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 Program Recommended 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*.

Login Credentials for individuals that submitted an application to our Graduate Programs: username: gpe@ucalgary.ca password: GPEAwards2022*

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 "Werklund GPE Program Recommended Awards" from Category list
 - b. Select the award you wish to apply from Sub 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. Please submit your CV, transcript and references as one PDF document
 - c. You can Save as Draft or Submit

Save as Draft

d. 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 and the second s										
		Dashboard	Experiential Education	Co-op	Co-Curricular Record	Documents	Posting / Applications	Interviews	Appointments	Event Registration	Experiential Record	Outcome Campus Connect
		Overview My Account My Messages My Zomes My Calendar										
DASHBOARD												
Job boards	~											
Book an Appointment	~	No Records Found.										
Events Around Campus	~											
Click on the	compl	ete form	icon	to d	complet	e yoı	ur applio	atio	n and	Submi	t	

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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