

OCAS

College Partner Portal

USER GUIDE

Partner Portal Registration



Who We Are ▾ What

Data Warehouse
Login

Partner Portal
Login

Us

Register / More
Info

Register / More
Info

International Ports

Register / More Info

To create a Partner Portal account click on **Register / More Info**.

Looking for the Ontario college application? Head over to [ontario.ca](#)



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Supporters of...

<  OSCA / ACOSO

 COLLEGES
ONTARIO

 SkillsCompétences
Canada Ontario

 IAAO

OC/ APA >

What does **tomorrow** look like?

www.ocas.ca

Partner Portal Registration

HOW TO REGISTER

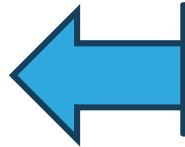
USER GUIDES

How to Register



New Users

REGISTER



Click the **Register** button to open the account registration form.

Once we receive your information, we will email you your Portal login information within two business days.



Existing Users

If you had Partner Portal access last year (2017-2018), your account is still active.

If you've forgotten your password or are unable to log in, click the Log In button and use the "Forgot your password or username?" link to receive both your username and a temporary password by email.

If you need help or wish to deactivate an existing account, [contact us](#).

Partner Portal Registration

Partner Portal Registration

Use this form to request access to the OCAS Partner Portal and OCAS' electronic Transcript Management Service (eTMS). **If you are an applicant who wants to apply to college, please go to www.ontariocolleges.ca.**

I am a:

- ☐ High School Employee
- ☐ School Board Employee
- ☒ College Employee

College Name

Select a College ▼

Service

- ☒ Domestic Application Service
- ☐ International Application Service

Contact Information

Name

First

Last

Email

user@yourdomain.com

Phone Number

(555) 555-5555

Position Title

Work title

Start by selecting your role in the system as a **High School Employee**, **School Board Employee** or **College Employee**.

Select your college from the drop-down menu and indicate whether you are registering for the Domestic or International Application Service.

Partner Portal Registration

Contact Information

Name

Email

Phone Number

Position Title

Enter your contact information including a valid email address.

Opt into eTMS:

If your institution uses OCAS' Electronic Transcript Management Service (eTMS) to manage transcript requests from former students, you can request access [here](#).

Do you want access to eTMS?

- ☐ Yes
☒ No

If you will be using the partner portal to manage electronic transcript requests, you can opt-in to eTMS here.

Terms of Use

- ☐ I agree to the [OCAS Portal Terms of Use](#) regarding privacy, confidentiality and security.

Are you a robot?

☐ I'm not a robot

SUBMIT

Questions or Issues? [Email us](#).

Click the checkbox to confirm that you agree to the terms of service and the CAPTCHA checkbox and then click **submit** to submit your account registration.

Once you've submitted your registration you will have to wait for a confirmation email.

Partner Portal Login

The screenshot shows the OCAS website homepage. At the top, there is a navigation bar with 'Log In / Register' and 'Français'. Below this, the OCAS logo is on the left, and 'Who We Are' and 'What We Do' are on the right. A dropdown menu is open under 'Log In / Register', showing 'Data Warehouse Login', 'Partner Portal Login', and 'Register / More Info'. A blue arrow points to 'Partner Portal Login'. The main content area features a large OCAS logo and the text 'OCAS' over a background image of a mountain and sun. At the bottom, there is a footer with logos for 'Proud Supporters of...', 'OSCA / ACOSO', 'COLLEGES ONTARIO', 'SkillsCompétences Canada Ontario', 'IAAG', and 'OCAS APACI'.

Log In / Register ▾ Français

Who We Are ▾ What We Do ▾ Us

Data Warehouse Login

Partner Portal Login

Register / More Info

Log in to the Partner Portal at www.ocas.ca.

Click **Log In / Register**, then **Partner Portal Login**.

You can also log in by visiting the following link:
partnerportal.ocas.ca

Be sure to bookmark this URL for quick one-click access.

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SkillsCompétences Canada Ontario

IAAG

OCAS APACI

Partner Portal Login



LOG IN

We've already added the PARTNER\
portion of the Username for you.

Username

PARTNER\ Username

[Forgot your password or username?](#)

Password

Password

Log in

Request Account

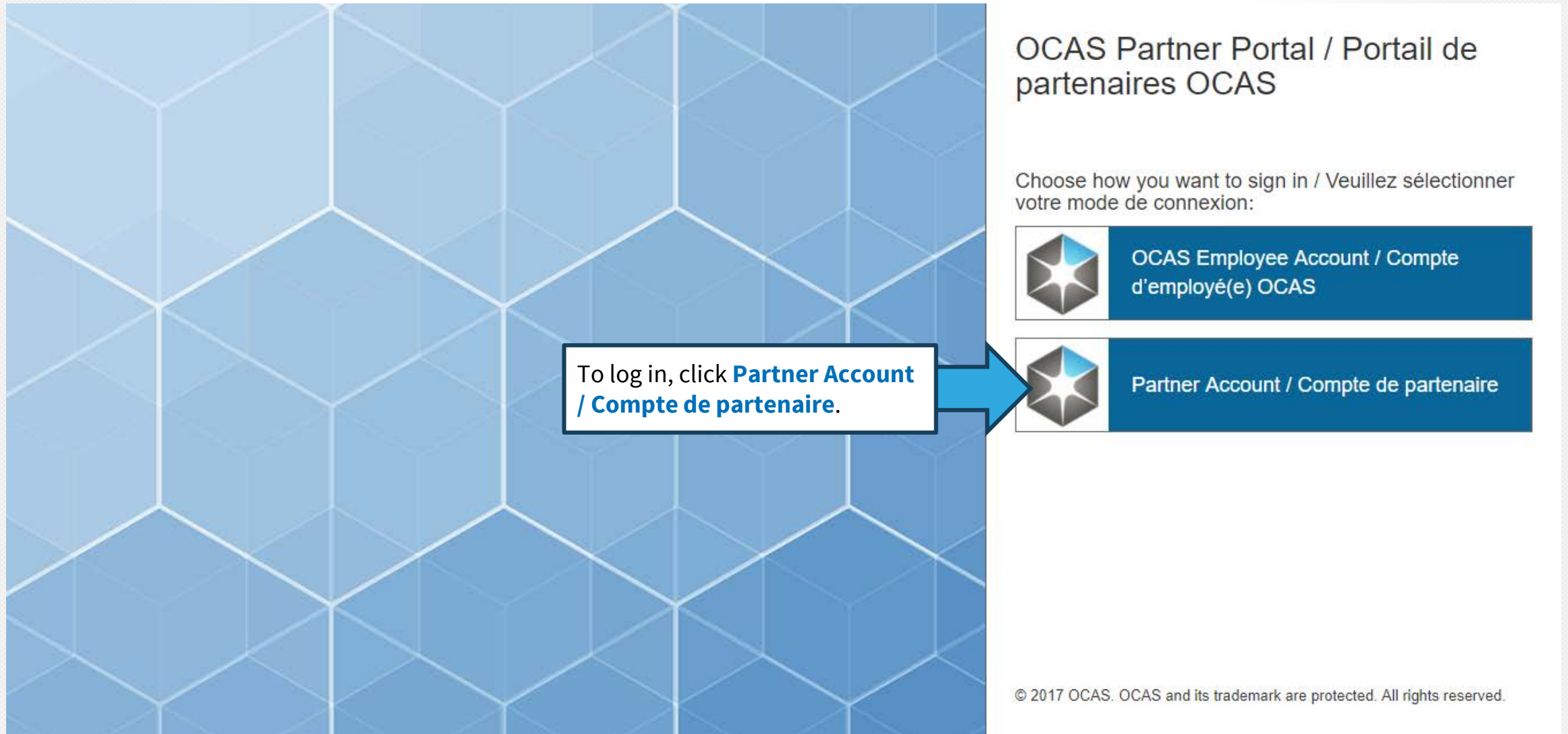
If you don't have an OCAS partner account you can request one below.

