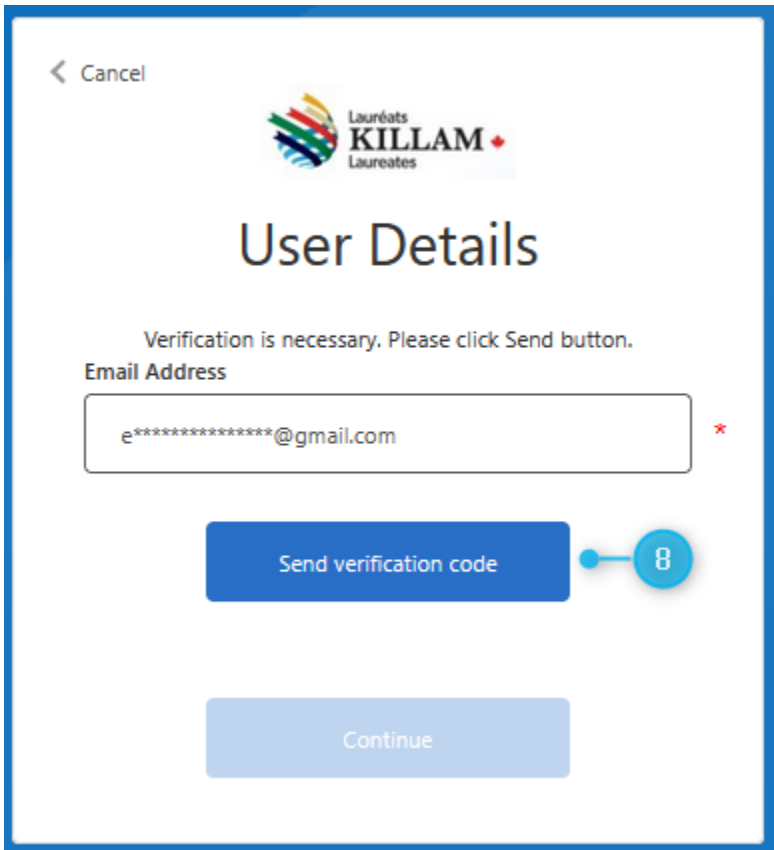
Email Address

e\*\*\*\*\*@gmail.com \*

**Send verification code**

Continue

8. Click Send verification code.



9. Check your inbox and open the email that shows from 'Microsoft on behalf of Programme Killam Program [msonlineserviceteam@microsoftonline.com](mailto:msonlineserviceteam@microsoftonline.com)' with Subject line: Programme Killam Program account email verification code.

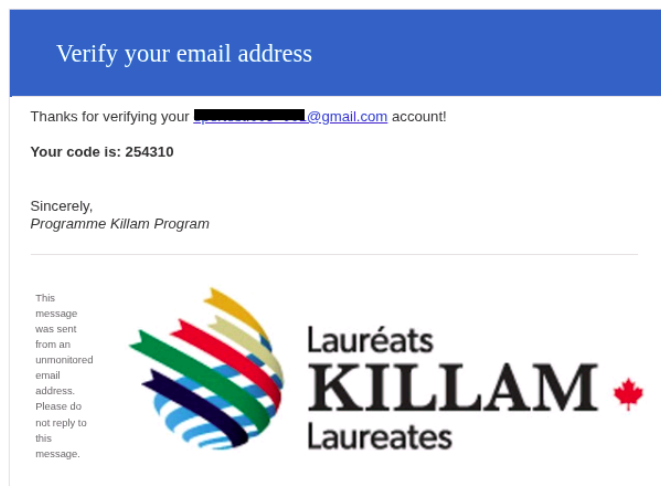
**To note:**

- If an email does not arrive within a few minutes of requesting your verification code, check your Spam or Junk folder.
- If you still don't receive a verification code, contact the [National Killam Program Office](#)

Programme Killam Program account email verification code Inbox x

Microsoft on behalf of Programme Killam Program <msonlineserviceteam@microsoftonline.com>  
to [REDACTED]

4:47 PM (0 minutes ago)



10. Enter the verification code received by email. You will see two buttons for 'Verify code' and 'Send new code'.

**To note:**

- The code is valid for 5 minutes after the received time.

