



VIRTUAL CAMPUS FOR PUBLIC HEALTH (VCPH)

Short tutorial with instructions on how to apply for participation in VCPH courses with tutors

Tutored courses promote learning and collaboration among all participants. Generally, these courses require specific time commitments (usually 8 to 10 hours per week) to complete the activities (readings, assignments, forums, etc.).

Information about these courses with tutors is published in the VCPH Portal, in the Campus social networks (Facebook, Twitter) and through PAHO country offices, including the deadlines to submit online applications for each course.

The selection process is guided by PAHO's technical cooperation criteria and the participant profile that has been determined for the course. Course coordinators make efforts to ensure participation by all eligible countries.

In the following slides we will explain how to complete your application.

If you have any questions, please contact us through the [Campus Help Desk](#).

ACCOUNT CREATION

If you don't have a user account, you must create one by clicking on the **"Create Account"** link in the VCPH website (<https://www.campusvirtualsp.org/en>). Then, complete the form with your personal information. Follow the instructions in your e-mail to complete the process. You must remember the username and password you choose, because you will need that information afterwards to access the courses.

The screenshot shows the homepage of the Virtual Campus for Public Health (VCPH). At the top, there is a navigation bar with social media icons (Facebook, Twitter, YouTube, LinkedIn, RSS) and a red box highlighting the "Create account" link, with a red arrow pointing to it. Next to it is a "Forgot password" link. To the right are input fields for "Username" and "Password", and a "Log in" button. Below the navigation bar are three logos: the Pan American Health Organization (PAHO), the World Health Organization (WHO) Regional Office for the Americas, and the Virtual Campus for Public Health (VCPH). A blue navigation bar contains the following links: Home, What is the Campus?, Virtual Classroom, Open Resources, Virtual Experiences, Virtual Clinic, PAHO, and WHO. Below the navigation bar are six tiles, each with a photo and a title: "Self-learning course" (a person using a laptop), "Courses with tutoring" (two people looking at a laptop), "Open courses" (a woman at a computer), "Call for applications" (a hand typing on a keyboard), "Upcoming courses" (a woman at a computer), and "Help desk" (a doctor with a stethoscope). At the bottom, there are language options: "Español" and "Português". Below this is the text "Welcome to the Virtual Campus for Public Health, PAHO/WHO". To the right of this text is a section titled "VCPH Network" with a list of countries: REGIONAL, ARGENTINA, BRAZIL, EL SALVADOR, MEXICO, PARAGUAY, and PERU. Below the "VCPH Network" section is a button labeled "Open Resources".

USER LOGIN

Once you have created your account, you can login to access information on VCPH courses and the application form for available courses.

[f](#) [t](#) [v](#) [p](#) [in](#) [r](#) [Create account](#) | [Forgot password](#)

Username * Password * [Log in](#)

Pan American Health Organization

World Health Organization
REGIONAL OFFICE FOR THE Americas

VIRTUAL CAMPUS FOR PUBLIC HEALTH

[Home](#) [What is the Campus?](#) [Virtual Classroom](#) [Open Resources](#) [Virtual Experiences](#) [Virtual Clinic](#) [PAHO](#) [WHO](#)

Self-learning course

Courses with tutoring

Open courses

Call for applications

Upcoming courses

Help desk

Español Português

Welcome to the Virtual Campus for Public Health, PAHO/WHO

[Open Resources](#)

VCPH Network

REGIONAL	EL SALVADOR
ARGENTINA	MEXICO
BRAZIL	PARAGUAY
CHILE	PERU

“CALL FOR APPLICATIONS” COURSES

On the Portal homepage, you can see the different course categories: "Call for applications", "Self-learning", "Upcoming", "Open courses" and "Courses with tutoring". Click on the **“Call for applications”** image.

