

Description – The following lesson simulates what the student will see after they have:

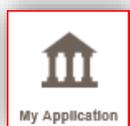
1. Submitted an Online Web Application for Admission to the University of Calgary
2. Created an eID and password for accessing the MyUofC Portal
3. They have been sent an emplid (student id #).

Once these three steps have been completed, they can log into the MyUofC Portal and their Student Centre and complete the requirements for admission to the University of Calgary. This lesson includes the steps required to upload any supporting documents (e.g. unofficial transcript, statement of intent, etc.).

1. After navigating to MyUofC Portal at: my.ucalgary.ca they will see a login screen where they can enter their user name and the password they created at the time of application submission. Click the **Sign In** button.



2. After logging into the MyUofC Portal with their eid and password, they will see the Student Centre and their information will display including their emplid number/student id number; for FOIP reasons some information has been removed. The To Do list will indicate checklist items the student needs to complete to satisfy their application for admission. Click the **My Application** link.



Student Services Centre

Student View



SA – Processing Applications

3. In My Application Scrolling the To Do list indicates action items the student must complete to satisfy their application for admission. For example, Final Unofficial Transcript and Statement of Intent is requested. The To Do list for applicants is often directly related to the items displayed in the Admissions section. This is where students can upload supporting documents. Click the **Upload** link.

Welcome to your Student Centre

Complete tasks related to admission, registration, finance, graduation and exams...

Read More

UCID: _____

To Do (2)

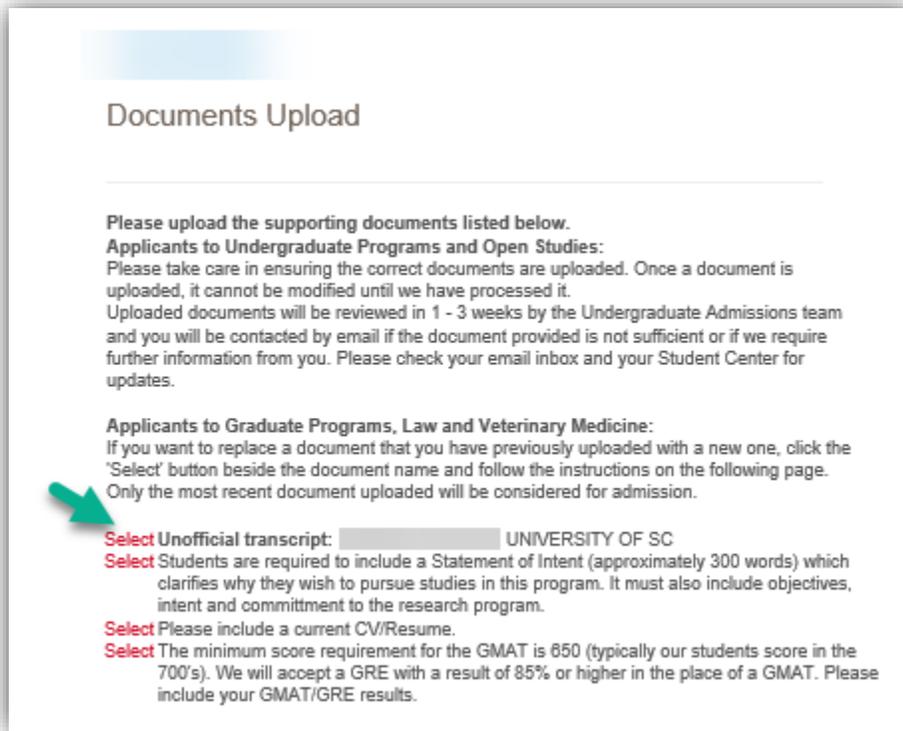
- Final Official Transcript
- Statement of Intent

My Applications

Career	Status	Admit Term
Graduate Studies Doctoral	Status	Fall 2020 Upload
Graduate Studies Master's Crse	Status	Spring 2020 Upload

Legend

4. Documents Upload details the process for uploading documents and specific information for the type of documents required for upload. **Important:** Document names must be 30 characters or less. Click the [Select](#) link.



The screenshot shows a page titled "Documents Upload". It contains instructions for uploading documents, including a note that document names must be 30 characters or less. A green arrow points to a "Select" link next to a document name "UNIVERSITY OF SC".

