

## 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:

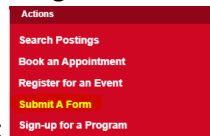
<https://elevate.ucalgary.ca/login.htm> by selecting *Students*.

**Submitting an application:**

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

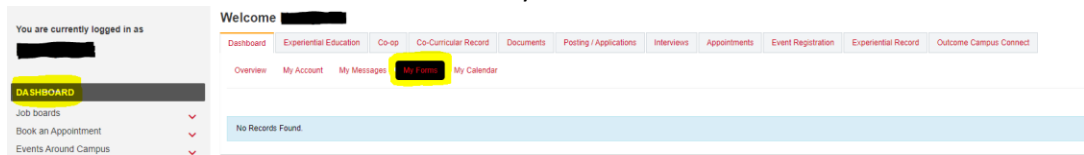



2. Select "Submit A Form" from the Actions list that appears:
3. Choose the type of form
  - a. Select "Werklund GPE Program Recommended Awards" from Category list
  - b. Select the award you wish to apply from Sub Category list
4. Form Content
  - a. Once you select an award the application form will 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  icon to complete your application and Submit

**Editing an application:**

1. To edit a submitted application, click on the  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