< Cancel

Lauréats  
**KILLAM**  
Laureates

## User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

 \*

Verification code

Verify code Send new code

Continue

11. Click Verify code.

< Cancel

Lauréats  
**KILLAM**  
Laureates

## User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

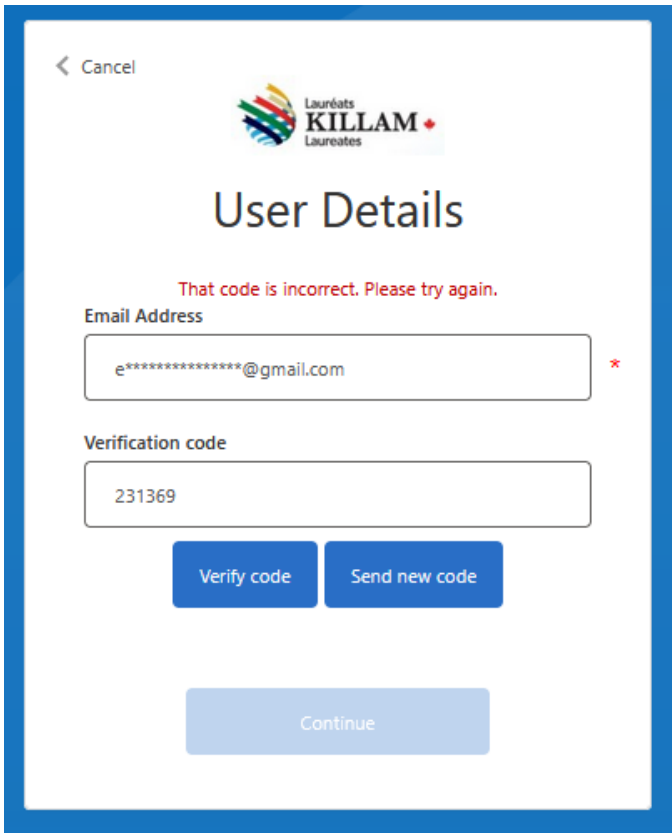
 \*

Verification code

11 Verify code Send new code

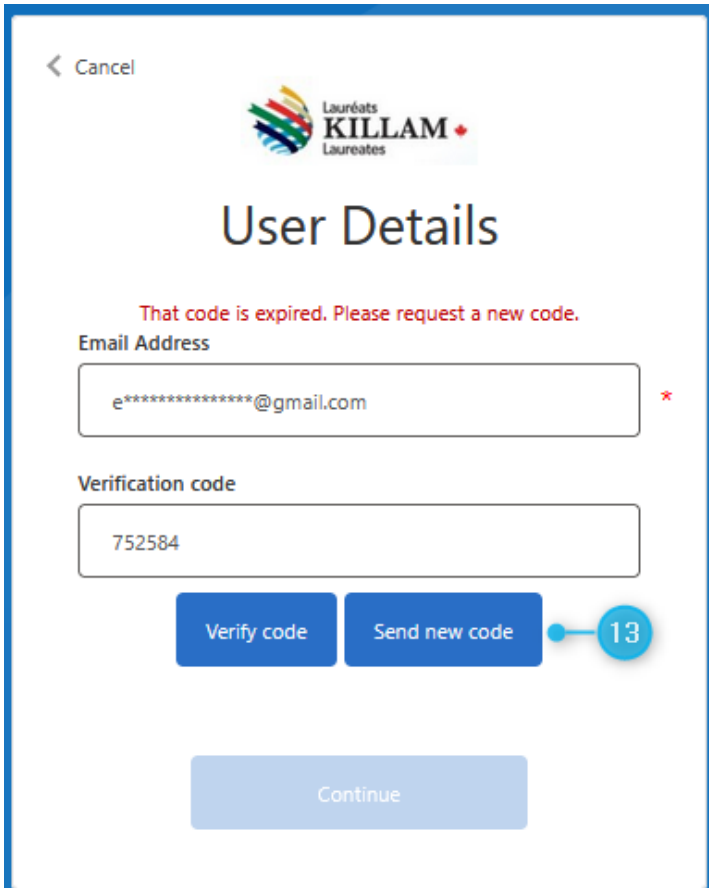
Continue

12. If the code entered is incorrect, try adding it again - **make sure there are no spaces before or after the numbers.**



