



College Partner Portal

user guide

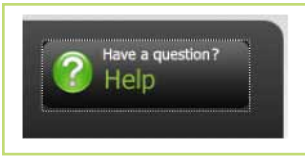
TABLE OF CONTENTS

General Information	3
Login.	4
Home Screen	5
Applicant Search Screen	5
Applicant Search Results.	6
Applicant Dashboard.	7
Manage Programs	8
Program Search Results	8
Edit Program	9
Program Availability (Definitions).10
Program Status (Definitions).10
Expiry Date10
Add New Program.10
Search Offers11
Edit Offers11
College Information.13



GENERAL INFORMATION

At any time, click this link for help (top, right of the screen)



Required fields are indicated by * .

*Legal First / Given Name: *Legal Last / Family Name:

*Date of Birth: Year Month Day

Error messages help you complete information that may have been missed.

Agency

College / University Transcripts

Create a transcript request for Confederation to be sent to Humber
 Create a transcript request for Confederation to be sent to Sault

Send Transcript Date:
 Select ... Please specify When do you want to send these transcripts

Save

Jul 2011

3)

At the bottom on any screen click on a link for additional information.



Contact Us – Contact information and hours of operation.

Privacy Statement – review our complete Privacy Statement

Terms of Use – review our website Terms of Use

FAQs - Frequently asked questions about the application process in general

List Navigation – In some cases, results contain more than 20 records. In this case, use the list navigation to view the additional items.

Last Name	First Name	Application Number	Application Status	Account Number	Account Status	DOB	Previous Last Name	Activate
test	Johnny	11-043-5724	Active	000003658512	Active	1982/04/03		
test	Jenny	11-043-5688	Active	000003658494	Active	1983/02/24		

Pages: [-First] [Previous] [Next] [Last-]
 Showing 20 Items per Page. Page 1 of 1, Items 1 - 2 of 2



LOGIN

To login to the College Partner Portal go to **ocas.ca**.

From the left navigation, click on **College Staff**. Scroll down the page and click on the **College Partner Portal** login button.

OCAS
ONTARIO COLLEGE APPLICATION SERVICE

COLLEGE STAFF

“Our contact centre is the link between students and the college system.”
LUCY BATISTA
MANAGER OF CLIENT SERVICES

SERVICES FOR ONTARIO COLLEGE STAFF

In an effort to make things easier for you, we've collected all the links to services that OCAS offers you, their associated user guides and other important documents on one page.

The phone number for college staff is: **1 888.847.OCAS (6227)**
The email address for college staff is service@ocas.ca

For information regarding Data Warehouse Services, please contact statistics@ocas.ca.

Please remember that the toll free phone number for students and applicants is **1 888.892.2228** while the email is Ask-us@ontariocolleges.ca

College Partner Portal
Click the login button to access the College Partner Portal, including the Offer Management and Document Imaging features.

[Log In](#)

User Guide

Log in with the username and password provided in the registration email.

NOTE: Log in information is case sensitive.

ONTARIO COLLEGES .CA

Need a question? Help

Log On

User Name:

Password:

Language:

[Log On](#)

This site is intended for authorized users only.
If you experience access problems contact the [site administrator](#).

OCAS © 2010 ONTARIO COLLEGE APPLICATION SERVICE

Click on **“Log In”** to access the system.

HOME SCREEN

Edit Access Account – Retrieve your username and recover your password.

My Home – Provides access to which you have been granted access.

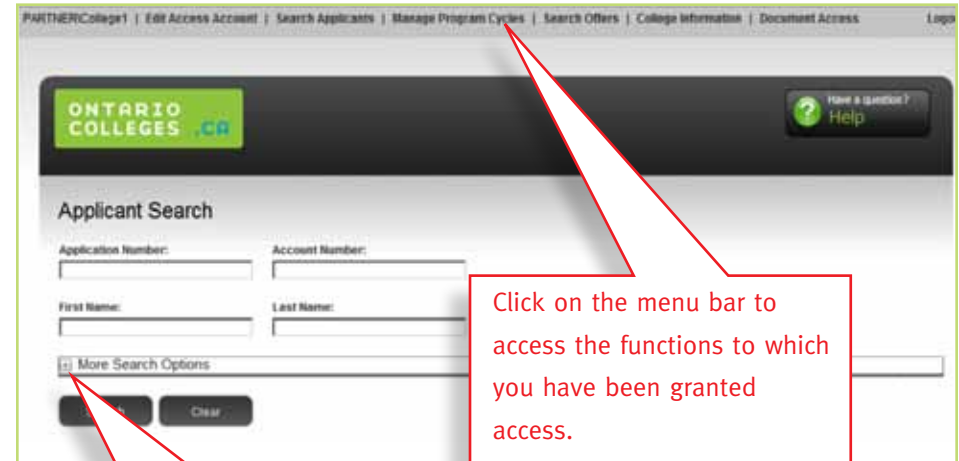
Change Password – Click to manage your account access.