The screenshot displays the homepage of the Virtual Campus for Public Health (VCPH). At the top, there are social media icons (Facebook, Twitter, YouTube, LinkedIn, RSS) and links for "Create account" and "Forgot password". A login section includes fields for "Username" and "Password" with a "Log in" button. Below this, the logos for the Pan American Health Organization, the World Health Organization Regional Office for the Americas, and the Virtual Campus for Public Health are shown. A blue navigation bar contains the following links: Home, What is the Campus?, Virtual Classroom, Open Resources, Virtual Experiences, Virtual Clinic, PAHO, and WHO. The main content area features six course category tiles, each with a representative image and a text label: "Self-learning course", "Courses with tutoring", "Open courses", "Call for applications" (which is highlighted with a red border and a red arrow pointing to it), "Upcoming courses", and "Help desk". At the bottom of the page, there are language options for "Español" and "Português", a welcome message "Welcome to the Virtual Campus for Public Health, PAHO/WHO", an "Open Resources" button, and a "VCPH Network" section listing various countries with their respective flags: REGIONAL, EL SALVADOR, ARGENTINA, MEXICO, BRAZIL, PARAGUAY, and others.

LIST OF COURSES

After you click on the "**Call for applications**" image, you will find the list of courses with tutors that are currently accepting application forms. If you are interested in any of these courses and meet the requirements, you may apply.

Click on the name or image to read information about that course (objectives, contents, start and end dates of the course, requirements, coordinators, deadline to submit applications and course brochure).



[Home »](#)

[Back to the Regional Virtual Classroom](#)

Call for applications courses

These are courses with tutors. Right now the course is on call and you can apply for a seat. The allocation of seats is carried out under the criteria of technical cooperation of PAHO and profile requirements for each course. We try to guarantee places for all countries.



Integration of Mental Health into Primary Care (2015)

Call for applications

6 August, 2015 - 10 December, 2015



CARMEN School: How to Effectively Address Non Communicable Diseases in 21st Century (2015)

Call for applications

16 March, 2015 - 7 June, 2015

LINK TO APPLICATION FORM IN COURSE INFORMATION PAGE

You will find a link to the application form at the top of the page.

CARMEN School: How to Effectively Address Non Communicable Diseases in 21st Century (2015)

[Application form](#)



The UN High level meeting on NCDs in NY in 2011, Regional Strategy for Prevention and control of NCDs 2012 and Plan of Action for NCDs 2013-2019 bring capacity building for NCD prevention and control as prominent on the global and regional agenda. This will be the second time that the course is offered through a virtual campus. There is a vast experience in capacity building through "face to face" courses in the Americas through the CARMEN school.

The course "How to effectively address Non communicable diseases in 21st century" is targeted to Caribbean NCD country managers and managers in related areas: Health promotion, NCD Epidemiology, diabetes, CVD or cancer program managers.

The participants will develop a thorough understanding of a comprehensive approach to addressing the health problem of Chronic Non Communicable Diseases.

MAIN TOPICS

- Evidence Based Public Health
- Policy Analysis
- Non communicable Disease Surveillance
- Social Marketing in Public Health
- Evidence Based Management

COURSE OBJECTIVES

- To position the prevention and control of NCDs in the actual global, regional and national context
- To understand the decision-making and action-taking process in Evidence Based Public Health.
- To become familiar with successful surveillance systems and methodologies in the Americas.

