

The following is how Faculty of Law Administrative Assistants view an application that has been submitted from the Online Web Application (.NET). Also included are how to generate an email to an existing or new referee; review External Education and Transcripts and Checklist Management.

Note: Referees are requested to submit their supporting letter by the deadline. If necessary, Administrative Assistants can send another email to the referee and upload documents from within the system.

IMPORTANT: The name of the file(s) CANNOT be longer than 30 characters, including spaces or symbols.

Note: For FOIP reasons some information has been removed or scrambled.

Viewing an Application:

The next steps will explain how to view a student's application including the application and program questions, and whether or not the referees have submitted their reference letters.

1. Click the **Student Admissions** link.



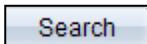
2. Click the **Application Evaluation** link.

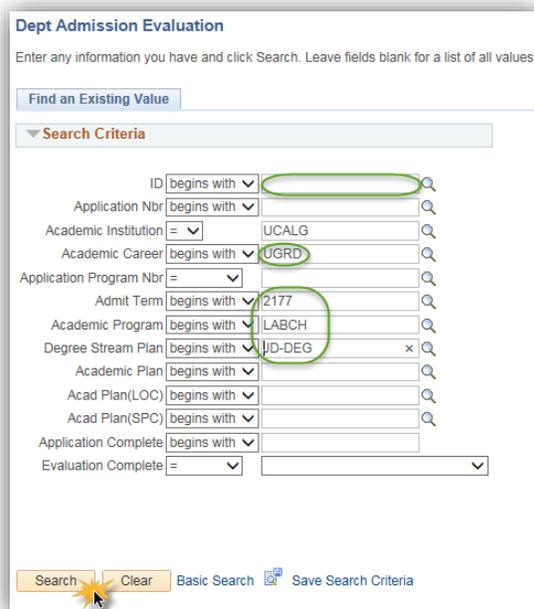


3. Click the **Dept Admission Evaluation** link.



4. The Dept Admission Evaluation page will be displayed. To view a grid of applications enter the Academic Career (e.g. UGRAD), Admit Term and Academic Plan. For a more refined search you can also enter the ID (Student ID#). Click the **Search** button.





The screenshot shows the 'Dept Admission Evaluation' search interface. It includes a search criteria section with the following fields and values:

- ID begins with: [Redacted]
- Application Nbr begins with: [Redacted]
- Academic Institution: UCALG
- Academic Career begins with: UGRD
- Application Program Nbr: [Redacted]
- Admit Term begins with: 2177
- Academic Program begins with: LABCH
- Degree Stream Plan begins with: JD-DEG
- Academic Plan: [Redacted]
- Acad Plan(LOC) begins with: [Redacted]
- Acad Plan(SPC) begins with: [Redacted]
- Application Complete: [Redacted]
- Evaluation Complete: [Redacted]

At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

5. Based on the search criteria the results will be displayed in the grid below. The Application Complete field (Y/N) indicates the status of an application. A status of Y (Yes) indicates all supporting documents and checklist items are complete and the application can be sent for evaluation. A status of N (No) indicates not all supporting documents (unofficial transcripts, supporting documents, references and application fee) have been received.

Program Status indicates what stage in the admission process the application is at:

Applicant - student has applied but has not yet been admitted

Cancelled - student applied but their application has been cancelled (administrative withdrawal or deny)

Admitted - student has been admitted but has not yet accepted through student centre

Active - student has been admitted and has accepted the offer of admission through the student centre.

To view an application listed in the grid, click anywhere on the application listed.

Note: The most recent application will appear at the top but the search results columns are sortable by clicking on the column title.

Search Results
Only the first 300 results can be displayed.

View All

ID	Application Nbr	Academic Institution	Academic Career	Application Program Nbr	Admit Term	Academic Program	Degree Stream	Plan	Academic Plan	Acad Plan(LOC)	Acad Plan(SPC)	Application Complete	Evaluation Complete	Last Name	First Name	Program Status
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	N	Not Assign			Cancelled
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Active
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Active
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Active
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Active
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled
423	UCALG	UGRD	0	2177	LABCH	JD-DEG	(blank)	(blank)	(blank)	(blank)	(blank)	Y	Not Assign			Cancelled

6. The Application Evaluation window will appear. The top portion of the Application Evaluation window displays the applicant name, ID number, LSAT number, application fee (paid/unpaid), contact information (email and phone number), Institutions Attended, GPA, etc.

Application Evaluation

Applicant Name: [REDACTED] **ID:** [REDACTED]
LSAT: [REDACTED]

Program Applied To For Fall 2017
Application Fee. Paid
Fac of Law:
 Law Bachelor
 Juris Doctor (Degree Stream)
Citizenship Information:
 Country of Citizenship: Canada
 Visa Type:
 Date Landed:
 Aboriginal Person: N

Applicant Contact Information:
 Email: [REDACTED]@ucalgary.ca Applicant email displays

Phone Type	Phone Number	Extension	Preferred
Current Home	403/[REDACTED]		<input checked="" type="checkbox"/>

Previously apply to the UC Faculty of Law in the last 3 years: No
 University of Calgary Attendance: Currently attending University of Calgary U of C Record of Course Work

Post Secondary						
Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Year	Converted GPA
University of Calgary	2002/09/01	2006/06/30	2016/11/14	(Not Available)	2006	3.320
Mount Royal University	2010/05/01	2010/06/30	2016/11/14	(Not Available)	2010	
University of Alberta	2011/01/01	2011/04/30	2017/01/06	(Not Available)	2011	

High School						
High School Attended	From Date	To Date	Transcript Received Date	Click to view Unofficial Transcript	Year	Converted GPA
Private Study		2002/06/30	2002/07/23	(Not Available)		
St Francis	1999/08/01	2002/06/30	2002/07/23	(Not Available)		

- Scroll down the page to view the lower portion of the page which displays the Referee Name(s), Organization Name, Reference Letter and the date it was uploaded.