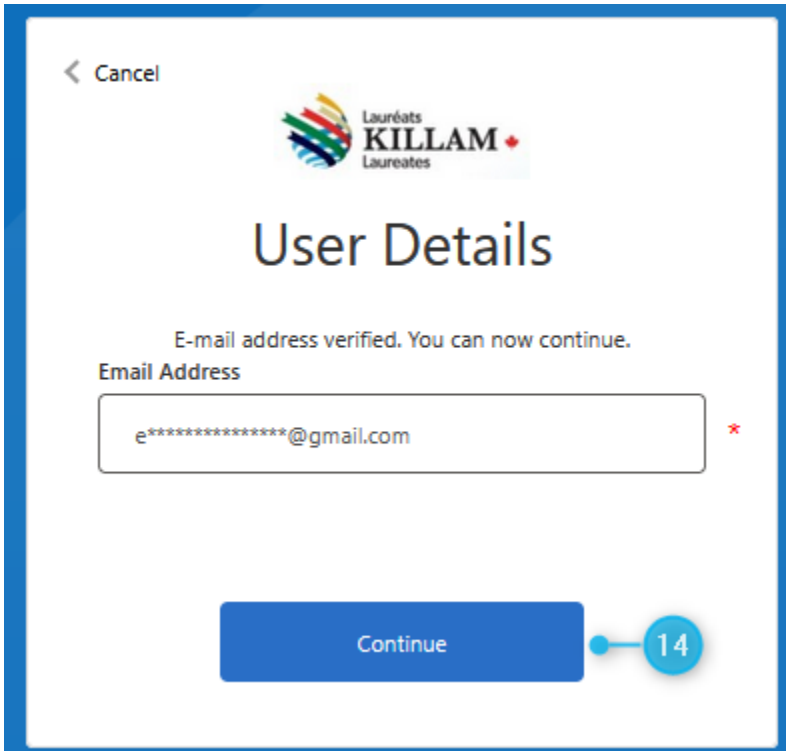
The screenshot shows a mobile application interface for 'Lauréats KILLAM Laureates'. At the top left is a 'Cancel' button with a back arrow. The logo is centered at the top. Below the logo is the title 'User Details'. A red error message reads: 'That code is incorrect. Please try again.' Below this are two input fields: 'Email Address' containing 'e\*\*\*\*\*@gmail.com' with a red asterisk to its right, and 'Verification code' containing '231369'. At the bottom are three buttons: 'Verify code', 'Send new code', and 'Continue'.

13. If the code has expired, a message will be displayed. You can click Send new code to request a new one.



The screenshot shows the same 'User Details' screen as above. The red error message now reads: 'That code is expired. Please request a new code.' The 'Email Address' field remains 'e\*\*\*\*\*@gmail.com' with a red asterisk. The 'Verification code' field now contains '752584'. The 'Send new code' button is highlighted with a blue circle containing the number '13'. The 'Verify code' and 'Continue' buttons are also visible.

14. Once code is verified, click Continue. You will be successfully logged in and see the My Profile page.



National Killam Program > Profile

Home Menu Jane Doe Sign Out

### Profile

\* First Name (required) \*  \* Last Name (required) \*

E-mail

\* Preferred language (required)  
In which official language do you wish to communicate?

Would you like to sign up to be a peer reviewer?  
 No  Yes  
Peer reviewers are leading researchers whose area of study aligns with one or more submissions to the National Killam Program. Reviewers may not play any role in any Dorothy Killam Prize application, Killam NRC Paul Corkum Fellowship application, or Killam Prize nomination in a year in which they are assigned submissions to review. Peer reviewer status and reviews are manually assigned by the National Killam Program Office.

## 4. HOW TO CHANGE YOUR PASSWORD

If you don't remember your password to sign into the National Killam Program Portal, use the following steps.

1. Access the **National Killam Program Portal**: <https://programmekillamprogram.powerappsportals.com/en-CA/>



[Login or register](#)

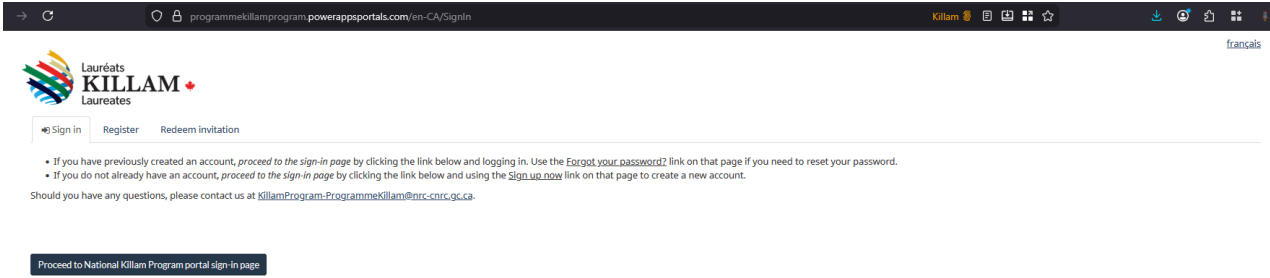
[National Killam Program Awards](#)