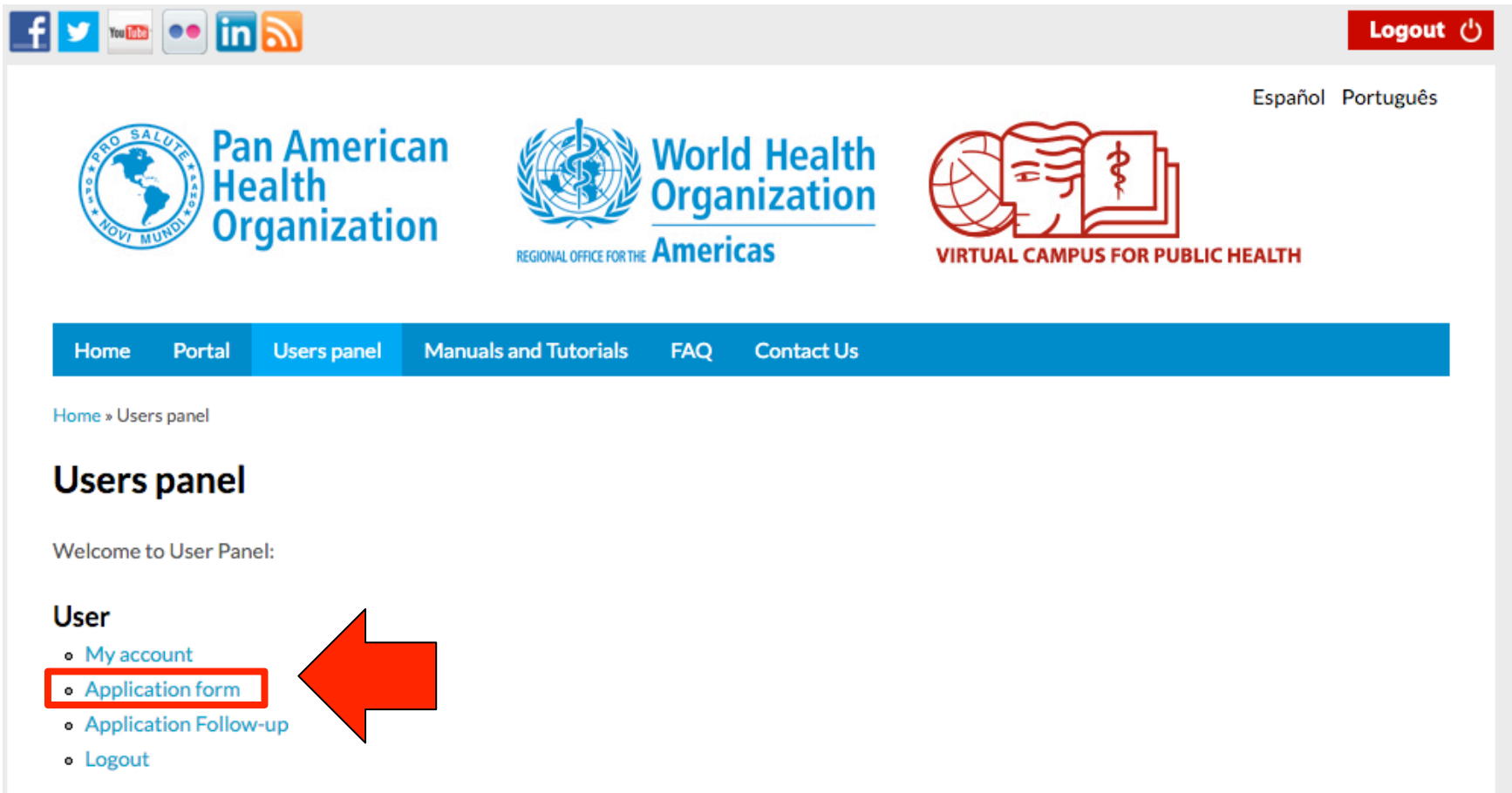
OPEN APPLICATION FORM THROUGH THE USERS PANEL

Another way to access the application form, is to click on the **"USERS PANEL"** link that appears in the Portal main page, once you are logged-in.

The screenshot displays the main interface of the Virtual Campus for Public Health (VCPH) portal. At the top, there are social media icons and a 'Logout' button. Below this, the logos for the Pan American Health Organization, the World Health Organization Regional Office for the Americas, and the VCPH are shown. A horizontal navigation bar contains links to various sections: Home, What is the Campus?, Virtual Classroom, Open Resources, Virtual Experiences, Virtual Clinic, PAHO, and WHO. The main content area features a grid of six tiles, each with an image and a title: 'Self-learning course', 'Courses with tutoring', 'Open courses', 'Call for applications', 'Upcoming courses', and 'Help desk'. At the bottom of the page, there are language options for 'Español' and 'Portugués', a welcome message 'Welcome to the Virtual Campus for Public Health, PAHO/WHO', an 'Open Resources' section, and a 'VCPH Network' section with links for 'REGIONAL' and 'EL SALVADOR'. A red arrow points to a blue button labeled 'USERS PANEL' which is highlighted with a red border.

OPEN APPLICATION FORM THROUGH THE USERS PANEL - APPLICATION FORM LINK

In the "Users panel", click on the "Application form" link.