Click on **“My Home”** to move to the Applicant Search (default) screen.

APPLICANT SEARCH SCREEN

The Applicant Search screen (default screen) – Allows users to view applicants to their college using a variety of search criteria. These screens use ‘string search’ (e.g. entering ‘dav’ will result in any record containing the ‘dav’ characters.)



Click on the expand toggle for additional search options.

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 functions.

Enter search criteria and click “Search”.

ONTARIO COLLEGES .CA

How a question? Help

Applicant Search

Application Number: Account Number:

First Name: Last Name:

More Search Options

Previous Legal Last Name:

Date of Birth: Year Month Day

Street Name:

City:

Postal Code / Zip Code / Mailing Code:

Home Telephone Number: Cell / Mobile Phone:

APPLICANT SEARCH RESULTS

ONTARIO COLLEGES .CA

How a question? Help

Applicant Search

Application Number: Account Number:

First Name: Last Name:

More Search Options

Last Name	First Name	Application Number	Application Status	Account Number	Account Status	DOB	Previous Last Name	Activate
Test	Johnny	11-043-5724	Active	000003658512	Active	1962/04/03		
Test	Jermy	11-043-5688	Active	000003658494	Active	1983/02/24		

Pages: [1](#) | [Previous](#) | [Next](#) | [Last](#)
Showing 20 records per page. Page: Page 1 of 1, Items 1 - 2 of 2

Click on the *Last Name* hyperlink to view an applicant's details.

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

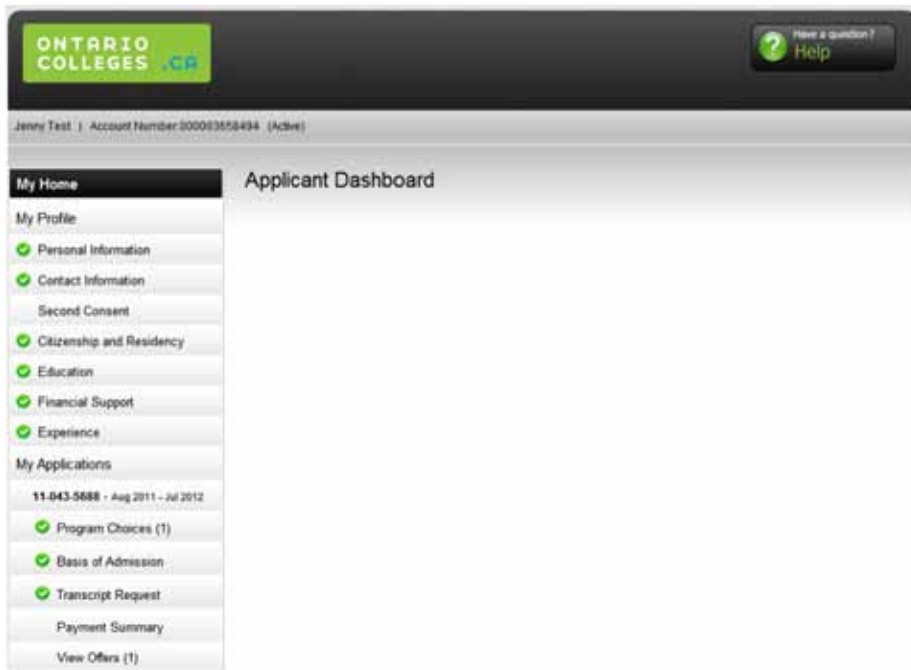
NOTE: If only one record matches search criteria, you will be taken directly to that applicant's dashboard.

APPLICANT DASHBOARD

The Applicant Dashboard screen allows you to view all applicant information relating to your college, *excluding* Second Consent, Payment Information and Offers.

