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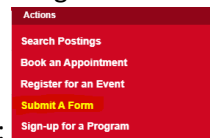https://elevate.ucalgary.ca/login.htm by selecting *Students*.

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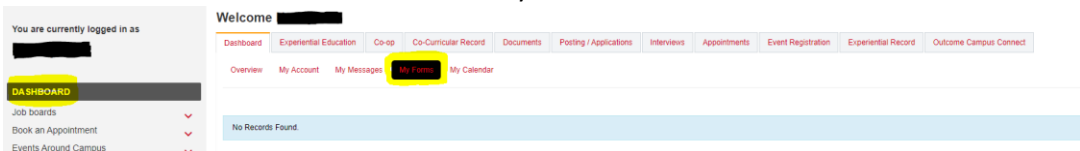
Submitting an application:

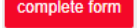1. Click on the red circle with 3 white dots found in the bottom right-hand corner:

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

   e. 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