

The following outlines the steps to navigate to a UofC Web Electronic Document page in order to upload an unofficial transcript. Also included in this lesson is how to view the uploaded document. **IMPORTANT**: The name of any file(s) CANNOT be longer than 30 characters, including spaces or symbols.

- Click the Student Admissions link.
   Student Admissions
- 2. Click the **Application Evaluation** link.
  Application Evaluation
- 3. Click the **UofC Web Electronic Documents** link. UofC Web Electronic Documents
- 4. Click the Web Electronic Documents link. Web Electronic Documents
- Click the Look up Academic Program button.
- 6. The list of Academic Programs display including 3 for Incoming Exchange; ENEXG Schulich School of Engineering; LAEXG Faculty of Law and OSEXG Open Studies. Note: OSEXC should no longer be used. For this example select ENEXG. Click the ENEXG link.

#### ENEXG

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				OSCDH	Open Studies: Casual St	dnt(DH) OSCDH	RO	
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				OSEXC	Open Studies: Exchange	Student OSEXC	RO	
				OSEXG	Open Studies	OSEXG	RO	×



 Enter the applicable term (e.g. 2177 Fall 2017) and press Enter or Search. Click the Search button.

Search

8. Based on the Search Criteria entered a grid of results may display. For this example we will click on the first application listed in the grid. For FOIP reasons some information has been removed. Click the **ENEXG** link.

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9. Click the **Supporting Documents** tab.

Supporting Documents



On Supporting Documents the Supporting Document required is indicated by the Checklist Code: 10. OPEX and the Checklist Item: XTRAN Unofficial Transcript-Exchange. Note that the Checklist Status: Initiated. This indicates the unofficial transcript has not been uploaded at this point. The student will see a "To Do" item in Student Centre. Click the **Upload Document** link.

#### Upload Documen

Program Referees Supporting Documents Unofficial Transcripts Data Recovery	
Supporting Document	
Academic Institution: UCALG University of Calgary Admit Term: 2177 Fall 2017	
Academic Career: UGRD Undergraduate Programs Student Career Number: 0	
Application Number: 42368710 Program Number: 0 Program Status: Primary Applicant	
Academic Program: ENEXG Academic Plan: EXST-DEG	
Supporting Document Find First ④ 1 of 1 ④ Last	
Supporting Doc ID: 1187	
Checklist Code: OPEX Exchange PSAPPS	
Checklist Item: XTRAN Unofficial Transcript-Exchange Date Created: 2017/05/15	
Checklist Seq#: 100 Checklist Status: Initiated	
Upload Document View Document CheckList	
Save CREATING Search	J Include History
Program Referees   Supporting Documents   Unofficial Transcripts   Data Recovery	

11. To upload an unofficial transcript click on the Upload button. Click the **Upload** button.

Upload

- 12. At this point it is assumed the unofficial transcript has been saved on the user's computer and can be uploaded. Click the **Browse** link.
- Browse to the location of the unofficial transcript, select the file and click open. 13. Click the **Open** button.

Open



14. Click the **Upload** button.

Upload		
Supporting Documents		
Upload Supporting Documen	ts	
	30051919	
Academic Institution: UCALG Unive Academic Career: UGRD Under	rsity of Calgary Admit Term: 2177 Fall 2017 rgraduate Programs Student Career Number: 0	
Application Number: 42368710 Progr Checklist Code: OPEX Check	am Number: 0 Supporting Document ID: 1197 File Attachment	×
Documents Audit Document Name	Documer Upload Cancel Supporti	Help offic Browse
🔚 Save 🔯 Return to Search 📰 Not	ify	

15. Note that Update displays enabling additional unofficial transcripts to be uploaded using the update button if necessary. Click the **Save** button.

Save
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		30051	919			
Academic Institution: UCALG Academic Career: UGRD Application Number: 42368710	University of Cal Undergraduate I Program Numb	igary Programs er: 0	Admit Term: 217 Student Career Nu Supporting Docum	7 Fall 2017 mber: 0 nent ID: 1187		
Documents Audit	Unloaded Date	Description	•	Document Turc	Status	View
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16. Note the Supporting Document indicates the Checklist Status: Completed. This indicates an unofficial transcript has been uploaded. To view the checklist item click on Checklist Click the **Checklist** link.