Note: To view offers select the “Search Offers” feature from the top menu bar.

Click on any of the items in the left navigation bar to display the individual applicant’s details.



Personal Information – Basic demographic information including legal name, date of birth, etc.

Contact Information – Applicant street and email addresses, telephone numbers and preferred method of communication.

Second Consent – NOT AVAILABLE FOR VIEW

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

Education –High school, postsecondary, upgrading or international education information.

Financial Support – Sponsoring agency information.

Experience – Area of study-related work and/or volunteer experience; test scores.

Program Choices – Selected programs relating to your college.

Basis of Admission – Confirmation of high school attendance or graduation.

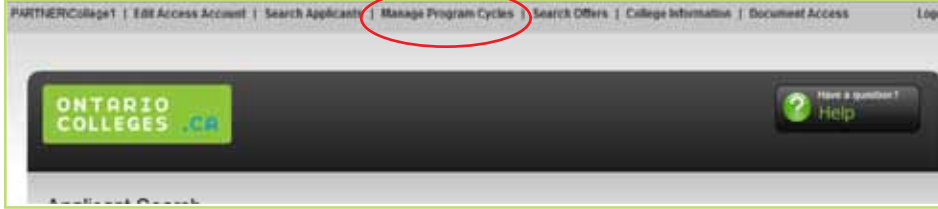
Transcript Request – High school and/or college transcript requests.

Payment Summary – NOT AVAILABLE FOR VIEW

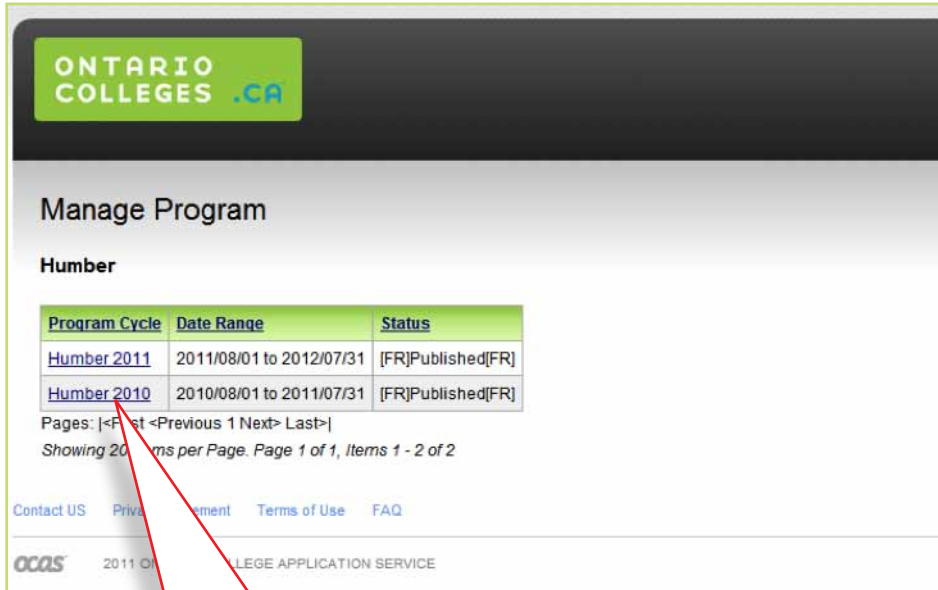
View Offers – NOT AVAILABLE FOR VIEW - From the “My Home” screen, select the “Search Offers” feature from the top menu bar.

MANAGE PROGRAMS

From the “My Home” screen select “Manage Program Cycles” from the menu bar.