[Help](#)

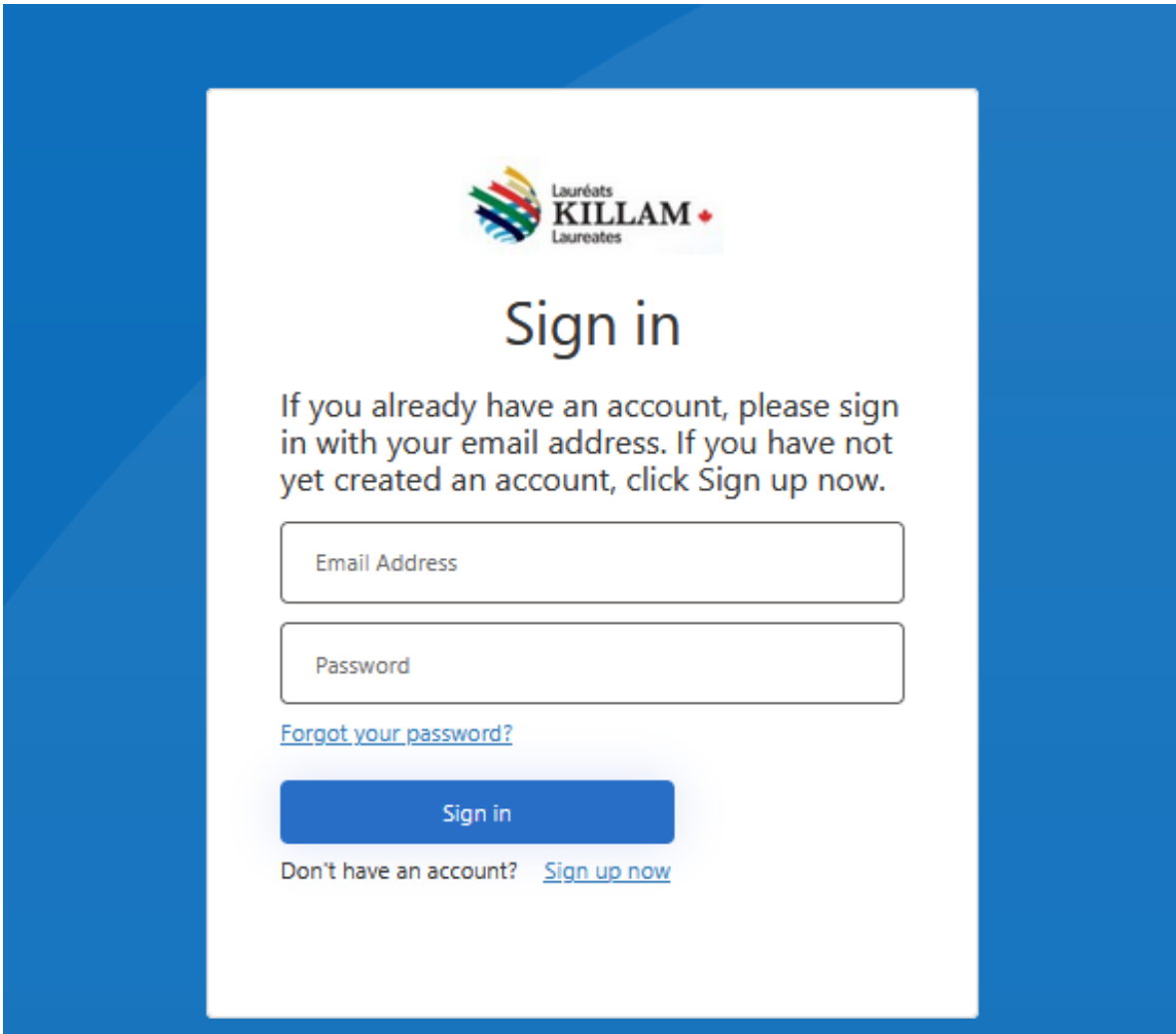
[Frequently asked questions](#)

For the best navigation experience, we recommend using the latest version of Google Chrome, Firefox, Microsoft Edge or Safari. Internet Explorer is not a supported browser.