The screenshot shows the top navigation bar of the WHO Regional Office for the Americas website. It includes social media icons (Facebook, Twitter, YouTube, LinkedIn, RSS) and a "Logout" button. Below the navigation bar, the logos for the Pan American Health Organization, World Health Organization Regional Office for the Americas, and the Virtual Campus for Public Health are displayed. The "Users panel" is highlighted in the main navigation menu. The "Users panel" section is titled "Users panel" and includes a welcome message. Under the "User" section, the "Application form" link is highlighted with a red box and a red arrow pointing to it.

Logout

Español Português

Pan American Health Organization

World Health Organization
REGIONAL OFFICE FOR THE Americas

VIRTUAL CAMPUS FOR PUBLIC HEALTH

Home Portal **Users panel** Manuals and Tutorials FAQ Contact Us

Home » Users panel

Users panel

Welcome to User Panel:

User

- My account
- Application form**
- Application Follow-up
- Logout

APPLICATION FORM

The application form must be filled only by the person applying to the course. This is the main instrument used for the Course Coordinators to select participants. It is very important that you fully complete the application giving complete answers that demonstrate your interest and ability to be a participant of the course.



Welcome! Thank you for your interest in participating in the courses of the Virtual Campus of Public Health.

For enrollment to become effective it is a requirement to complete the application form and attach the commitment letter signed by you and your labor institution.

To download the commitment letter click [here](#).

By submitting this form, I certify that:

1. I have read the commitment letter and agree to meet the course requirements.
2. Managers in my organization know that I am applying to this course, authorize and provide me the support to participate in the activities arising from it.
3. All information below is true.

Fields marked with an asterisk (*) are mandatory.

In case you can not see the form below, please click [here](#) to enter your user name and password.

Create Call Application Form

APPLY FOR A COURSE

Select the course that you want to participate. If the course is not on the list, it is because the application period has not started or already finished.

Course name *

CARMEN School: How to Effectively Address Non Communicable Diseases in 21st Century (2015)

PERSONAL INFORMATION

Full name *

John Smith

Country *

Jamaica

APPLICATION FORM

Incomplete applications, or those that do not provided adequate responses to the questions, will not be considered. You must complete all the information requested on the form and then click **"Save"** at the bottom. You will receive a confirmation email once your application has been received.

PROFESSIONAL AND WORK INFORMATION	OTHER INFORMATION
<p>Profession *</p> <input type="text"/>	<p>Have you made any course with virtual modality? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Number of years of professional experience *</p> <input type="text"/>	<p>Have you participated in VCPH courses? *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
<p>Education Level *</p> <p>- Select a value -</p>	<p>How did you find about the course?</p> <input type="text"/>
<p>Additional information about educational level</p> <input type="text"/>	<p>What are your expectations for this course?</p> <input type="text"/>
<p>Work Institution *</p> <input type="text"/>	<p>Other information or comments you want to add</p> <input type="text"/>
<p>Department or Unit *</p> <input type="text"/>	
<p>Current position *</p> <input type="text"/>	
<p>Responsibilities of the position related to the course objectives *</p> <input type="text"/>	
<p>Brief Summary of your CV *</p> <input type="text"/>	

COMMITMENT LETTER

The [commitment letter](#) is required to participate in courses with tutors. The template (available for download in the application form) must be printed, signed, including the signature and seal of the institution where you work. Then it must be scanned and attached to the application form. You can either upload it when filling your application form or after you receive confirmation that you were selected. However, you must upload the letter before beginning the course.



PERSONAL AND INSTITUTIONAL COMMITMENT LETTER OF PARTICIPANTS FOR VCPH VIRTUAL COURSES WITH TUTORS

Dear Participant,

Welcome to the virtual courses offered by the Pan American Health Organization (PAHO/WHO) through the **Virtual Campus for Public Health (VCPH)**. We appreciate your interest of participating in our courses.

In order to participate in this course, it's necessary for you to have institutional support due to the relationship between the course contents and your responsibilities in your country. The institution should provide you necessary resources (availability of time, reproduction of materials, internet access, etc.) since they will benefit from your participation.