St Francis 1999/08/01 2002/06/30 2002/07/23 (Not Available)

Degrees

Institution	Degree	Description	Major Area of Study	Degree Date	Status	Degree Source

Referees

Title	First Name	Last Name	Organization Name	Click to view Reference	Date Loaded	Email Address	Telephone
Assistant Professor	RCQ	LFC	Haskayne School of Business	Link to Reference		hcmteam@ucalgary.ca	
VP Mozambique Operations	PJR	GNE	Sasol Exploration & Production International	Link to Reference		hcmteam@ucalgary.ca	

Tests

Test ID	Test Component	Description	Score	%tile	Test Date	Data Source	Letter Score
1	LSAT	COMP	Composite	160.00	80	2016/12/03	Reg

Supporting Documents Personalize | Find | First 1 of 1 Last

Click to view Document Date Loaded

(Not Available)

Academic Honours

Award	Date Received
Jason Lang Scholarship	2004/01/01
Jason Lang Scholarship	2005/01/01

Work Experience

- Also included is a record of Work Experience. *Note: For FOIP reasons some information has been removed or scrambled.*

Jason Lang Scholarship

Work Experience

Employer Ledor Management Ltd.
 Start Date (YYYY-MM) 2016-01 End Date (YYYY-MM)
 Company Location Edmonton, AB
 Company Contact and Phone Number
 Position Held and Type of Work

Employer Sasol Canada Holdings Limited
 Start Date (YYYY-MM) 2015-01 End Date (YYYY-MM) 2015-12
 Company Location Calgary, AB
 Company Contact and Phone Number
 Position Held and Type of Work

Employer Sasol Canada Holdings Limited

9. Also displayed are the Application and Program Questions submitted by the student from the Web Application.

Application Questions

- 1 Are you applying to a Combined Program? If yes, specify which program.
- 2 Are you applying as a part time student?
- 3 Have you ever been Required to Withdraw from a college or university? If yes, provide details.
- 4 Do you have an illness or disability that we should be aware of? If yes, provide details.

Program Questions

LSAT:

- 1 When did/will you be writing the LSAT?
If you change your mind about whether you will be writing the December LSAT *after* you submit your application, you may update us by sending an email to law@ucalgary.ca.

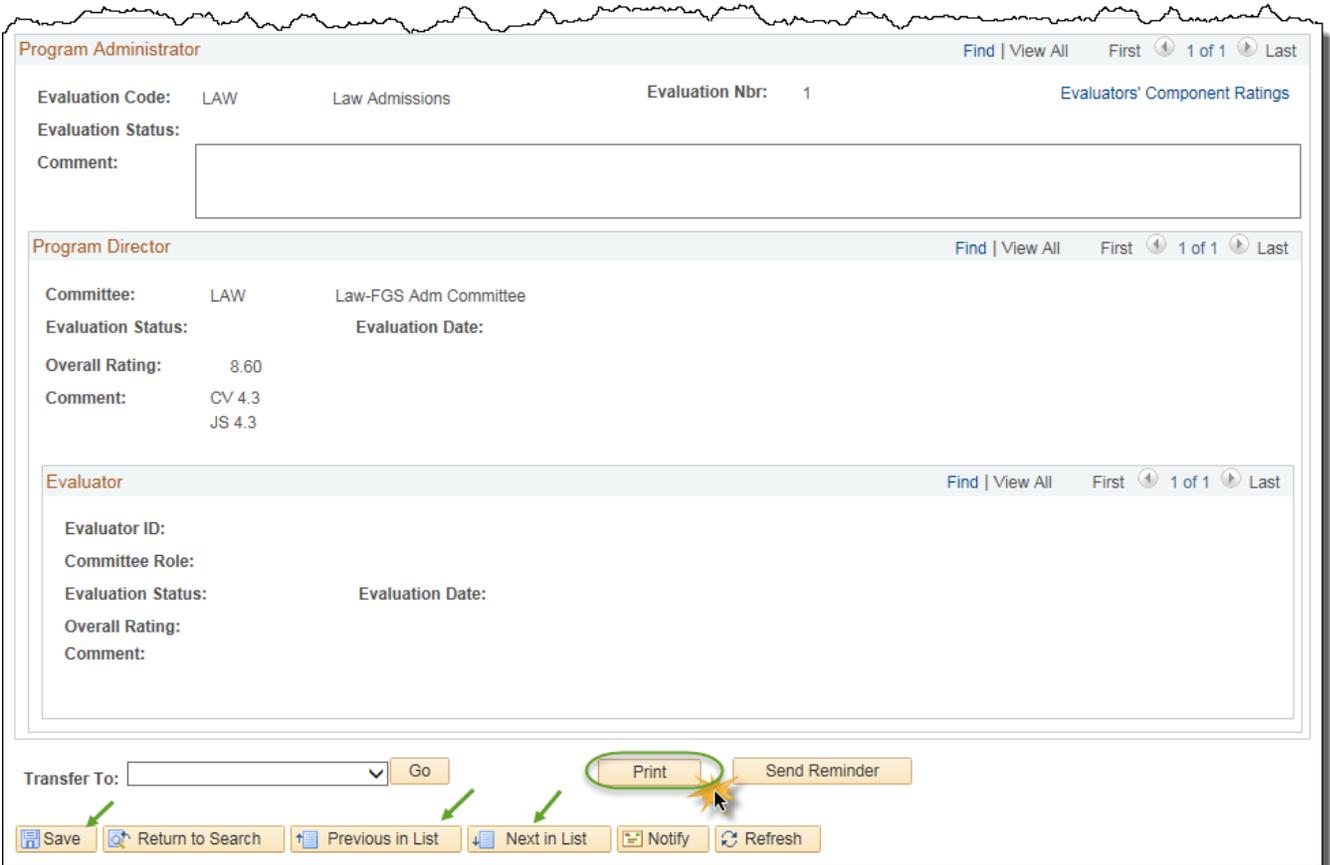
Non-Academic Referees:

- 2 Academic referees are preferred; however, if an applicant cannot secure academic referees, they may instead choose non-academic referees. Non-academic referees must be someone who has had interactions with the applicant in a professional capacity, such as an employer or an individual with an organization for which the applicant has volunteered.
If one or both of your referees are non-academic, please provide a brief explanation for your choice. (Maximum 150 words)
Enter N/A if both referees are academic.

Special Facts:

- 3 Provide any other special facts or extenuating circumstances that may have affected your previous academic history, that you wish to have considered by the Faculty of Law Admissions Committee. This section is not intended to be an extension of the Statement of Interest and should not be treated as such. (Maximum 250 words)
Brief supporting documentation may be emailed to law@ucalgary.ca or mailed to the Faculty of Law, Student Services and Admissions Office.
Part-time applicants **MUST** give detailed reasons for applying, with supporting documentation where appropriate.

- The final step will be to print the application to forward to the assigned committee member. Scroll to the bottom of the application and click the **Print** button.



The screenshot displays a web application interface for viewing an application. It is divided into three main sections: Program Administrator, Program Director, and Evaluator. Each section contains fields for Evaluation Code, Evaluation Status, Comment, and Overall Rating. The Program Administrator section shows 'LAW' and 'Law Admissions'. The Program Director section shows 'LAW' and 'Law-FGS Adm Committee'. The Evaluator section is currently empty. At the bottom of the interface, there is a 'Transfer To:' dropdown menu, a 'Go' button, and a 'Print' button (highlighted with a green circle and a mouse cursor). Other buttons include 'Send Reminder', 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

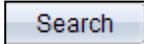
Sending Email:

Next is how to generate an email if for some reason the referee did not receive the email with the student's last name, the link to the url to download their reference letter in support of the applicant and their unique identifier and instructions.

- Click the **Student Admissions** link.
[Student Admissions](#)
- Click the **Application Evaluation** link.
[Application Evaluation](#)
- Click the **UofC Web Electronic Documents** link.
[UofC Web Electronic Documents](#)
- Click the **Web Electronic Documents** link.
[Web Electronic Documents](#)

5. Enter any search criteria you have:
 - Application Nbr
 - ID
 - Academic Career
 - Last Name
 - First Name

Click the **Search** button.



6. The **Program Referees** tab contains information submitted from the Web Application. The top portion of the page displays the first referee submitted. When an applicant indicates a program referee, the referee is sent an email within 24 hours that includes a link to where they can upload their supporting documents, the student's last name, the referee's unique identifier and instructions on how to complete the process. Once the Referee has uploaded the supporting documents, both the student and the referee will receive an acknowledgement email.

Program Referees Supporting Documents Unofficial Transcripts

Program Referees

Academic Institution: UCALG University of Calgary Admit Term: 2177 Fall 2017
Academic Career: UGRD Undergraduate Programs Student Career Number: 0
Application Number: Program Number: 0 Program Status: Primary Active
Academic Program: LABCH Academic Plan: JD-DEG

Program Referees Find First 1-2 of 2 Last

*Referee Number: 1 *Seq #: 1 Date Created: 2016/10/25 Data from Web App? PSAPPS

Title: Assistant Professor

*First Name: RCQ

*Last Name: LFC

Phone Number: Extension: Mobile Phone#:

*Email Address: Referee Email Address

Org Name: Haskayne School of Business

Checklist Code: JD Juris Doctor Application Checklist Item: REFER1 REFER1

Checklist Seq#: 400 Checklist Status: Completed

Reference Type: Reference Form

Refer Form URL: http://law.ucalgary.ca/admissions/jd-referee-information

On-line Ref Form: JD-FORM Version: 2

Referee's Unique ID:

Upload Document View Letter Doc View Form Doc View On-line Ref Form Send Email CheckList

*Referee Number: 2 *Seq #: 1 Date Created: 2016/10/25 Data from Web App? PSAPPS

Title: VP Mozambique Operations

*First Name: PJR

*Last Name: GNE

Phone Number: Extension: Mobile Phone#:

*Email Address: Referee Email Address

Org Name: Sasol Exploration & Production International

Checklist Code: JD Juris Doctor Application Checklist Item: REFER2 REFER2

Checklist Seq#: 500 Checklist Status: Completed

Reference Type: Reference Form

Refer Form URL: http://law.ucalgary.ca/admissions/jd-referee-information

On-line Ref Form: JD-FORM Version: 2

Referee's Unique ID:

Upload Document View Letter Doc View Form Doc View On-line Ref Form Send Email CheckList

Save Return to Search Notify Update/Display Include History

Program Referees | Supporting Documents | Unofficial Transcripts

The bottom portion indicates the checklist information: Juris Doctor and Checklist Item (Reference). The links allow users to upload and view letter document and resend referee email.