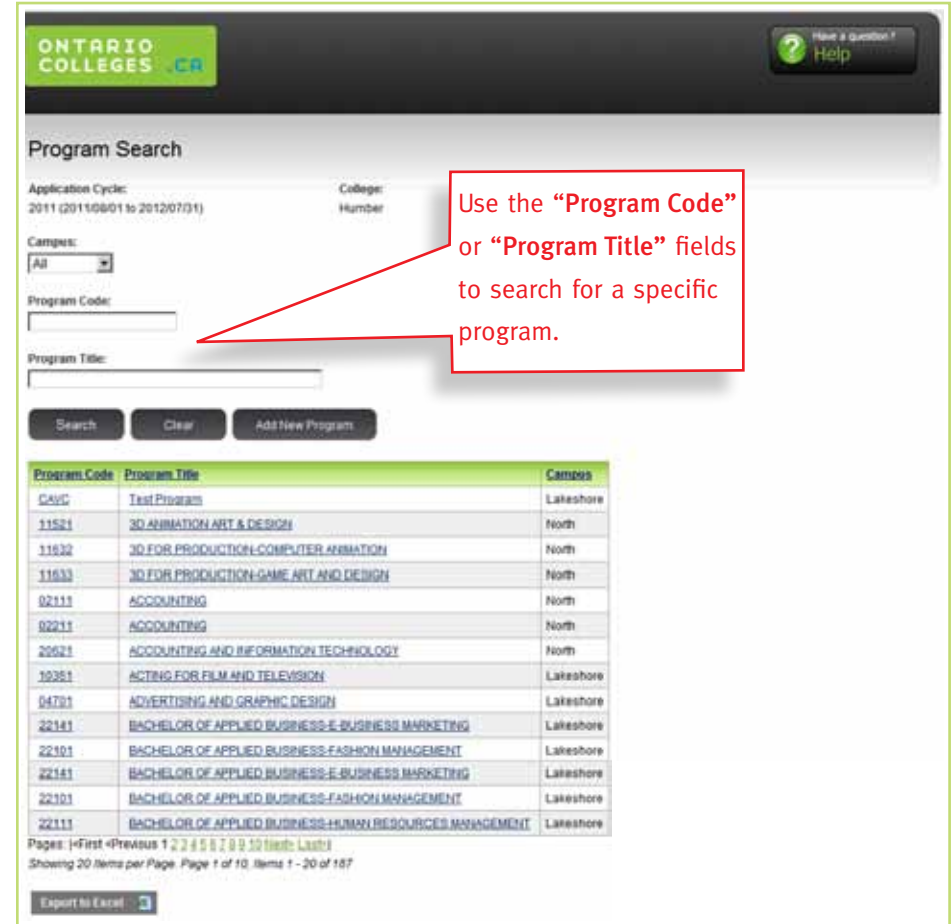
Manage Program Cycles – Allows colleges to manage their college’s program offering information using functionality similar to the current College Program Amendment (CPA) screens.



Click on the *Program Cycle* hyperlink to display all programs within an application cycle.

PROGRAM SEARCH RESULTS

Programs are displayed in ascending order by program code. Click on the column heading to reorder the records either ascending (default) to descending order.



OR click on the *Program Code* or *Program Title* hyperlinks to view program details.

Export to Excel – Click to generate an excel report of program detail information.



EDIT PROGRAM

Use the drop down pick lists to edit program information based on established business rules. Whenever a change is made to an application cycle, program code, campus code, or start date it is considered to be a new program addition.

The following fields are ‘free form’ and do not have drop down pick lists: Program Code, Program Title, APS number, MCU Code and URL.

ONTARIO COLLEGES .CA

Edit Program

General Information
Application Cycle: 2010 to 2011 (20100801 to 20110701)
College: St. Clair
Campus: Select ...

Program Details
Program Code: 1020
Program Title: ARCHITECTURAL TECHNOLOGY
Program Type: Optional Co-Op
Promotion: Standard Use
Length: 3.00
Adult Training: Not Adult Training
Duration: Academic Years (Periods Of 8 Months)
Special Code: Select ...
Credential: Advanced Diploma
APS Number: 1003
Entry Level: Entry Level 1
Study Area: Technology
Highly Competitive: No
Language: English
Program Level: Post-Secondary
MCU Code: 60600
Find
Ministry Approval: Approved
CCDO Code:
URL: http://www.stclaircollege.ca/programs/postsec/architectural/

Program Category
* Category: Engineering & Technology
* Sub-Category: Architectural
* Category: Select ...
* Sub-Category: Select ...

Program Start Date:

Start Date	Availability	Status	Enrolment Estimate	Enrolment Maximum	Expiry Date	Expiry Action	Action
2012 - Jan	Open	Active	0	0	2012/01/01	Closed	Delete View Applicants
2011 - Sep	Open	Active	0	0	2011/09/01	Closed	Delete View Applicants

Add Program Start Date

Save Clear Clone Program

Add Program Start Date - Click on the **“Add Program Start Date”** button and select the correct *Start Date*, *Availability* and *Status* from the drop down pick list.