Request Account

Log in using the username and password provided in the Partner Portal registration email.

Note: Login information is case sensitive.


Partner Portal Login




The image is a screenshot of the OCAS Partner Portal login page. The background features a blue geometric pattern of cubes. On the right side, the page title 'OCAS Partner Portal / Portail de partenaires OCAS' is displayed. Below the title, a prompt asks the user to 'Choose how you want to sign in / Veuillez sélectionner votre mode de connexion:'. Two login options are presented as buttons: 'OCAS Employee Account / Compte d'employé(e) OCAS' and 'Partner Account / Compte de partenaire'. A blue callout box with a white border and a blue arrow points to the 'Partner Account' button. The callout text reads: 'To log in, click **Partner Account / Compte de partenaire.**'.

OCAS Partner Portal / Portail de partenaires OCAS

Choose how you want to sign in / Veuillez sélectionner votre mode de connexion:

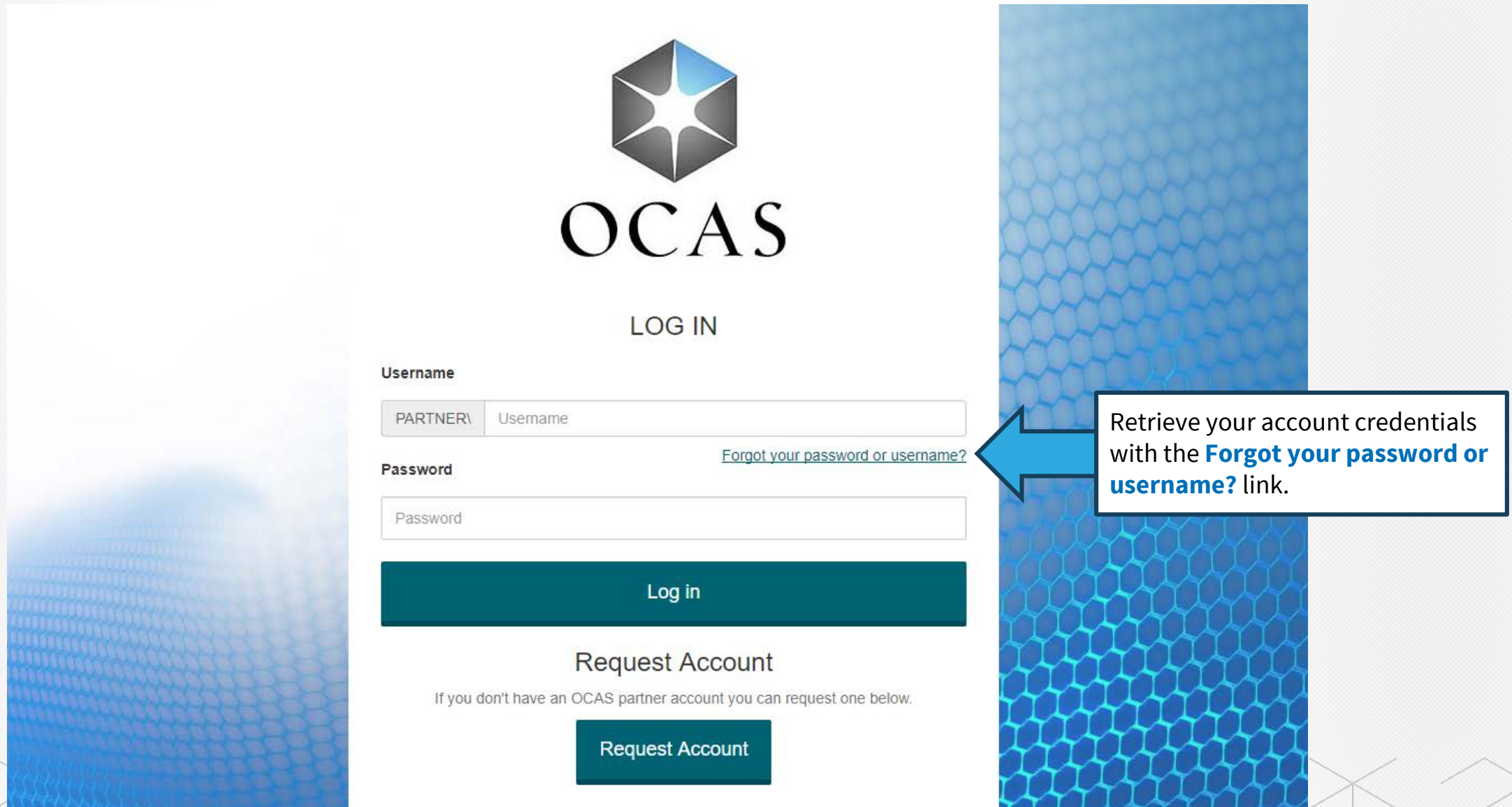
 OCAS Employee Account / Compte d'employé(e) OCAS

 Partner Account / Compte de partenaire

To log in, click **Partner Account / Compte de partenaire.**

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Username and Password Recovery



The image shows the OCAS login and account recovery page. At the top is the OCAS logo, a stylized star inside a hexagon. Below the logo is the text "OCAS" and "LOG IN". The login form has two input fields: "Username" and "Password". The "Username" field has a dropdown menu with "PARTNER\" selected. Below the "Password" field is a "Log in" button. Below the login form is a "Request Account" section with the text "If you don't have an OCAS partner account you can request one below." and a "Request Account" button. A blue arrow points from a text box on the right to the "Forgot your password or username?" link in the login form.