Upload Document – Administrative Assistants can upload a document. **Note:** Uploading a document, when there is already a document uploaded, will cause the previous upload to be overwritten.

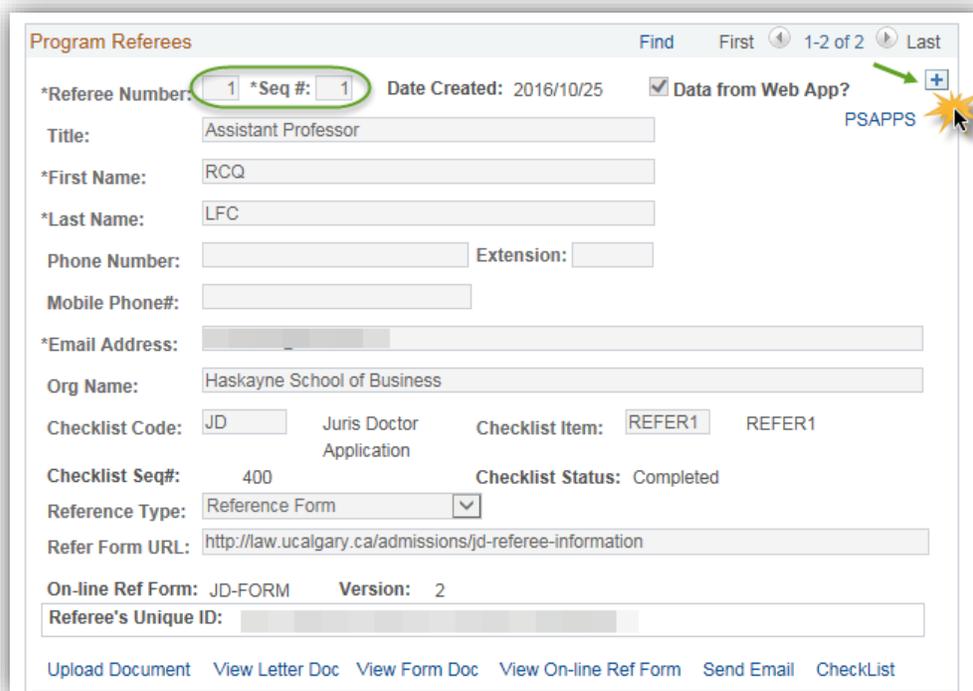
View Letter Documents allows Administrative Assistants to view uploaded documents.

View Form Document allows Administrative Assistants to view a specific form that may have been requested.

View On-line Ref Form Document allows Administrative Assistants to view the On-line Reference form.

Send Email allows an Administrative Assistant to resend an email to a referee with their unique ID, student’s last name, a link to the URL to the referee form(s) and the link to upload documents. Reminder emails are not automatically sent to referees.

7. If another Program Referee is listed they will be visible below the first referee. Note the Program Referee number(s). Depending on the program selected there may be more or fewer Program Referees indicated.
8. In the event the incorrect referee email address has been entered, it is necessary to add another line (+) to input the new email address and send the referee links. On the **Program Referee** tab, click the “**plus**” sign and include the updated email address.



Program Referees Find First 1-2 of 2 Last

*Referee Number: 1 *Seq #: 1 Date Created: 2016/10/25 Data from Web App? [PSAPPS](#) 

Title: Assistant Professor

*First Name: RCQ

*Last Name: LFC

Phone Number: Extension: Mobile Phone#: Email Address: Org Name: Haskayne School of Business

Checklist Code: JD Juris Doctor Application Checklist Item: REFER1 REFER1

Checklist Seq#: 400 Checklist Status: Completed

Reference Type: Reference Form

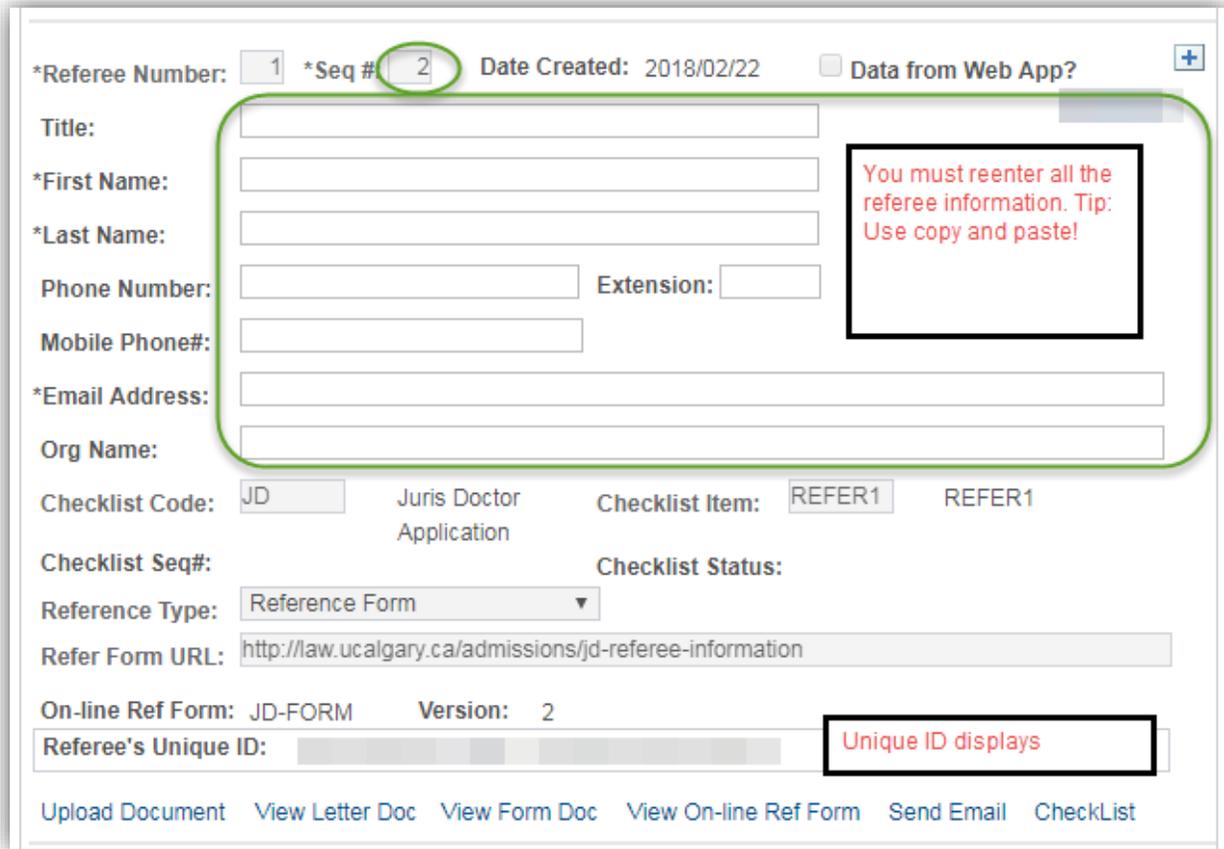
Refer Form URL: http://law.ucalgary.ca/admissions/jd-referee-information