2. Click Login or register - you will be navigated to a page that shows 3 tabs: Sign in, Register and Redeem invitation.



3. In the Sign in tab, click Proceed to National Killam Program portal sign-in page. You will be brought to the Microsoft Azure Sign in interface.



4. Click Forgot your password?



## Sign in

If you already have an account, please sign in with your email address. If you have not yet created an account, click Sign up now.

[Forgot your password?](#) 4

Don't have an account? [Sign up now](#)

5. Enter your email address in the field provided and click [Send verification code](#).

**To note:** [Please use the email address that you registered the first time to access the portal.](#)

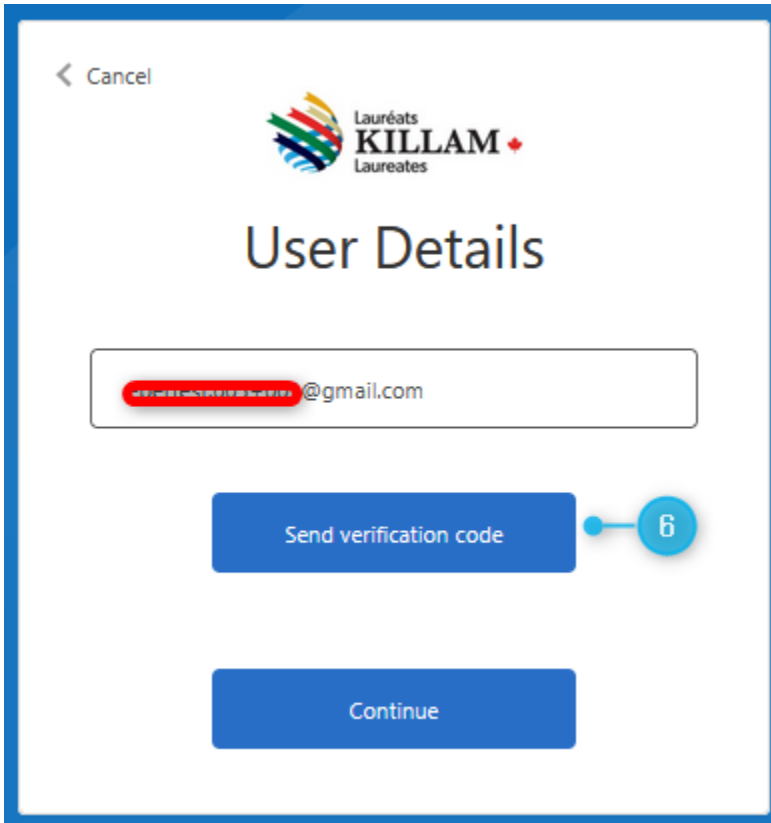
< Cancel



## User Details

 5

6. Click Send verification code. A one-time code will be sent to the email address entered to verify authentication.



7. Check your inbox and open the email that shows from 'Microsoft on behalf of Programme Killam Program [msonlineserviceteam@microsoftonline.com](mailto:msonlineserviceteam@microsoftonline.com)' with Subject line: Programme Killam Program account email verification code.