OCAS

LOG IN

Username

PARTNER\ Username

Forgot your password or username?

Password

Log in

Request Account

If you don't have an OCAS partner account you can request one below.

Request Account

Retrieve your account credentials with the **Forgot your password or username?** link.

Username and Password Recovery



Forgot Password

Forgot Password or Username

To reset your password or recover your username, enter the email address you used when registering for your OCAS partner account.

Enter the email address you used when registering for your Partner Portal account.

You'll receive an email with your username and a link to reset your password.

If you have any questions please contact service@ocas.ca.

What does **tomorrow** look like?

Home Screen

The screenshot shows the Home Screen of the ontariocolleges.ca portal. At the top, a dark teal header contains the site logo, tagline, and a navigation menu. Below the header, a light gray section features the 'Applicant Search' title and input fields for Application Number, Account Number, and OEN. A blue arrow points from a callout box to the navigation menu. Another callout box lists descriptions for several menu items. The footer includes the site logo, tagline, and links for FAQ and Accessibility.

PARTNER\uat.fans.fullaccess | [Edit Access Account](#) | [Search Applicants](#) | [System Applicant Search](#) | [Program Management](#) | [Search Offers](#) | [College Information](#) | [Document Access](#) | [eTMS](#) | [Logout](#)

ontariocolleges.ca
APPLY TODAY. CHANGE TOMORROW.

Applicant Search

Application Number: Account Number: OEN:

First Name:

Mident Code

[+ More Search Options](#)

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FAQ Accessibility

Click on the menu bar to access the functions to which you have been granted access.

Note: Not all users may have access to all Portal functionality.

Edit Access Account – used to change your account password.

Search Applicants – Home (default) screen. Allows you to view applicants to your college.

System Applicant Search – Allows you to list all applicants that have applied to all colleges.

Program Management – Search and manage program offerings for active and draft cycles.

Search Offers – View applicants who have received offer to your college only.

College Information – Information displayed to the applicant during the offer process.

Document Access – Access to application supporting documents.

eTMS – Access to the Electronic Transcript Management System.

Change Password

PARTNER\uat.fans.fullaccess | [Edit Access Account](#) | [Search Applicants](#) | [System Applicant Search](#) | [Program Management](#) | [Search Offers](#) | [College Information](#) | [Document Access](#) | [eTMS](#) | [Logout](#)

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French

In the menu, click [Edit Access Account](#) to access the [Change Password](#) screen.

Application Number:


Account Number:

OEN:

First Name:

Middle Name:

Last Name:





Mident Code: 

Email:

Application Cycle:

☐ More Search Options

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What does **tomorrow** look like?

www.ocas.ca

Change Password



[Français](#)

Ocas Tester

[Go back to Partner Portal](#)

MANAGE YOUR ACCOUNT

[View account activity](#)

[Change password](#)

[Log out](#)

Change password

Set a new password

Minimum password requirements

- No previously used passwords
- 8 to 14 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 symbol (e.g. @ #, \$)

[Save and Continue](#)

Your new password must meet minimum requirements.

No previously used password accepted.

Please note that your password can't include any part of your name or the name of your school.

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Search Applicants

LOCATE APPLICANTS TO YOUR COLLEGE

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Français

Applicant Search

Application Number: Account Number: OEN:

First Name: Middle Name: Last Name:

Mident Code: Email: Application Cycle:

[+ More Search Options](#)

Enter search criteria in at least one field (e.g. partial student name) and click **Search** to locate an applicant record.

Note: 'String search' is used (e.g. entering 'tes' will result in any record containing the 'tes' characters).

Select the current or previous application cycle to limit search results. Leave the default ALL to see all students.

Click **More Search Options** to view additional search criteria fields.

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Search Applicant

SEARCH RESULTS

Note the **Account Status**. This is the only screen which provides this information.

Search

Clear

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>App. Number</u>	<u>App. Status</u>	<u>Acct. Number</u>	<u>Acct. Status</u>	<u>DOB</u>	<u>Prev. Last Name</u>	<u>OEN</u>
Benjamin	Maryam		16-011-6282	Paid	210016839143	Active	1996/03/11		
Dilukshi	Chmari		14-000-7051	Paid	210016382618	Active	1995/04/04		000000000
Ferdinand	Mark		15-000-1029	Paid	210016389980	Active	1986/03/17		136013034
Joseph	Maryam		17-002-9278	Paid	210018289502	Active	1952/09/06		

Click on the **Last Name link** to view applicant details.

Search results are sorted alphabetically by last name. Click on any column heading to reorder the records in either ascending (default) or descending order.

Note: If only one record matches your search criteria, you will be taken directly to that applicant's dashboard.

Applicant Dashboard

PARTNER\uat.fans.fullaccess | Edit Access Account | Search Applicants | System Applicant Search | Program Management | Search Offers | College Information | Document Access | eTMS | Logout

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Ben Harper | Account Number:210016204129 (Active)

My Home

My Profile

- ✓ Personal Information
- ✓ Contact Information
- Authorized Users
- ✓ Citizenship and Residency
- ✓ Education
- ✓ Financial Support
- ✓ Experience

My Applications

18-010-7874 - Aug 2018 - Jul 2019

- ✓ Program Choices (1)
- ✓ Basis of Admission
- Int. Credential Assessment
- ✓ Transcript Request
- Payment Summary
- View Offers (0)

Applicant Information

Click My Application

Applicant Information

18-010-7874

View all applicant information relating to your college from the applicant Dashboard screen (see exceptions noted below).

Personal Information – basic demographic info including legal name, date of birth, etc.

Contact Information – applicant street address, email address, telephone numbers

Authorized Users – *not available for view*

Citizenship and Residency – Citizenship and residency status in Canada, country of birth

Education – high school, postsecondary or international education information

Financial Support – agency sponsorship; this does not include OSAP

Experience – area of study related employment or volunteer experience, test scores

Program Choices – programs selected at your college by applicant

Basis of Admission – confirmation of high school attendance or graduation

Transcript Request – high school and/or college transcript requests via eTMS

Payment Summary – *not available for view*

View Offers – *not available for view*

Email Communications

(NOT AVAILABLE FOR VIEWING)

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Français

Have a question?

Email Communications

If you would like to receive email from ontariocolleges.ca and Ontario's Colleges about surveys, promotions and program offerings, please check the boxes below:

☐ I agree to receive electronic messages from ontariocolleges.ca, including surveys, promotions and newsletters. I may withdraw my consent at any time.