Program Referees \$	upporting Do	ocuments Unofficia	l Transc	ripts Data Recovery
Supporting Doo	cument			
				30051919
Academic Institution:	UCALG	University of Calgary		Admit Term: 2177 Fall 2017
Academic Career:	UGRD	Undergraduate Progr	ams	Student Career Number: 0
Application Number:	42368710	Program Number:	0	Program Status: Primary Applicant
Academic Program:	ENEXG	Academic Plan:	EXST-	DEG
Supporting Documen	ıt			Find First ④ 1 of 1 🕑 Last
Supporting Doc ID:	1187			+
Checklist Code:	OPEX	Exchange		PSAPPS
Checklist Item:	XTRAN	Unofficial Transcript-E	xchange	e Date Created: 2017/05/15
Checklist Seq#:	100	Checklist Status: Cor	npleted	>
Upload Document	View Docume	ent CheckList		
🔚 Save 🔯 Return t	o Search	Notify		Update/Display
rogram Referees   Suppo	orting Docume	ents   Unofficial Transcri	ipts   Da	ata Recovery

17. Checklist Management 1 displays the Checklist Code: OPEX and the Status: Completed as well as the date the Checklist was completed.

Checklist Management 1	Checklist <u>M</u> anagement 2				
		ID:	30051919		
Academic Career:	UGRD				
Admit Term:	2177				
Student Career Nbr:	0				
Application Nbr:	42368710				
Application Program Nbr:	0			Variable Data	
Checklist Date Time:	2017/05/15 11:48:28AI	м		, anabio bata	
*Administrative Function:	ADMP	Admissions Progra	m		
*Academic Institution:	University of Calgary	~			
*Checklist Code:	OPEX Q	Exchange			
*Status:	Completed V	Status Date: 201	7/05/18		
Due Date:	9999/12/31				
Due Amount:		Currence	cy Code		
Comments:					
Return to Sear	ch 🔚 Notify			📑 Add 🛛 🖉 Update/Display	
Checklist Management 1   Check	list Management 2				

Click the **OK** button.



Checklist Management 2 displays additional details about the checklist (Status, Date, etc.).
 Click the Checklist Comments link.

Checklist Management 1	Checklist Management 2				
		ID:	30051919		
Checklist Date Time:	2017/05/15 11:48:28AM				
Administrative Function:	Admissions Program	S	atus:	Completed	
Academic Institution:	University of Calgary	s	tatus Date:	2017/05/18	
Checklist Code:	Exchange	D	ue Date:	9999/12/31	
Checklist Item Table					
*Sequence *Item 100 XTRAN	Q UnoffTrans	*Status Completed V	*Status Date 2017/05/18	*Due Date 9999/12/31	Checklist Comments
Responsib ID:	le	Name:			k

19. Checklist item comments are what the student would see in the Student Centre on their To Do list.

checklist Item: Responsible ID:	XTRAN Unofficial Tran	script-Exchange		
Checklist Item Comment:	ase provide a transcr hange application. These commer	ipt from your hom ts appear in the Studen	e institution t t Centre To Do List	that you listed on your
Student Specific Comment:				



20. When completed viewing the checklist item you can close the window. Click the **Close Tab** button.

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### View Supporting Documents:

The next part of this lesson demonstrates how you can view the uploaded document. **Note:** You can also view uploaded documents from Student Admissions > Application Evaluation > Dept Application Evaluation.

21. Click the **Student Admissions** link.

Student Admissions

- 22. Click the Application Evaluation link.
  Application Evaluation
- 23. Click the **UofC Web Electronic Documents** link.

UofC Web Electronic Documents

- 24. Click the Web Electronic Documents link. Web Electronic Documents
- 25. You can enter the student ID or search for the grid of information again if desired. Click the **Search** button.

Search

26. Click the **Supporting Documents** tab. Supporting Documents



27. To view any uploaded supporting documents click on the View Document link. Note the Checklist Status: Completed. This indicates an unofficial transcript has been uploaded it can also be viewed to verify the correct document has been uploaded.

Click the **View Document** link.

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Program Referees S	upporting Do	ocuments Unofficia	l Transo	ripts Data Recovery	
Supporting Doc	ument				
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Academic Institution:	UCALG	University of Calgary		Admit Term: 2177 Fall	2017
Academic Career:	UGRD	Undergraduate Progr	ams	Student Career Number:	0
Application Number:	42368710	Program Number:	0	Program Status: Primary	Applicant
Academic Program:	ENEXG	Academic Plan:	EXST	DEG	
Supporting Documen	t			Find First	🕚 1 of 1 🕑 Last
Supporting Doc ID:	1187				+
Checklist Code:	OPEX	Exchange			PSAPPS
Checklist Item:	XTRAN	Unofficial Transcript-Ex	change	e Date Cre	eated: 2017/05/15
Checklist Seq#:	100	Checklist Status: Cor	npleted	>	
Upload Document	view Docume	nt CheckList			
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Program Referees   Suppo	orting Docume	ents   Unofficial Transcri	pts   Da	ata Recovery	

28. At this point the unofficial transcript would display (not shown for FOIP reasons).



### End of Procedure.

Consult <u>www.ucalgary.ca/ittraining</u> for the corresponding online learning.