The Virtual Campus for Public Health selects a limited number of course participants through the PAHO/WHO offices in each country. We wish to emphasize the commitment that you assume with your institution, your country, and your PAHO / WHO office to meet the course requirements, participating in and completing all the course and also having the commitment to implement and disseminate the topics learned in your work area.

The courses are developed under a virtual learning mode centered on the reflection of each participant's own practice and are not self-learning or self-paced. It is required to have the availability and a demonstrated commitment to devote between eight to ten (8-10) hours per week of work for the different synchronous and asynchronous activities of the course, while meeting the deadlines defined in the schedule of the course.

In addition, participation in the course involves committing to:

SELECTION PROCESS AND WELCOME E-MAIL

Course coordinators and PAHO country offices will begin the selection process. If you are selected to participate, you will receive a Welcome e-mail with instructions on how to enter the course in the Virtual Classroom and complete your enrollment.

✉ VCHTPM-15 Welcome to the Virtual Course Healthcare Technology Planning & Management (2015)		
De	Virtual Campus of Public Health-CVSP	Fecha 3/9/2015
Para	Virtual Campus of Public Health-CVSP	
CC		
Asunto	VCHTPM-15 Welcome to the Virtual Course Healthcare Technology Planning & Management (2015)	

Dear participant,

We are pleased to inform you that you have been selected to participate in the Virtual Course "Healthcare Technology Planning & Management (2015)". Congratulations and welcome!

To formalize the acceptance, you must complete the following steps no later than September 9, 2015.

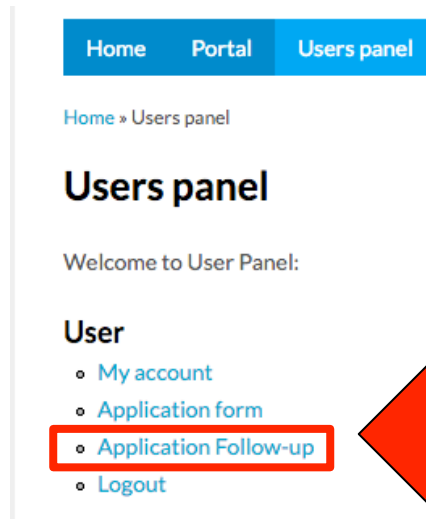
Read the following instructions carefully and if you have any difficulties, contact us through the [Virtual Campus Help Desk](#).

To enter the course, follow this steps:

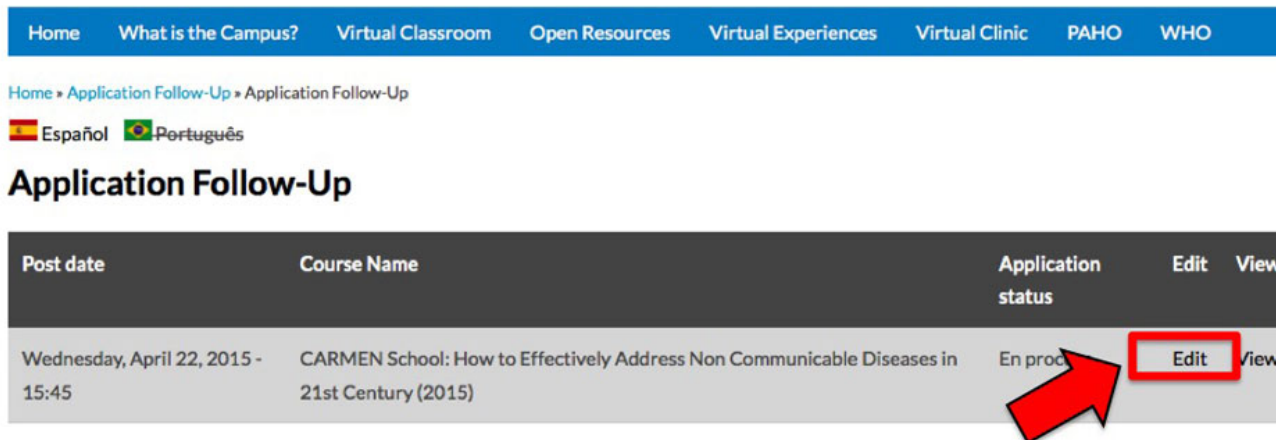
1. Go to the Virtual Classroom homepage: <http://cursos.campusvirtualsp.org/?lang=en>
2. Click on the link to "Log in" at the left.
3. Enter the username and password you used to apply for the course. If you have forgotten your password, go to this link: <http://www.campusvirtualsp.org/?q=en/user/password>
4. Click on the image to "Courses with tutoring".
5. Look for the course in the list (Healthcare Technology Planning & Management". You can also use the direct link to the course: <http://cursos.campusvirtualsp.org/course/view.php?id=19>