On-line Ref Form: JD-FORM Version: 2

Referee's Unique ID:

[Upload Document](#) [View Letter Doc](#) [View Form Doc](#) [View On-line Ref Form](#) [Send Email](#) [CheckList](#)

9. When updating an email address you will have to reenter all the referee information. (Tip: Use copy and paste). Ensure you are on the correct referee (e.g. Referee Number 1) and if you added another row the sequence changes (e.g. Seq # 2):



*Referee Number: 1 *Seq # 2 Date Created: 2018/02/22 Data from Web App? +

Title:

*First Name:

*Last Name:

Phone Number: Extension:

Mobile Phone#:

*Email Address:

Org Name:

Checklist Code: JD Juris Doctor Application Checklist Item: REFER1 REFER1

Checklist Seq#: Checklist Status:

Reference Type: Reference Form

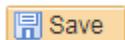
Refer Form URL: <http://law.ucalgary.ca/admissions/jd-referee-information>

On-line Ref Form: JD-FORM Version: 2

Referee's Unique ID: Unique ID displays

[Upload Document](#) [View Letter Doc](#) [View Form Doc](#) [View On-line Ref Form](#) [Send Email](#) [CheckList](#)

Click the **Save** button. Once save is pressed the email will be sent.



10. Choose the item you wish to upload and click the **Upload Document** link.

[Upload Document](#)

11. The Uploading Supporting Documents page will appear. If required, you can upload the Reference Letter.

Referee's Attachments

Welcome to the University of Calgary
Reference System

Academic Institution: UCALG	University of Calgary	Admit Term: 2177	Fall 2017
Academic Career: UGRD	Undergraduate Programs	Student Career Number: 0	
Application Number: [input]	Program Number: 0		
Checklist Code: JD	Checklist Item: REFER: 1	Checklist Sequence: 500	
Referee's Number: 1	Seq# 2	Referee's Name: [input]	

Documents Audit

Document Name	Document Type	Status	View	Upload
	Reference Form		View	Upload

Save Return to Search Notify

External Education and Transcripts:

Once you have received a transcript you can update the External Education component/page.

1. Click the **Student Admissions** link.

[Student Admissions](#)

2. Click the **Application/Transcript Loads** link.

[Application/Transcript Loads](#)

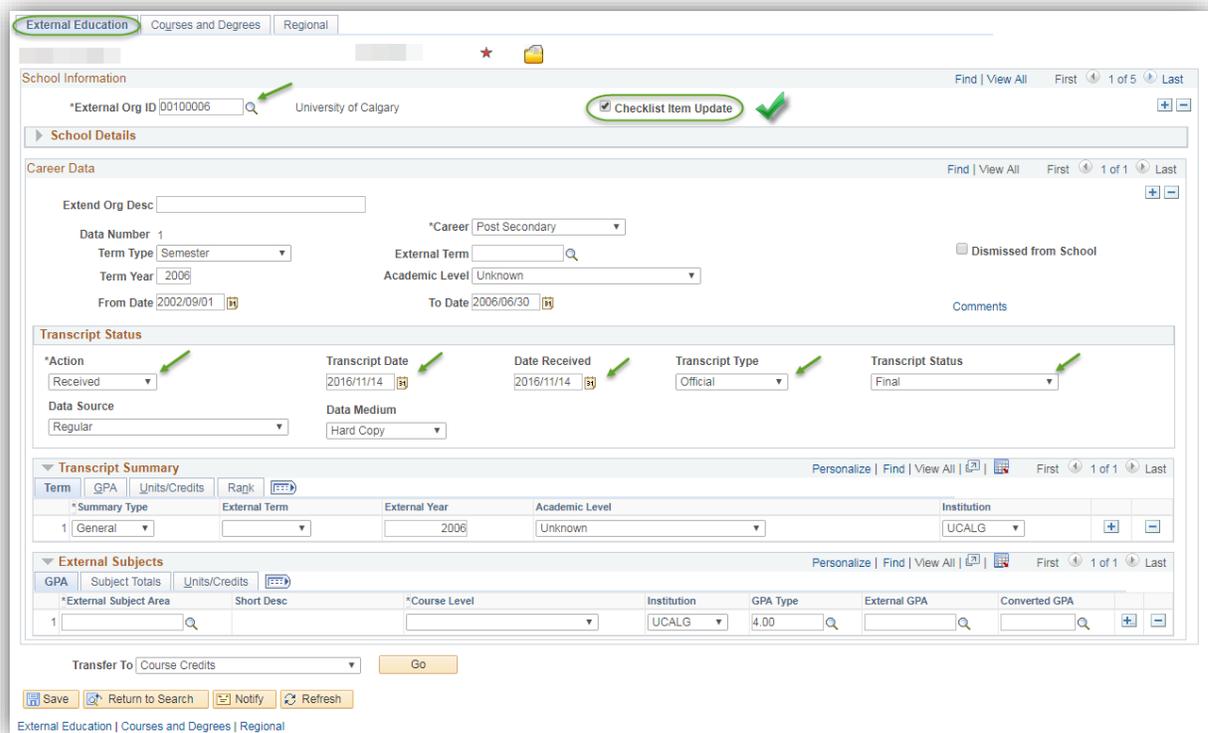
3. Click the **Education** link.