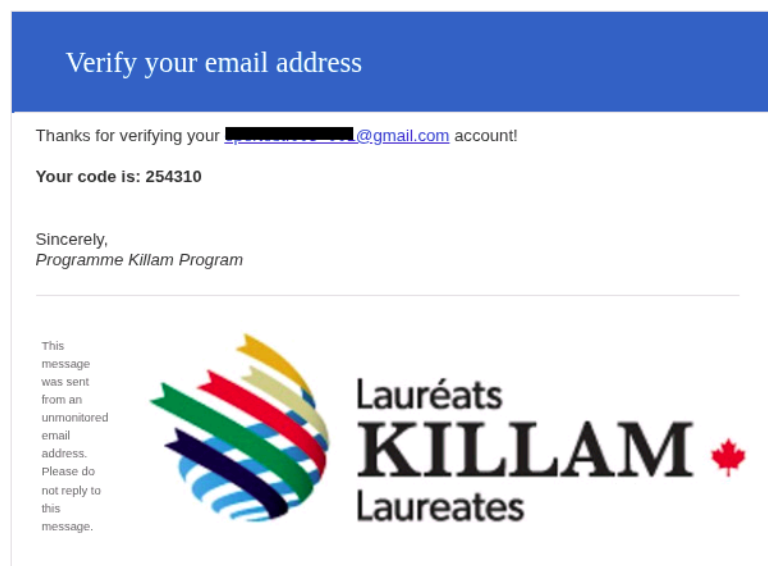
**To note:**

- If an email does not arrive within a few minutes of requesting your verification code, check your Spam or Junk folder.
- If you still don't receive a verification code, contact the [National Killam Program Office](#)

Programme Killam Program account email verification code Inbox x

Microsoft on behalf of Programme Killam Program <msonlineserviceteam@microsoftonline.com>  
to [REDACTED]

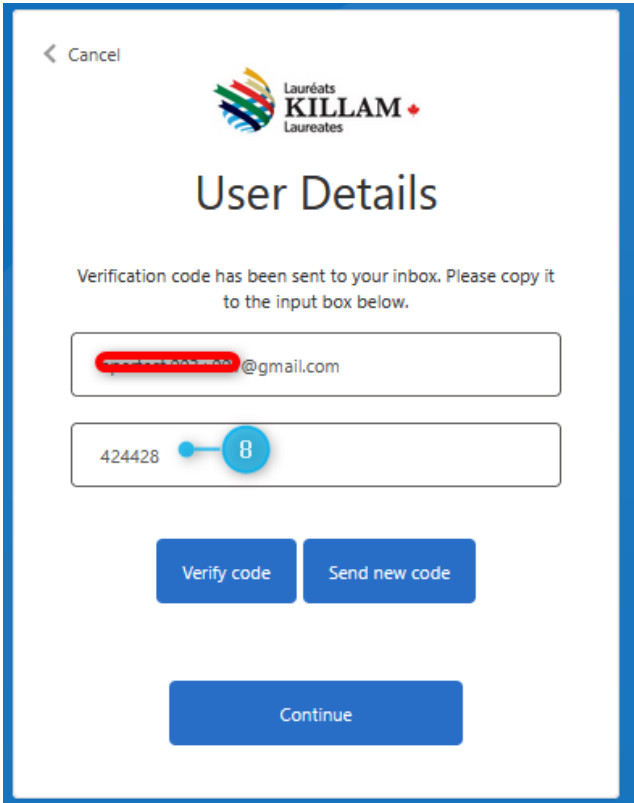
4:47 PM (0 minutes ago)



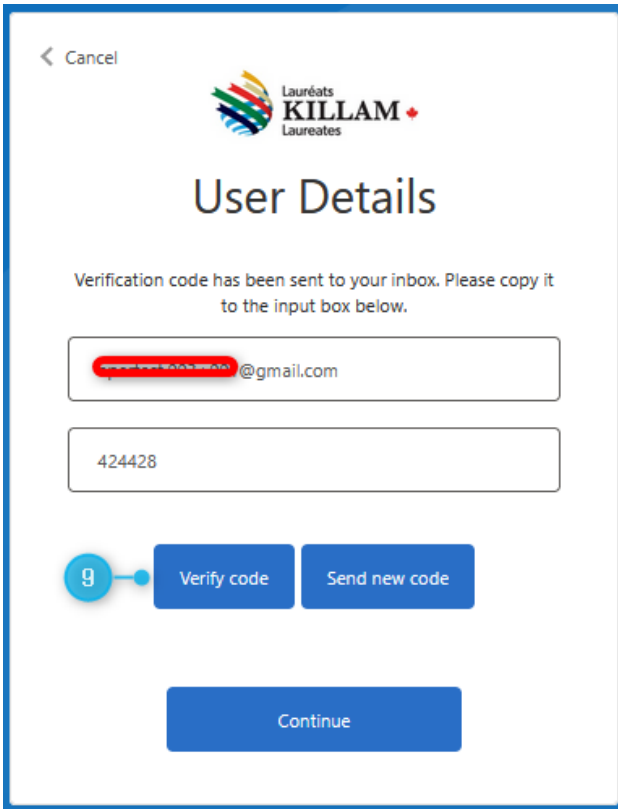
8. Enter the verification code received by email. You will see two buttons for 'Verify code' and 'Send new code'.