Submit

Please note
your applica

For further i

60 Corporat

ontario
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With the introduction of **Canadian Anti-Spam Legislation (CASL)** on July 1, 2014, we are now required to collect consent from applicants in order to send commercial emails.

On first login only, applicants are presented with this Email Communications page, containing an option for receiving commercial emails. By checking the checkbox, the applicant provides consent for ontariocolleges.ca to send commercial emails.

Once applicants have selected to receive emails (or chosen not to), they can click **Submit** to proceed to their application. They will not see this page again and will be unable to opt in to commercial emails at a later time. However, it is always possible to unsubscribe from commercial emails using a link in the email's footer or calling our Customer Contact Centre.

Regardless of preferences for commercial communications, applicants will receive transactional emails relating to their application activity, such as payment notifications, password resets, etc.

System Applicant Search

TO LOCATE APPLICANTS WHO HAVE APPLIED TO ANY COLLEGE.

PARTNER\uat.fans.fullaccess | [Edit Access Account](#) | [Search Applicants](#) | [System Applicant Search](#) | [Program Management](#) | [Search Offers](#) | [College Information](#) | [Document Access](#) | [eTMS](#) | [Logout](#)

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Français

System Applicant Search

The System Applicant Search screen allows users to search for applicants who have applied to any of the colleges using a variety of search criteria.

Application Number:	Account Number:	OEN:
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name:	Middle Name	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ More Search Options](#)

Click [More Search Options](#) to view additional search criteria fields.

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Enter search criteria (e.g. partial student name) and click **Search** to locate an applicant who has **applied to any college**.

Note: 'String search' is used (e.g. entering 'tes' will result in any record containing the 'tes' characters).

System Applicant Search

SEARCH RESULTS

+ More Search Options

Search

Clear

Last Name	First Name	Middle Name	App. Number	App. Status	Acct. Number	Acct. Status	DOB	Prev. Last Name	OEN
Anthony	Mark	Anthony	1						000000000
Athapaththu	Mark								
Cannon	Mark								
Ferdinand	Mark		1						136013034
Ferdinand	Mark		1						136013034
Jackson	Marko		13-002-9525	Paid	210016353044	Active	1978/09/11		
Jacobs	Markie		13-002-9579	Paid	210016353026	Active	1980/04/04		
James	Mark				210016353035	Active	1990/11/03		
Jansa			13-002-9534	Paid	210016353053	Active	1986/03/05		
martin		mittchell	13-000-1607	Paid	210016251091	Active	1983/09/10		
O'Connell					210017700047	Active	1985/01/01		

Search results are displayed sorted alphabetically by last name.

Click on any **column heading** to reorder the records in either ascending (default) or descending order.

Results are **VIEW ONLY** and are used only to identify if an individual has an existing application on file at ontariocolleges.ca.

System Applicant Search

SEARCH RESULTS

+ More Search Options

Search

Clear

Last Name	First Name	Middle Name	App. Number	App. Status	Number
Anthony	Mark	Anthony	14-000-3154	Paid	21001637
Athapaththu	Mark				21001639
Cannon	Mark				21001815
Ferdinand	Mark		14-001-0507	Paid	21001638
Ferdinand	Mark		15-000-1029	Paid	21001638
Jackson	Marko		13-002-9525	Paid	21001635
Jacobs	Markie		13-002-9579	Paid	21001635
James	Mark				210016353035
Jansa	Markob		13-002-9534	Paid	210016353053
martin	mark	mitcheil	13-000-1607	Paid	210016251091
Q&B&C&D&E&F&G&H&I&J&K&L&M&N&O&P&Q&R&S&T&U&V&W&X&Y&Z	Q&B&C&D&E&F&G&H&I&J&K&L&M&N&O&P&Q&R&S&T&U&V&W&X&Y&Z				210017700047

Application Status

Paid – application processing fee has already been paid at OCAS

Unpaid – application is not active and a payment of the application processing fee is required

Pending Payment – application is not active; check with OCAS as to the required fees to be paid

Updating Program Offerings

- The **Program Management** menu option opens in a new application accessible from the Partner Portal.
- The **Application Cycles** menu option provides access to all available active and draft cycles at your college.
- The **Manage Start Dates** menu option provides the ability to view and edit availability of programs' start dates in bulk using the Actions submenu.
- Program offering information can be updated based on established business rules.
- Whenever a change is made to an **application cycle**, **program code**, **campus code**, **program delivery** or **start date**, it is considered a new program addition.

Application Cycles

DISPLAY ALL YOUR COLLEGE'S PROGRAM OFFERINGS

[< Back to Partner Portal](#) | [Application Cycles](#) | [Manage Start Dates](#)

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[Français](#) | [Logout](#)

Application Cycles

College:

Conestoga

Program Cycle	Date Range	Status	Action
Conestoga 2018	2018-08-01 to 2019-07-31	Active	Manage Programs
Conestoga 2019	2019-08-01 to 2020-07-31	Draft	Create/Edit Catalogue

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[Contact](#)

Click on **Manage Programs** to display all your college programs within that published application cycle.

What does **tomorrow** look like?

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Draft Cycles

ADD, EDIT, AND DELETE PROGRAMS IN YOUR CATALOGUE

< Back to Partner Portal | Application Cycles | Manage Start Dates

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Français | Logout

Application Cycles

College:

Conestoga

A **Draft Cycle** will be available in **Program Management** during the rollover period. Colleges can add, edit, and delete program offerings. The catalogue becomes the active application cycle on/around October 1.

Program Cycle	Date Range	Status	Action
Conestoga 2018	2018-08-01 to 2019-07-31	Active	Manage Programs
Conestoga 2019	2019-08-01 to 2020-07-31	Draft	Create/Edit Catalogue

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Click on **Create/Edit Catalogue** to display all your college programs within a draft application cycle.

What does **tomorrow** look like?

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Manage Programs

SEARCH PROGRAMS

Application Cycle:

2019 (Active)

Campus:

All

Program Code:

Program Code

Program Title:

Program Title

Program Delivery:

All

Search

Clear

Use the Campus / Program Code / Program Title / Program Delivery fields to refine search results **OR** click on any Program Code / Title link to view program details.