[Education](#)

4. The ID (Student ID#) may have carried over, otherwise, enter any search criteria.

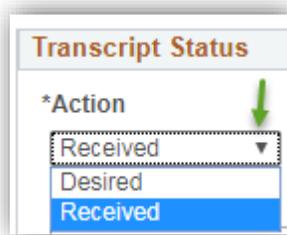
Click the **Search** button.

5. External Education will display the Students career data and the External Organization(s).



The screenshot displays the 'External Education' form. At the top, the 'External Org ID' is set to '00100006' for 'University of Calgary'. A 'Checklist Item Update' button is visible. The 'Career Data' section shows 'Post Secondary' career, 'Semester' term type, and '2006' term year. The 'Transcript Status' section has 'Received' for action, '2016/11/14' for transcript date, 'Official' for transcript type, and 'Final' for transcript status. Below are tables for 'Transcript Summary' and 'External Subjects'.

6. Under **Transcript Status**, click the drop down arrow by ***Action**. Two options appear Desired and Received. Desired (default) refers to the UofC’s desire to obtain the document and received indicates the document has been received.



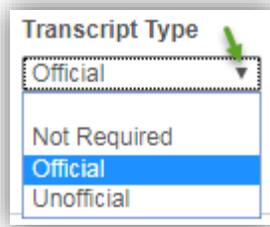
7. **Transcript Date:** Use the calendar to select the date on the transcript or enter it directly.



8. **Date Received:** Indicate the date you received the transcript by using the calendar or enter it directly.



9. Click the **Transcript Type** list and make the applicable selection:

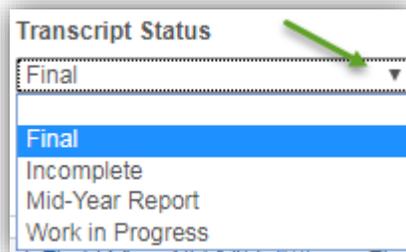


Not Required indicates the applicant doesn't need to submit this document. To remove this item in the applicant's Student Centre it can be set manually to "waived" in the Checklist Management component or deleted completely otherwise it will be marked as "Completed" and remain in the Student Centre. (Tip: Use the breadcrumbs to navigate to the Checklist Management component.)

Official indicates the official "sealed" transcript from the institution has been received. It has not passed through the hands of the student.

Unofficial indicates the transcript or document has not been received from the issuing source. Usually this means the student has supplied a copy of the transcript.

10. Click the **Transcript Status** list and make the applicable selection:



Final: The student's time at the institution is complete whether or not they were awarded a credential.

Incomplete: The student attending this institution has not completed a program of study.

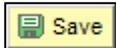
Mid-Year Report: Not applicable to Law applicants

Work In Progress: The student is attending the institution and has not yet completed their program of study because they are in the course.

11. Once you have indicated the details of the transcript you can save the information. **Note** that Checklist Item Update will automatically be selected once **Save** is pressed. This indicates it will update the Checklist item on the other components. This will update the students' checklist **overnight** and indicate the transcript is received.

Checklist Item Update

Click the **Save** button.

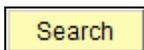


12. **If the transcript is NOT official and final, after selecting save, the Checklist Item Update checkbox must be unchecked and the save button clicked again. This ensures the automated process that updates the final transcripts checklist does not update the checklist to show as complete.**

Checklist Management – Person

The following steps will explain how to update a checklist by person (if authorized), upon receipt of final transcripts. Please note that access and provisioning determines which components you may update, change or view. Contact Information Technologies to submit an IAM Request for authorization if additional access is required.

1. Click the **Campus Community** link.
A rectangular button with a light blue background and a black border. It contains a small icon of a house and the text "Campus Community" in blue.
2. Click the **Checklists** link.
A rectangular button with a light blue background and a black border. It contains the text "Checklists" in blue.
3. Click the **Person Checklists** link.
A rectangular button with a light blue background and a black border. It contains the text "Person Checklists" in blue.
4. Click the **Checklist Management - Person** link.
A rectangular button with a light blue background and a black border. It contains the text "Checklist Management - Person" in blue.
5. Enter the emplid, Last Name, First Name or any search criteria you have.
Click the **Search** button.