**To note:**

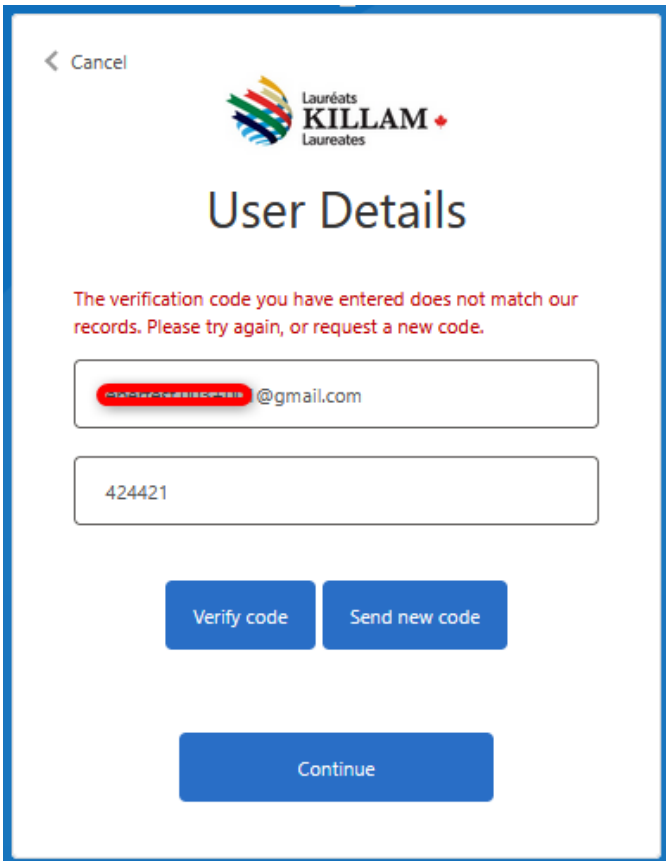
- The code is valid for 5 minutes after the received time.



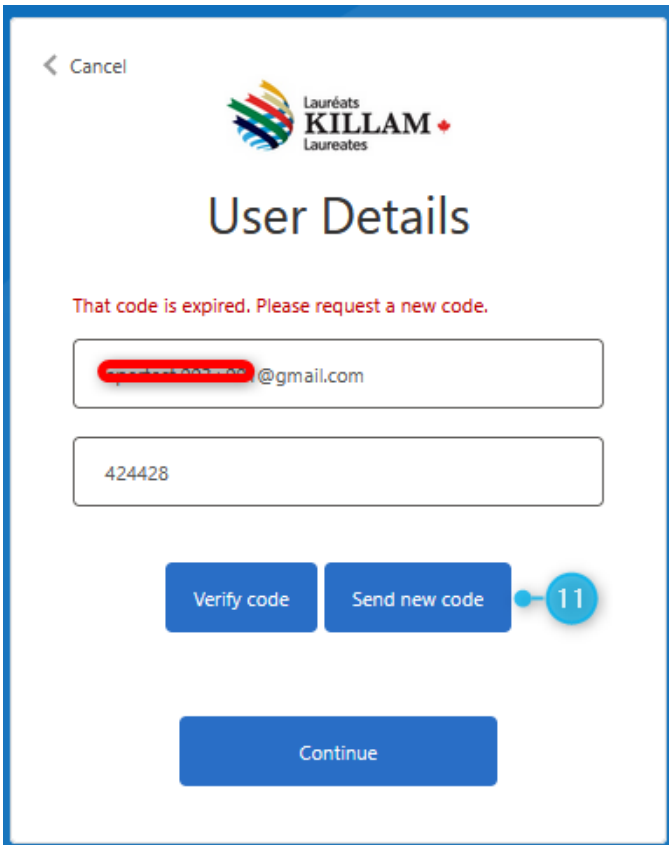
9. Click Verify code.