Delete Program Start Date - Click on the **“Delete”** hyperlink. The start date will be removed after the **“Save”** button is clicked. A program start date can only be deleted if no applicants have applied.

View Applicants - Click on the **“View Applicants”** hyperlink to view all applicants that have applied to the specific start date of the program.

Save - Saves all changes, including deleted start dates.

Clear - Clears all program information.

Clone Program – Used to make a copy of the existing program information. Clone (copy) the current program information, edit the information requiring changes and save the program to create the new program offering. Use, for example, when a second campus location of a program needs to be added.

PROGRAM AVAILABILITY (DEFINITIONS)

OPEN – Applications will be considered for admission. (There are seats available.)

CLOSED – Applications will not be considered for admission. (Program is full for that start date).

WAIT-LISTED – The college has established a wait-list. Applications will still be processed.

PROGRAM STATUS (DEFINITIONS)

ACTIVE – Active status allows the normal processing of applications to that program.

CANCELLED – Cancelled programs may not be offered again during that application cycle. Applications received for this program will still be transmitted to the college. Applicants requesting information about a cancelled program will be directed to contact the college.

SUSPENDED – Suspended programs are not currently offered but may be in the future. Applicants requesting information about a cancelled program will be directed to contact the college.

INACTIVE – This status is only to be used if the program was put on the system in error and cannot be deleted because applications are already attached to it.

EXPIRY DATE

Program Start Date:

Start Date	Availability	Status	Enrolment Estimate	Enrolment Maximum	Expiry Date	Expiry Action	Action
2011 - Aug	Closed	Active				Closed	Delete

Add Program Start Date

Save Clear Clone Program

The Program Start Date section includes an **“Expiry Date”** field. This field can be used to automatically set program availability to **“Closed”** or **“Waitlisted”** on a specific date. (e.g. for a highly competitive program after the equal consideration date has passed).

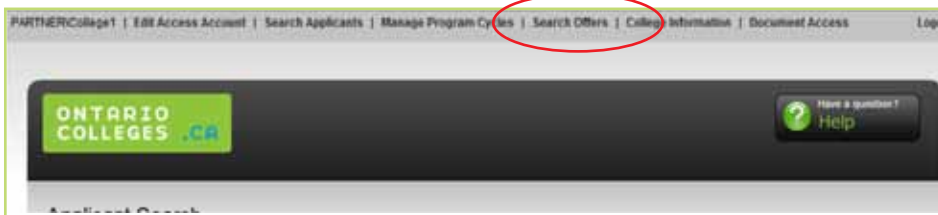
ADD NEW PROGRAM

Click on the **“Add New Program”** button.

The Add New Program screens provides similar functionality to the Edit Program screens. Blank fields and drop down pick lists are provided for data entry and validation.

SEARCH OFFERS

From the “My Home” screen select “**Search Offers**” from the menu bar.



Search Offers – Search for an offer to edit. Begin your search by entering information in as many fields as possible to yield more specific search results.

 A screenshot of the 'Search Offers' search form. The form has the following fields:

- Application Number:
- Program Code:
- Last Name:
- First Name:
- Date of Birth: Year , Month , Day
- Account #:

 There are 'Search' and 'Clear' buttons at the bottom of the form.

Click “**Search**” to view results.

EDIT OFFERS

 A screenshot of the 'Search Offers' results page. It displays the following information:

- Application Number: 11-043-5688
- Account #: 00003658494
- Program Title: BACHELOR OF APPLIED BUSINESS-E-BUSINESS MARKETING
- Entry Level:
- Sequence Number: 1
- Offer State: Active
- Date Offer Posted: 2010/01/16
- Soft Expiry Date: 2012/07/28
- Hard Expiry Date: 2013/01/10
- Name: Test Jenny
- Date of Birth: 1983/02/24
- Program Code: 22141
- Campus: Lakeshore
- Start Date: 2011/09
- Full / Part Time: Full Time
- Term Identifier: FA11
- Confirmation Status: No Decision
- Confirmed Date:
- Late Admit: Yes

 At the bottom right of the offer details, there is an 'Edit Offer' button.

Click “**Edit Offer**” to make changes to individual offer information. New offers and mass updates should be sent to OCAS in the next offer file.