6. Any checklists will appear in the list below. Select the desired checklist (e.g. JD, APFEE).

Checklist Management - Person
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

ID [begins with] [] x Q

Sequence Number []

Admin Function [begins with] [] Q

Admit Term [begins with] []

Checklist Code [begins with] []

National ID [begins with] []

Campus ID [begins with] []

Last Name [begins with] []

First Name [begins with] []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-4 of 4 | Last

ID	Sequence Number	Admin Function	Admit Term	Checklist Code	National ID	Country	MID	Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
1		PROS	(blank)	ELP	CAN	SIN			*****	01/01/1985	Male			(blank)	
2		ADMP	2067	GSACNV	CAN	SIN			*****	01/01/1985	Male			(blank)	
3		ADMA	2177	APFEE	CAN	SIN			*****	01/01/1985	Male			(blank)	
4		ADMP	2177	JD	CAN	SIN			*****	01/01/1985	Male			(blank)	

7. The details of the Checklist display, Do not change the status on this page as it updates all items within the checklist.

Checklist Management 1 | **Checklist Management 2**

Academic Career UGRD

Admit Term 2177

Student Career Nbr 0

Application Nbr []

Application Program Nbr 0

Checklist Date Time 2016/10/25 9:56:19PM

*Administrative Function ADMP Admissions Program

*Academic Institution University of Calgary

*Checklist Code JD Juris Doctor Application

*Status Completed Status Date 2017/01/18

Due Date 9999/12/31

Due Amount [] Currency Code []

Comments []

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

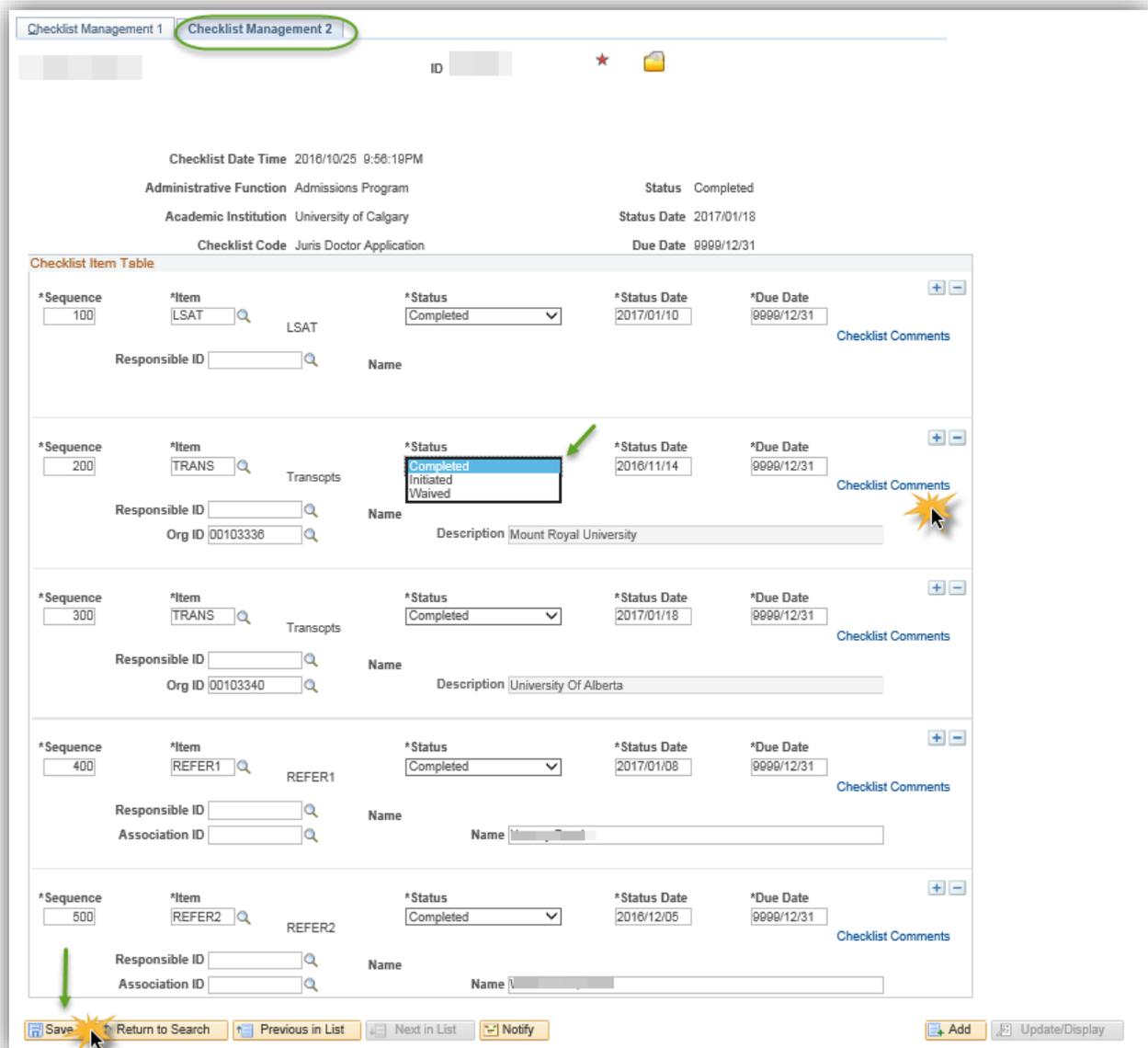
Checklist Management 1 | Checklist Management 2

8. Click the **Checklist Management 2** tab.

Checklist Management 2

Find the checklist that corresponds to the document received. Change the status to Completed, Initiated or Waived. Note the Status Date defaults to the System Date (today's date). This can be changed if required. Click the **Save** button.