Actions ▼

Showing 123 program(s)

Program Code	Program Title	Program Delivery	College	Campus
AWS	Advanced Water Systems Operations And Management	Full Time	Fleming	Lindsay
AEN	Applied Planning - Environmental	Full Time	Fleming	Lindsay
AQU	Aquaculture (Co-Op)	Full Time	Fleming	Lindsay
AR	Arboriculture (Co-Op)	Full Time	Fleming	Lindsay
ABS	Artist Blacksmith (Accelerated)	Full Time	Fleming	Haliburton
BSCN	Bachelor of Science in Nursing (Apply Through Ouac)	Full Time	Fleming	Peterborough

Manage Programs

SEARCH PROGRAMS

Application Cycle:

2019 (Active)

Campus:

All

Program Code:

Program Code

Program Title:

Program Title

Program Delivery:

All

Search

Clear

Programs as displayed in alphabetical order by Program Title. Click any of the **column heading** links to reorder the list. Number of results is listed in the top right corner.

Actions ▼

Showing 123 program(s)

Program Code	Program Title	Program Delivery	College	Campus
AWS	Advanced Water Systems Operations And Management	Full Time	Fleming	Lindsay
AEN	Applied Planning - Environmental	Full Time	Fleming	Lindsay
AQU	Aquaculture (Co-Op)	Full Time	Fleming	Lindsay
AR	Arboriculture (Co-Op)	Full Time	Fleming	Lindsay
ABS	Artist Blacksmith (Accelerated)	Full Time	Fleming	Haliburton
BSCN	Bachelor of Science in Nursing (Apply Through Ouac)	Full Time	Fleming	Peterborough

Manage Programs

ADD NEW PROGRAM / EXPORT PROGRAMS

Program Code:

Program Title:

Program Delivery:

Actions ▼

- + Add Program
- 📄 Export All to Excel

Showing 123 program(s)

	Program Title			
	Advanced Water Systems Operations And Management	Full Time	Fleming	Lindsay
AEN	Applied Planning - Environmental	Full Time	Fleming	Lindsay
AQU	Aquaculture (Co-Op)	Full Time	Fleming	Lindsay
AR	Arboriculture (Co-Op)	Full Time	Fleming	Lindsay
ABS	Artist Blacksmith (Accelerated)	Full Time	Fleming	Haliburton
BSCN	Bachelor of Science in Nursing (Apply Through Ouac)	Full Time	Fleming	Peterborough
BTE	Biotechnology - Advanced (Formerly Biotechnology Technologist - Forensics)	Full Time	Fleming	Peterborough
SBL	Blasting Techniques	Full Time	Fleming	Lindsay
GBE	Business	Full Time	Fleming	Peterborough
BAC	Business - Accounting	Full Time	Fleming	Peterborough

Click **Add New Program** to add a program offering to the selected application cycle.

Click **Export All to Excel** to export program information to an Excel spreadsheet.

Add/Edit Program

ADD NEW PROGRAM / EDIT PROGRAM

New Program

General Information

Application Cycle:

2018 (2018-08-01 to 2019-07-31)

Active

College:

Campus:

Program Details

Program Code:

Program Title:

Please enter the program title in title case format (e.g. Practical Nursing)

Program Delivery:

Program Type:

Length:

MCU Code:

Find

Use the drop down boxes and free form fields to enter program details.

Add/Edit Program

ENTRY LEVEL AND MCU CODE

Length:

3

Academic Years (Periods Of 8 Months)

MCU Code:

61901



Find

Credential:

Advanced Diploma

Default Entry Level:

Entry Level 1

Available Entry Levels:

- ☒ Entry Level 1
- ☒ Entry Level 2
- ☒ Entry Level 3
- ☒ Entry Level 4
- ☒ Entry Level 5
- ☒ Entry Level 6
- ☒ Entry Level 7
- ☒ Entry Level 8
- ☒ Entry Level 9
- ☒ Entry Level 10
- ☒ Entry Level 11
- ☒ Entry Level 12
- ☐ Advanced Entry
- ☐ Degree Completion

If the **MCU Code** is not known or to view a list of all available MCU codes, use the **Find** function.

To add a new MCU code, contact OCAS by email at service@ocas.ca.

Use the checkboxes to indicate all available Entry Levels for the program.

Add/Edit Program

SPECIAL CODES

Study Area:
Health


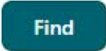
Highly Competitive:
No

Language:
English

Program Level:
Post-Secondary

Promotion:
Standard Use

Adult Training:
Not Adult Training

Special Code (Optional):
WC  

APS Number:
1465

Ministry Approval:
Approved

URL (Optional):
<http://www.algonquincollege.com/pembroke/program/action-sports-park-development/>

Special Codes are optional, college-specific codes. They provide notes that will display on the Find a Program when applicants are searching for programs.

If the **Special Code** is not known or to view a list of all available special codes, use the **Find** function.

To add a new special code, contact OCAS by email at service@ocas.ca.

Add/Edit Program

PROGRAM CATEGORY

Program Category

Category:

Arts & Culture

Sub-Category:

Animation

Category (Optional):

Arts & Culture

Sub-Category (Optional):

Visual Arts

Program categories are used in [Find a Program](#) search results. You must select at least 1 Category and 1 Sub-Category.

Program Start Date

For expiry date, choose the following day if you would like the start date to expire at midnight of the previous day.
I.e: Choose Feb 2nd if you want the start date to expire at midnight on Feb 1st.

Start Date	Availability	Status	Override Semesters	Expiry Date (YYYY-MM-DD)	Expiry Action	Action
2020 - May	Open	Active	Override: No Change	YYYY-MM-DD	Closed	Delete

Add Program Start Date

Click [Save](#) when complete

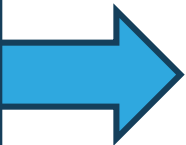
SaveClone Program

Add/Edit Program

ADD PROGRAM START DATE

Program Start Date

Click on **Add Program Start Date** to access start date information.



Add Program Start Date

Save

Clone Program



Program Start Date

For expiry date, choose the following day if you would like the start date to expire at midnight of the previous day.
I.e: Choose Feb 2nd if you want the start date to expire at midnight on Feb 1st.

Start Date	Availability	Status	Override Semesters	Expiry Date
2020 - May	Open	Active	Override: No Change	

Add Program Start Date

Save

Clone Program

Use the drop-down boxes and free form fields to add required information.

Click **Add Program Start Date** to add additional intake dates.

Click **Save** when complete.

Add/Edit Program

PROGRAM AVAILABILITY

Program Start Date

For expiry date, choose the following day if you would like the start date to expire at midnight of the previous day.
ie: Choose Feb 2nd if you want the start date to expire at midnight on Feb 1st.

Start Date	Availability	Status	Override Semesters	Expiry Date (YYYY-MM-DD)	Expiry Action	Action
2020 - May ▾	Open ▾	Active ▾	Override: No Change	YYYY-MM-DD	Closed ▾	Delete

Add Program Start Date



S

Open – Applications are considered for admission.
(Seats available.)