Documents Upload

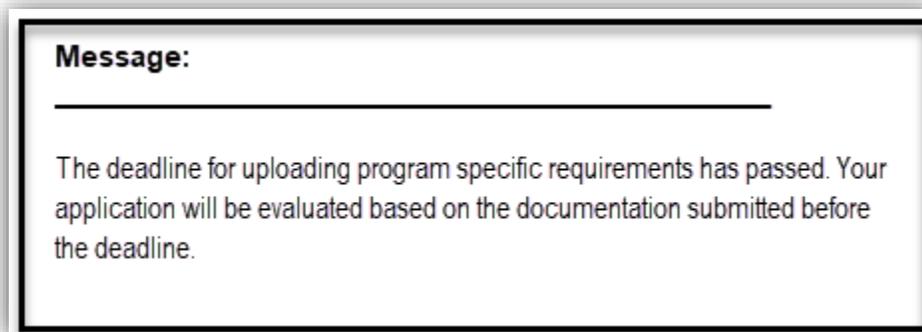
Please upload the supporting documents listed below.

Applicants to Undergraduate Programs and Open Studies:
Please take care in ensuring the correct documents are uploaded. Once a document is uploaded, it cannot be modified until we have processed it. Uploaded documents will be reviewed in 1 - 3 weeks by the Undergraduate Admissions team and you will be contacted by email if the document provided is not sufficient or if we require further information from you. Please check your email inbox and your Student Center for updates.

Applicants to Graduate Programs, Law and Veterinary Medicine:
If you want to replace a document that you have previously uploaded with a new one, click the 'Select' button beside the document name and follow the instructions on the following page. Only the most recent document uploaded will be considered for admission.

- [Select](#) Unofficial transcript: UNIVERSITY OF SC
- [Select](#) Students are required to include a Statement of Intent (approximately 300 words) which clarifies why they wish to pursue studies in this program. It must also include objectives, intent and commitment to the research program.
- [Select](#) Please include a current CV/Resume.
- [Select](#) The minimum score requirement for the GMAT is 650 (typically our students score in the 700's). We will accept a GRE with a result of 85% or higher in the place of a GMAT. Please include your GMAT/GRE results.

5. If the student attempts to upload a document after the application deadline has passed they will received this error message.



The screenshot shows a message box with a black border. The message text reads: "The deadline for uploading program specific requirements has passed. Your application will be evaluated based on the documentation submitted before the deadline."

Message:

The deadline for uploading program specific requirements has passed. Your application will be evaluated based on the documentation submitted before the deadline.

6. The document can be uploaded at this point. Important: File names must be 30 characters or less. Click the **Upload** button.



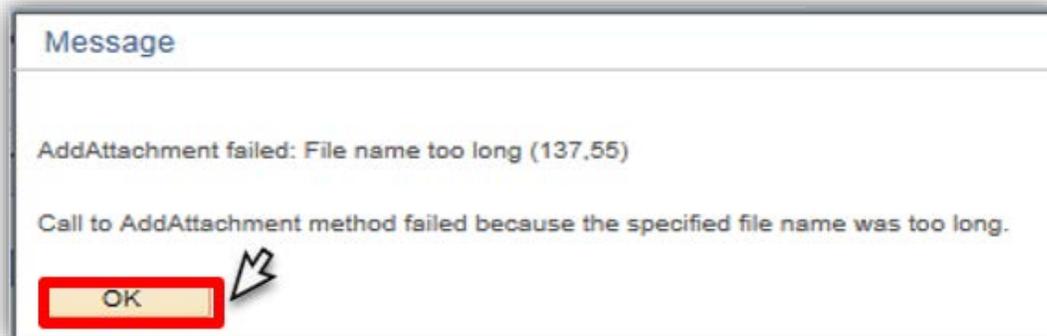
7. You will be prompted to browse for the file. Click the **Browse...** button.



8. Once the file has been located and the file name is less than 30 characters, upload the file. Click the **Upload** button.



9. **Note:** Uploading a file with a name greater than 30 characters will generate this error message. In this case, the document must be renamed prior to uploading. Click the **OK** button.



10. When the file has been successfully uploaded press the save button. Once the document has been loaded the 'upload' button is replaced by an 'update' button. Using the update functionality will allow applicants to replace or overwrite the previously uploaded document with a revised version. If the file needs to be removed use the minus button. Click the **Save** button.



11. To return to the Student Centre close the window. Click the **Close Window** button.

12. To return to the Student Centre close the Documents Uploaded window or continue to upload required documents. Click the **Close** button.

13. Note the To Do list will reflect the item is no longer required.

This completes the lesson on Student Services Centre View. For the corresponding online learning consult the Student Administration (PeopleSoft Campus Solutions) training website
End of Procedure.