Save

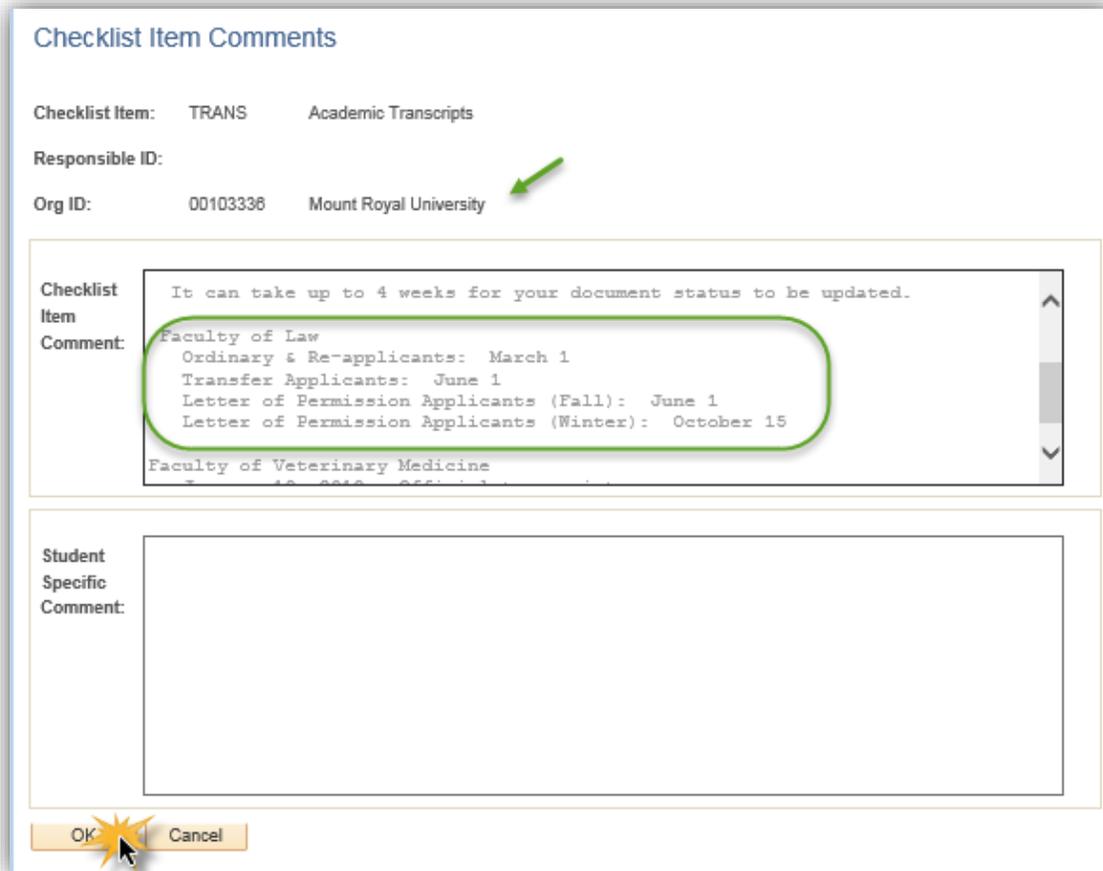


The screenshot displays the 'Checklist Management 2' interface. At the top, there are two tabs: 'Checklist Management 1' and 'Checklist Management 2', with the second tab selected and circled in green. Below the tabs, there are several fields for administrative information: 'Checklist Date Time' (2016/10/26 9:56:19PM), 'Administrative Function' (Admissions Program), 'Academic Institution' (University of Calgary), 'Checklist Code' (Juris Doctor Application), 'Status' (Completed), 'Status Date' (2017/01/18), and 'Due Date' (9999/12/31). The main area is titled 'Checklist Item Table' and contains a table with five rows of checklist items. Each row includes fields for '*Sequence', '*Item', '*Status', '*Status Date', and '*Due Date'. The status dropdown menu for the second row is highlighted with a blue box and a green arrow, showing options: 'Completed', 'Initiated', and 'Waived'. Below the table, there are navigation buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. A green arrow points to the 'Save' button.

*Sequence	*Item	*Status	*Status Date	*Due Date
100	LSAT	Completed	2017/01/10	9999/12/31
200	TRANS	Completed	2016/11/14	9999/12/31
300	TRANS	Completed	2017/01/18	9999/12/31
400	REFER1	Completed	2017/01/08	9999/12/31
500	REFER2	Completed	2016/12/05	9999/12/31

9. Click the **Checklist Comments** link to view any comments.

[Checklist Comments](#)



Checklist Item Comments

Checklist Item: TRANS Academic Transcripts

Responsible ID:

Org ID: 00103336 Mount Royal University

Checklist Item Comment: It can take up to 4 weeks for your document status to be updated.

Comment: Faculty of Law
Ordinary & Re-applicants: March 1
Transfer Applicants: June 1
Letter of Permission Applicants (Fall): June 1
Letter of Permission Applicants (Winter): October 15
Faculty of Veterinary Medicine

Student Specific Comment:

OK Cancel

10. To return to the previous page, click the **OK** button.

[OK](#)

For the corresponding online learning, consult: www.ucalgary.ca/ittraining

End of Procedure