Closed – Applications are not considered for admission. (Program is full for that specific start date.)

Waitlisted – Applications will still be processed.
(Seats may still become available.)

Program Availability Updates

Changes are reflected immediately within the Partner Portal and within an hour (approximately) in the online Find a Program utility.

Add/Edit Program

PROGRAM STATUS

Program Start Date

For expiry date, choose the following day if you would like the start date to expire at midnight of the previous day.
ie: Choose Feb 2nd if you want the start date to expire at midnight on Feb 1st.

Start Date	Availability	Status	Override Semesters	Expiry Date (YYYY-MM-DD)	Expiry Action	Action
2020 - May ▾	Open ▾	Active ▾	Override: No Change	YYYY-MM-DD	Closed ▾	Delete

Add Program Start Date

Save

Active – Normal processing of applications to the program.

Inactive – Program was put on system but is no longer being offered and cannot be deleted because applications are attached to it.

Cancelled – Program may not be offered again during the application cycle. Applications received to this program are transmitted to the college.

Suspended – Program is not currently offered, but may be in future (including this application cycle).

Add/Edit Program

ENTRY LEVEL CUSTOMIZATION

Program Start Date

For expiry date, choose the following day if you would like the start date to expire at midnight of the previous day.
ie: Choose Feb 2nd if you want the start date to expire at midnight on Feb 1st.

Start Date	Availability	Status	Override Semesters	Expiry Date (YYYY-MM-DD)	Expiry Action	Action
2020 - Jan	Open	Active	Override: Yes Change	2020-01-09	WaitListed	View Applicants
2019 - Sep	Closed	Active	Override: No Change	2019-09-06	WaitListed	View Applicants
2020 - May	Open	Active	Override: No Change	YYYY-MM-DD	Closed	Delete

Last modified on 2019-09-16 17:14:01 by mcfaul@ocas.ca

[Add Program Start Date](#)

[Save](#)

[Clone Program](#)

Last modified on 2019-09-16 17:14:01

All programs include list of available semesters and a default entry semester ("program list").

Start dates can have their own list of available semesters using Override. To customize the available entry levels for a program click [Change](#).

Add/Edit Program

ENTRY LEVEL CUSTOMIZATION

Semester Overrides for 3D Animation (2020 - Jan)

Override:

☐ No, use program entry semesters

☒ Yes, specify intake entry semesters

Default Entry Semester:

Semester 2

Available Semesters:

☒ Semester 2

☐ Semester 3

☐ Semester 4

☐ Semester 5

☐ Semester 6

☐ Semester 7

☐ Semester 8

☐ Semester 9

☐ Semester 10

☐ Semester 11

☐ Semester 12

☐ Advanced Entry

☐ Degree Completion

Continue Cancel

On the **Semester Overrides** screen you will be able to specify a different default entry semester and customize which entry semesters will be selectable for the start date. If no override is create the start date will use the default values for the program.

Select **Yes, specify intake semesters** to create an override for this start date, then select the default entry semester and use the checklist to select which semester will be available for applicants.

Click **Continue** to enable the override.

Add/Edit Program

EXPIRY DATE AND EXPIRY ACTION

Program Start Date

For expiry date, choose the following day if you would like the start date to expire at midnight of the previous day.
ie: Choose Feb 2nd if you want the start date to expire at midnight on Feb 1st.

Start Date	Availability	Status	Override Semesters	Expiry Date (YYYY-MM-DD)	Expiry Action	Action
2020 - May ▾	Open ▾	Active ▾	Override: No Change	YYYY-MM-DD	Closed ▾	Delete

Add Program Start Date

Save

Clone Program

Expiry Date – Date that the program availability will be set to Closed or Waitlisted. (e.g. for a highly competitive program after the equal consideration date has passed)

Programs will expire on the indicated day at 11:59 pm.

Expiry Action – Program availability change (Closed or Waitlisted) on Expiry Date.

Add/Edit Program

ACTION

Program Start Date

For expiry date, choose the following day if you would like the start date to expire at midnight of the previous day.
I.e: Choose Feb 2nd if you want the start date to expire at midnight on Feb 1st.

Start Date	Availability	Status	Override Semesters	Expiry Date (YYYY-MM-DD)	Expiry Action	Action
2020 - May ▾	Open ▾	Active ▾	Override: No Change	YYYY-MM-DD	Closed ▾	Delete
2019 - Sep ▾	Closed ▾	Active ▾	Override: No Change	2019-09-06	WaitListed ▾	View Applicants

Add Program Start Date

Save

Clone Program



Delete – Remove a specific start date. Start date will only be removed after clicking Ok in the confirmation window. A program start date can only be deleted if no applicants have applied.

View Applicants – List all applicants that have applied to a specific program start date.

Add/Edit Program

SAVE / CLONE / DELETE PROGRAM

Program Start Date

For expiry date, choose the following day if you would like the start date to expire at midnight of the previous day.
I.e: Choose Feb 2nd if you want the start date to expire at midnight on Feb 1st.

Start Date	Availability	Status	Override Semesters	Expiry Date (YYYY-MM-DD)	Expiry Action	Action
2020 - May ▾	Open ▾	Active ▾	Override: No Change	YYYY-MM-DD	Select... ▾	Delete

Add Program Start Date

Save

Clone Program

Delete

Save – Save current information.

Clone Program – Copies existing program information. Can only be used to add the program offering at an additional campus. To enter a new program code, you must add a new program

Delete – Delete program (only available in draft cycles)

Manage Start Dates

SEARCH FOR A SPECIFIC START DATE AT YOUR COLLEGE

[< Back to Partner Portal](#) | [Application Cycles](#) | [Manage Start Dates](#)

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Manage Start Dates

Application Cycle:
2019 (2019-08-01 to 2020-07-31)
Active

College:
Fanshawe

Start Date

All

Campus:

All

Program Code:

Program Code

Program Title:

Program Title

Program Delivery:

All

Search

Clear

Enter specific search criteria
to locate specific intakes.

Actions 

Showing 438 start date(s)

<input type="checkbox"/>	Program Code	Program Title	Program Delivery	Campus	Start Date	Status	Availability
<input type="checkbox"/>	ANC1	3D Animation and Character Design	Full Time	London - Downtown	2019 - Sep	Active	Open
<input type="checkbox"/>	ADP2	Advanced Care Paramedic	Full Time	LondonTest	2020 - Jan	Active	Open
<input type="checkbox"/>	ADE1	Advanced Ergonomic Studies	Full Time	LondonTest	2019 - Sep	Active	Open

What does **tomorrow** look like?