10. If the code entered is incorrect, try adding it again - **make sure there are no spaces before or after the numbers.**

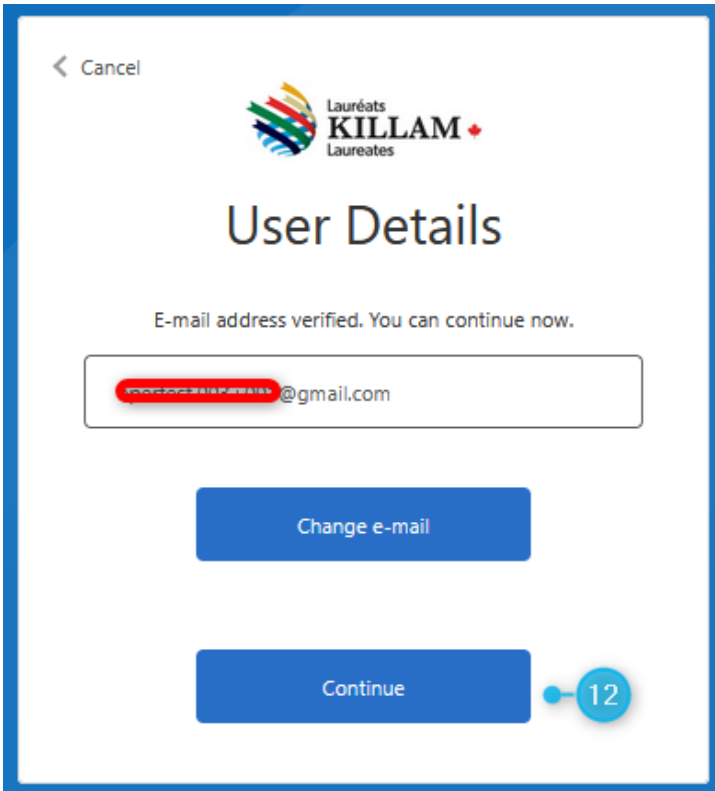


11. If the code has expired, a message will be displayed. You can click Send new code to request a new one.



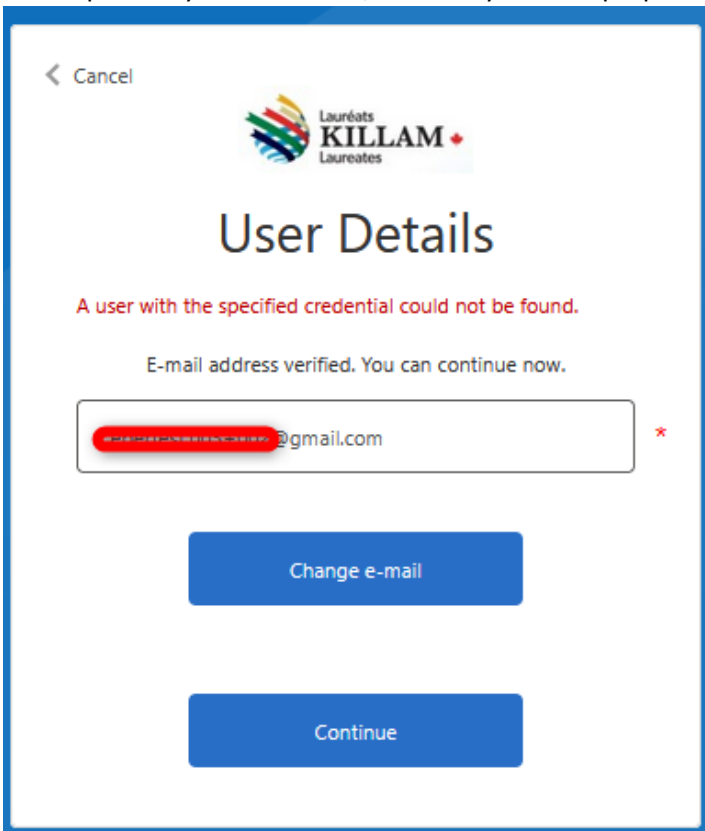
12. Once email is verified, click Continue.

**To note:** Click 'Change e-mail' **only if you entered an email address that you do not wish to use to access and login to the portal.**



13. If the system cannot find your email address, a message will be displayed:

**To note:** If you don't remember the email address used to register, contact the [National Killam Program Office](#). Please provide your Full Name, University and the purpose for trying to login and access the portal.



14. Click Change e-mail and enter the right email address - verify and continue.

< Cancel

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## User Details

A user with the specified credential could not be found.

E-mail address verified. You can continue now.

[Redacted]@gmail.com \*

Change e-mail 14

Continue

15. Once email and code are correctly verified, enter the new password and confirm the same.

< Cancel

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**KILLAM**  
Laureates

## User Details

New Password \*

Confirm New Password \*

Continue

16. Click Continue.



17. Your password will be successfully reset; you will be successfully logged in and see the My Profile page.