To prevent confirmation of an offer, update the hard expiry date to the current date to expire the offer. Do not revoke 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.

Use the drop down pick lists and/or calendars to update fields.

Update Offer

Application Number: 11-043-5688 Name: Text, Jenny

College: Humber Date of Birth: 2402/1983

Confirmation Status:

Offer State:

Sequence Number: Entry Level:

Date Offer Posted: Program Code: 22141

Soft Expiry Date: Campus Code: L

Hard Expiry Date: Start Date: 01092011

Late Admit: Fall / Part Time:

Term Identifier:

Click **“Save”** when finished making changes or **“Cancel”** to exit without saving changes.

APPLICATION NUMBER – Applicant’s OCAS application number.

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.

OFFER STATE –

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

Deleted: Offer deleted by college (e.g. issued in error) and is not available for the applicant to view or select.

Revoked: A valid offer withdrawn by the college, viewable by the applicant, but is not available for the applicant to select or a valid offer made to the applicant who has not satisfied the conditions of the offer.

Program Suspended: Offer withdrawn by the college due to the program being cancelled. Viewable but not selectable by applicant.

SEQUENCE NUMBER – Sequence number of the offer.

DATE OFFER POSTED – Date field contains the OFFER_ACTIVE_DATE from the offer file. Date must be prior to the soft and hard expiry dates. Offers become active and visible to the applicant at 12:01 a.m. on the date specified.

SOFT EXPIRY DATE – 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 the applicant as the ‘Date of Expiry’ for that offer. Applicants are able to select offers beyond the soft expiry date.

HARD EXPIRY DATE – 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: This is a regular offer.

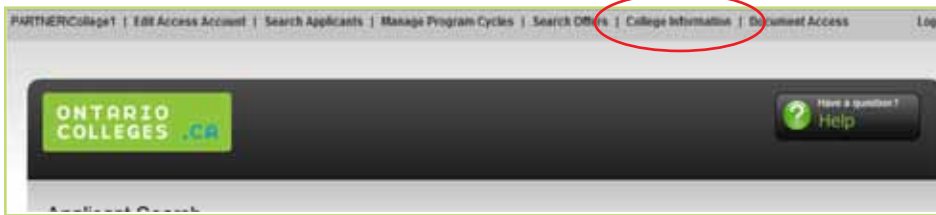
YES: Indicates a late admit offer. OCAS will identify this offer as a late admit and will hold it until the OCAS application has been received and processed.

TERM IDENTIFIER – Term for which the applicant’s offer is being made.

FA = Fall *WI* = Winter *SU* = Spring/Summer

COLLEGE INFORMATION

From the “My Home” screen select “College Information” from the menu bar.



College Information – Provides the functionality to update information that is displayed to the applicant during the offer process.

 A screenshot of the 'College Information' form. The form contains the following fields:

- Revoked Info URL**: An empty text input field.
- Suspended Info URL**: An empty text input field.
- Phone Number for Revoked Offers**: Two input fields containing '416' and '6755000'.
- College Website URL**: A text input field containing 'HTTP://WWW.HUMBER.CA'.
- Audit Report Email Address**: A text input field containing 'julie.stewart@humber.ca, clay.macdougall@humber.ca'.
- Welcome Message (HTML text accepted - eg:
 = inline break)**: A text area containing HTML code:


```
<p><img src='http://registrar.humberc.on.ca/Hobsons/Images/welcome-ocas.jpg' /></p>
      <p><font color='#000066' size='+1' face='Arial, Helvetica, sans-serif'><strong>Thank you for confirming with Humber.
      &nbsp;&nbsp;&nbsp;<br>
      </p>
```
- Preview Message**: A button with a right-pointing arrow.

REVOKED INFO URL – URL link for applicant if an offer is revoked.

SUSPENDED INFO URL – URL link for applicant if an offer is suspended.

PHONE NUMBER FOR REVOKED OFFERS – Phone number for applicant to contact a college if an 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).

WELCOME MESSAGE – Message for applicant after offer of admission is accepted. The message must be entered using HTML tags to control the output (i.e. for a carriage return enter
 at end of line; for bold text, etc.).

COLLEGE LOGO (field not shown) – College logo displayed to applicants. Note: Changes to college logos must be submitted to OCAS. (.gif files preferred, 100 x 100 px, 72 dpi).

Click on the ‘Save’ button when changes have been completed.