

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*.

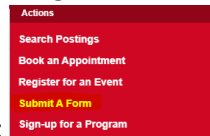
Login Credentials for individuals that submitted an application to our Graduate Programs:

username: gpe@ucalgary.ca

password: GPEAwards#2023

Submitting an application:

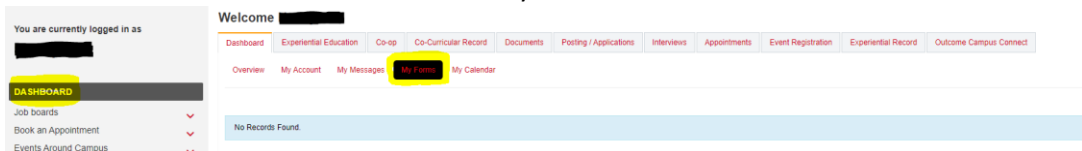
1. Click on the red circle with 3 white dots found in the bottom right-hand corner:

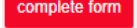


2. Select “Submit A Form” from the Actions list that appears:
3. Choose the type of form
 - a. Select “Werklund GPE Program Recommended Awards” from Category list
 - b. Select the award you wish to apply from Sub Category list
4. Form Content
 - a. Once you select an award the application form will appear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

Application Status:

- For submitted applications your status will show as 'Pending'
- For unsubmitted applications your status will be blank

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