FOLLOW-UP OF YOUR APPLICATIONS

In the **"Users panel"** you can track your application by clicking on the **"Application Follow-Up"** link. You will see all your submitted forms. Click on **"Edit"** if you want to make changes in the application form.



The screenshot shows the 'Users panel' navigation menu. At the top, there are three tabs: 'Home', 'Portal', and 'Users panel', with 'Users panel' being the active tab. Below the tabs, the breadcrumb 'Home » Users panel' is displayed. The main heading is 'Users panel'. Underneath, it says 'Welcome to User Panel:'. A section titled 'User' contains a list of links: 'My account', 'Application form', 'Application Follow-up', and 'Logout'. The 'Application Follow-up' link is highlighted with a red rectangular box. A large red arrow points from this box towards the right.



The screenshot shows the 'Application Follow-Up' page. At the top, there is a blue navigation bar with links: 'Home', 'What is the Campus?', 'Virtual Classroom', 'Open Resources', 'Virtual Experiences', 'Virtual Clinic', 'PAHO', and 'WHO'. Below this, the breadcrumb 'Home » Application Follow-Up » Application Follow-Up' is shown. There are language flags for 'Español' and 'Português'. The main heading is 'Application Follow-Up'. Below the heading is a table with the following columns: 'Post date', 'Course Name', 'Application status', 'Edit', and 'View'.

Post date	Course Name	Application status	Edit	View
Wednesday, April 22, 2015 - 15:45	CARMEN School: How to Effectively Address Non Communicable Diseases in 21st Century (2015)	En pro...	Edit	View

A red rectangular box highlights the 'Edit' link in the table, and a large red arrow points from this box towards the right.

FOLLOW-UP OF YOUR APPLICATIONS

If you were not able to upload your commitment letter when you submitted your application form, you can also use the **“Application follow-up”** link in the **“Users panel”** to complete this requirement.

After opening your form, look for the field to upload your commitment letter. Press the **“Select file”** button to search for the file in your computer folders and upload the scanned letter.

▼ LETTER OF COMMITMENT

*If desired, you can now attach the **LETTER OF COMMITMENT**, but this does not guarantee acceptance into the course. If you are accepted, your **LETTER OF COMMITMENT** must be attached for the registration to become effective. Please be sure to fill out and complete all blank spaces on the second sheet and have the signatures and corresponding institutional seal/stamp.*

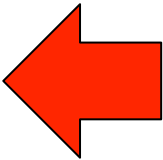
Seleccionar y subir carta de compromiso

Seleccionar archivo

Ningún archivo seleccionado

Files must be less than **10 MB**.

Allowed file types: **doc docx pdf jpg png gif tif jpeg**.



IMPORTANT NOTE ABOUT APPLICATION FORMS

Remember:

- Do not allow anyone else fill the application form for you.
- Make sure you select the correct course you wish to apply for.
- Write your full name, as indicated.
- Use the same email that you used to create the account on the VCPH.
- Do not fill out duplicate forms.
- Remember to fill out the required fields on the commitment letter. Do not leave any spaces in blank. Sign the letter, obtain signature of your supervisor and seal of your work institution.



Pan American
Health
Organization



REGIONAL OFFICE FOR THE Americas

World Health
Organization



VIRTUAL CAMPUS FOR PUBLIC HEALTH

VIRTUAL CAMPUS HELP DESK

If you need assistance, please go to
the Campus Help Desk:

<https://ayuda.campusvirtualsp.org/?q=en>



www.campusvirtualsp.org



cvsp@paho.org

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