# WERKLUND SCHOOL OF EDUCATION



Graduate Programs in Education 2500 University Drive NW Calgary, AB, Canada T2N 1N4 werklund.ucalgary.ca/gpe

# Student Job Aid Submitting a GPE Travel Award Application via Elevate

## Login:

As a current student, you automatically have access to Elevate and can log in here: <u>https://elevate.ucalgary.ca/login.htm</u> by selecting *Students*.

## Submitting an application:

- 1. Click on the red circle with 3 white dots found in the bottom right-hand corner:
- 2. Select "Submit A Form" from the Actions list that appears: Signap for a P
- 3. Choose the type of form
  - a. Select "GPE Travel Award Application" from Category list
- 4. Form Content
  - a. Once you select an award the application form will appear on the right-hand side of the screen.
  - b. You can Save as Draft or Submit

#### Save as Draft

c. If you Save as Draft you can retrieve your application by clicking on DASHBOARD, found in the left-hand list and then click on the My forms tab

You are currently logged in as		Welcome Welcome										
		Dashboard	Experiential Education	Co-op	Co-Curricular Record	Documents	Posting / Applications	Interviews	Appointments	Event Registration	Experiential Record	Outcome Campus Connect
		Overview	My Account My Mes	sages	My Forms My Calendar	r						
DASHBOARD												
Job boards	~											
Book an Appointment	~	No Records Found.										
Events Around Campus	~											
Click on the icon to complete your application and Submit												

#### Editing an application:

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- 1. To edit a submitted application, click on the **view** icon
- 2. Click on the red circle with 3 white dots found in the bottom right-hand corner
- 3. Select Edit Form from the Actions list