

Student Job Aid

Submitting a GPE Travel Award Application via Elevate

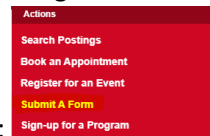
Login:

As a current student, you automatically have access to Elevate and can log in here:

<https://elevate.ucalgary.ca/login.htm> by selecting *Students*.

Submitting an application:

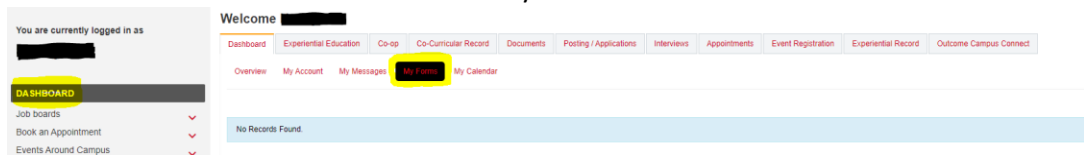
1. Click on the red circle with 3 white dots found in the bottom right-hand corner:



2. Select "Submit A Form" from the Actions list that appears:
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



- d. Click on the **complete form** icon to complete your application and Submit

Editing an application:

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