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Manage Start Dates

CHANGE PROGRAM AVAILABILITY

Actions ▾

☒ Open Selected

☐ Waitlist Selected

☒ Close Selected

☐ Export All to Excel

Showing 438 start date(s)

	Program Title	Program Delivery	Campus	Start Date	Status	Availability	
	3D Animation and Character Design	Full Time	London - Downtown	2019 - Sep	Active	Open	
	Advanced Care Para				Active	Open	
					Active	Open	
					Active	Open	
<input type="checkbox"/>	AFM1	Advanced Filmmaking			Active	Open	
<input type="checkbox"/>	ALE1	Advanced Law Enforcement And Security				Open	
<input type="checkbox"/>	APS2	Advanced Police Studies			Active	Open	
<input type="checkbox"/>	AEL1J	Adventure Expedition Leadership			Active	Open	
<input checked="" type="checkbox"/>	AGM1J	Agri-Business Management			Active	Open	
<input checked="" type="checkbox"/>	AGM1J	Agri-Business Management	Full Time	Simcoe	2019 - Sep	Active	Open
<input checked="" type="checkbox"/>	AGM2	Agri-Business Management	Full Time	London Off-Site	2019 - Sep	Active	Open
<input type="checkbox"/>	ANA2	Anesthesia Assistant	Full Time	LondonTest	2019 - Sep	Active	Open
<input type="checkbox"/>	AMD2	Applied Mechanical Design	Full Time	LondonTest	2020 - May	Active	Open
<input type="checkbox"/>	AMD2	Applied Mechanical Design	Full Time	LondonTest	2019 - Sep	Active	Open
<input type="checkbox"/>	AMD2	Applied Mechanical Design	Full Time	LondonTest	2020 - Jan	Active	Open
<input type="checkbox"/>	ATY1	Architectural Technology	Full Time	LondonTest	2019 - Sep	Active	Open

Manage Start Dates

EXPORT PROGRAM INFORMATION TO EXCEL

Showing 438 start date(s)

Actions ▾

- ✓ Open Selected
- ⌚ Waitlist Selected
- ✕ Close Selected
- 📄 Export All to Excel

Click **Export to Excel** to export program information to an Excel spreadsheet.

Program Title	Program Delivery	Campus	Start Date	Status	Availability
3D Animation and Character Design	Full Time	London - Downtown	2019 - Sep	Active	Open
Advanced Care Paramedic	Full Time	LondonTest	2020 - Jan	Active	Open
Advanced Filmmaking	Full Time	LondonTest	2019 - Sep	Active	Open

AFM1 Advanced Filmmaking

ALE1 Advanced Law Enforcement, Investigations And Security

APS2 Advanced Police Studies

AEL1J Adventure Expeditions And Interpretive Leadership

AGM1J Agri-Business Management

AGM1J Agri-Business Management

AGM2 Agri-Business Management

ANA2 Anesthesia Assistant

AMD2 Applied Mechanical Design

AMD2 Applied Mechanical Design

AMD2 Applied Mechanical Design

Application Cycle

Application Cycle	College Code	Campus Code	Program Code	Program	Program Delivery Description	Start Date	Pr
2019	FANS	LCD	ANC1	3D Animation and Character Design	Full Time	2019 - Sep	Op
2019	FANS	LC	ADP2	Advanced Care Paramedic	Full Time	2020 - Jan	Op
2019	FANS	LC	ADE1	Advanced Ergonomic Studies	Full Time	2019 - Sep	Op
2019	FANS	LC	AFM1	Advanced Filmmaking	Full Time	2019 - Sep	Op
2019	FANS	LC	ALE1	Advanced Law Enforcement, Investigations And Security	Full Time	2019 - Sep	Op
2019	FANS	LC	APS2	Advanced Police Studies	Full Time	2019 - Sep	Op
2019	FANS	SC	AEL1J	Adventure Expeditions And Interpretive Leadership	Full Time	2019 - Sep	Op
2019	FANS	SC	AGM1J	Agri-Business Management	Full Time	2019 - Sep	Op
2019	FANS	SC	AGM1J	Agri-Business Management	Full Time	2020 - Jan	Op
2019	FANS	XLC	AGM2	Agri-Business Management	Full Time	2019 - Sep	Op
2019	FANS	LC	ANA2	Anesthesia Assistant	Full Time	2019 - Sep	Op
2019	FANS	LC	AMD2	Applied Mechanical Design	Full Time	2019 - Sep	Op
2019	FANS	LC	AMD2	Applied Mechanical Design	Full Time	2020 - Jan	Op
2019	FANS	LC	AMD2	Applied Mechanical Design	Full Time	2020 - May	Op
2019	FANS	LC	ATY1	Architectural Technology	Full Time	2019 - Sep	Op
2019	FANS	LC	ATY1	Architectural Technology	Full Time	2020 - Jan	Op
2019	FANS	LCD	ATA1	Artisanal Culinary Arts	Full Time	2020 - May	Op
2019	FANS	LC	APR1	Audio Post-Production	Full Time	2019 - Sep	Op
2019	FANS	LC	AUT1	Autism And Behavioural Science	Full Time	2019 - Sep	Op
2019	FANS	LCQ	AUT3	Autism And Behavioural Science (Weekend)	Full Time	2019 - Sep	Op
2019	FANS	LC	ABT1	Auto Body Repair Techniques	Full Time	2019 - Sep	Op
2019	FANS	LCA	AAM3	Aviation Technician - Aircraft Maintenance	Full Time	2019 - Sep	Op

Programs start dates

Search Offers

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Search Offers

☐ Search

Application Number:

Program Code:

Last Name:

First Name:

Date of Birth:

Account #:

Search

Clear

Enter the application number and click **Search**.

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OCA

Search Offers

☐ Search

Application Number: 15-122-5848

Name: Testa David

Account #: 210034337247

Date of Birth: 1997/09/06

Program Title: POLICE FOUNDATIONS

Program Code: PFT1

Campus: London

Start Date: 2015/09

Entry Level: Entry Level 1

Program Delivery: Full Time

Sequence Number: 2

Term Identifier: FA15

Offer State: Active

Confirmation Status: Accepted

Date Offer Posted: 2015/02/01

Confirmed Date: 2015/04/27

Soft Expiry Date: 2015/05/01

Hard Expiry Date: 2015/07/31

Edit Offer

Click **Edit Offer** to make changes to an individual offer.

Update Offer

Update Offer

Application Number:

15-122-5848

Name:

Testa, David

College:

Fanshawe

Date of Birth:

06/09/1997

Confirmation Status:

Accepted

Offer State:

Active

Sequence Number:

2

Entry Level:

Entry Level 1

Date Offer Posted:

2015/02/01



Program Code:

PFT1

Soft Expiry Date:

2015/05/01



Campus Code:

LC

Hard Expiry Date:

2015/07/31



Start Date:

2015 - Sep

Late Admit:

No

Program Delivery:

Full Time

Term Identifier:

FA15

Save

Cancel

Make changes to individual offers as required. Click **Save** when finished making updates or **Cancel** to exit without saving changes.

New offers and mass updates should be sent to OCAS in the next offer file.

To prevent confirmation of an offer file, update the hard expiry date to the current date to expire the offer.

To change a program code, campus code, program start date, attendance status or entry level, revoke the existing offer and insert the new offer in the next OCAS offer file.

Update Offer

Update Offer

Application Number: 15-122-5848	Name: Testa, David	College: Fanshawe
---	------------------------------	-----------------------------

Date of Birth:
06/09/1997

Confirmation Status:
Accepted

Offer State:
Active

Sequence Number:
2

Date Offer Posted:
2015/02/01

Soft Expiry Date:
2015/05/01

Hard Expiry Date:
2015/07/31

Late Admit:
No

Term Identifier:
FA15

Save **Cancel**

Confirmation Status

No Response – No offers processed for applicant.

CCY – Applicant has confirmed to this offer. Confirmed offers cannot be deleted.

CCN – Applicant has confirmed another offer or declined all offers.

Offer State

Active – Offer is active and available for the applicant to select.

Deleted – Offer deleted by college (e.g. issued in error); applicant cannot view or select.

Revoked – Valid offer withdrawn by college, viewable by applicant but cannot be selected OR valid offer made to applicant who has not satisfied the conditions of the offer.

Program Suspended – Offer withdrawn by college due to program being cancelled. Viewable but cannot be selected by applicant.

Update Offer

Update Offer

Application Number:

15-122-5848

Name:

Testa, David

College:

Fanshawe

Date of Birth:

06/09/1997

Confirmation Status:

Accepted

Offer State:

Active

Sequence Number:

2

Date Offer Posted:

2015/02/01

Soft Expiry Date:

2015/05/01

Hard Expiry Date:

2015/07/31

Late Admit:

No

Term Identifier:

FA15

Save

Cancel

Sequence Number – Sequence number of the offer.

Date Offer Posted – Field contains OFFER_ACTIVE_DATE from the offer file. Date must be prior to the soft and hard expiry dates. Offer becomes active and visible to the application at 12:01 a.m. on the date specified.

Soft Expiry Date – Field contains OFFER_EXPIRY_DATE_SOFT from the offer file. Date can be the same or prior to the hard expiry date. Soft expiry dates are viewable by applicant as 'Date of Expiry' for that offer. Applicants are able to select offers beyond the soft expiry date.

Hard Expiry Date – Field contains OFFER_EXPIRY_DATE_HARD from the offer file. Applicants are not able to select offers beyond the hard expiry date. Offers expire at 11:59 p.m. on the date specified.

Late Admit – NO: indicates regular offer.
YES: indicates a late admit offer. OCAS will identify this offer as a late admit and will hold it until the OCAS application has been received and processed.

Term Identifier – Term for which offer is being made. (FA = Fall, WI = Winter, SU = Spring / Summer)

College Information

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College Information

* Revoked Info URL

* Suspended Info URL

* Phone Number for Revoked Offers

* College Website URL

* Audit Report Email Address

Displays the functionality to update information that is displayed to the applicant during the offer process. Click **Save** when finished making updates or **Clear** to exit without saving changes.

Revoked Info URL – URL link for applicant if the offer is revoked.

Suspended Info URL – URL link for applicant if the offer is suspended.

Phone Number for Revoked Offers – Phone number for applicant to contact college if offer is revoked or suspended.

College Website URL – URL link to college website.

Audit Report Email Address – Email address for receipt of audit reports. Separate individual email addresses by a comma.

College Information

*** Audit Report Email Address**

its_support@ocas.ca

Welcome Message (HTML text accepted - eg:
 = inline break)

Congratulations!

Welcome to Canadore College. AN ENVIRONMENT FOR LEARNING.

You have made an excellent choice.

We look forward to you becoming a member of the Canadore family.

Preview Message

Welcome Message (HTML text accepted - eg:
 = inline break)

Congratulations!

Welcome to Canadore College. AN ENVIRONMENT FOR LEARNING.

You have made an excellent choice.

We look forward to you becoming a member of the Canadore family.

Preview Message

College Logo:

**YOUR COLLEGE
LOGO HERE**

Save **Clear**

Displays the functionality to update information that is displayed to the applicant during the offer process. Click **Save** when finished making updates or **Clear** to exit without saving changes.

Welcome Message – Message for applicant after offer of admission is accepted.

College Logo – College logo displayed to applicants. Changes to college logos must be submitted to OCAS. (.gif files, 100 x 100 px, 72 dpi)

Document Access

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Français

Document Access

Mark Processed

Download Selected

Select All | Deselect All

☐ Show Processed and Unprocessed Today

Popular Resources

See the separate **Document Access User Guide** for complete information at:
www.ocas.ca/resources/college

User Guides

College Partner Portal User Guide (.pdf)
College eTMS User Guide (.pdf)
Document Access User Guide (.pdf)

Other Resources

Important Dates – Fall 2020 Programs (.pdf)
2019 College Dialogues Booklet (.pdf)
Secondary School Course Codes (.pdf)
List of Schools & Boards Using eTMS (.pdf)
Country Codes (.xlsx)
First Language Codes (.xlsx)
OCAS / OUAC Secondary School Data
Transmission Specifications (.pdf)
International Representative Reference Sheet (.pdf)

eTMS

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Franglais

eTMS

Transcript Requests | Transcripts | Reports

Popular Resources

Search

See the separate **eTMS User Guide** for complete information at:
www.ocas.ca/resources/college

User Guides

- College Partner Portal User Guide (.pdf)
- College eTMS User Guide (.pdf)
- Document Access User Guide (.pdf)

Other Resources

- Important Dates – Fall 2020 Programs (.pdf)
- 2019 College Dialogues Booklet (.pdf)
- Secondary School Course Codes (.pdf)
- List of Schools & Boards Using eTMS (.pdf)
- Country Codes (.xlsx)
- First Language Codes (.xlsx)
- OCAS / OUAC Secondary School Data
- Transmission Specifications (.pdf)
- International Representative Reference Sheet (.pdf)

Pages: |<First <Previous 1 2 3 4 Next> Last>|

Showing 50 Items per Page. Page 1 of 4, Items 1 - 50

Date Requested	Age	Reference Number	Na
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