

OCAS

Document Access

USER GUIDE

Partner Portal Login

The screenshot shows the OCAS website header with a navigation menu. The menu items are: **Log In / Register** (with a dropdown arrow), **Français**, **Who We Are** (with a dropdown arrow), and **What We Do** (with a dropdown arrow). The dropdown menu for **Log In / Register** is open, showing two columns of options: **Data Warehouse Login** and **Partner Portal Login** in the top row, and **Register / More Info** and **Register / More** in the bottom row. A blue arrow points to the **Partner Portal Login** option. A white callout box with a black border contains the text: **Log in at www.ocas.ca. Click **Log In / Register**, then **Partner Portal Login**.**

OCAS

OCAS

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OCAS APAC

Partner Portal Login

CONTINUED

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Have a question? HELP

Log On

User Name:

Password:

Forgot your [User Name](#) or [Password](#)?

Log On

For security purposes, when you finish working with this site do one of the following:

- Click the Logoff button to log off from the site.
- Close all browser windows (including applications that are open in other windows).

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

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

Note: Login information is case sensitive.

Manage your account access with the **Forgot User Name / Password** links.



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Document Access Dashboard



The Document Access screens allow users to view and manage all applicant documents sent to your college by OCAS.

The information is displayed sorted by application number. Click on any column heading hyperlink to reorder.

Document Access

[Mark Processed](#) [Download Selected](#) [Download All Unprocessed](#)

[Select All](#) | [Deselect All](#)

Show Processed and Unprocessed Today Show Unprocessed only Show Processed only [Refresh](#)

		Processed	Application #	Creation Date	College	Distributed	Surname	First Name	DOB	Program Code
<input type="checkbox"/>			<input type="text"/>	<input type="text"/> <input type="text"/>			<input type="text"/>			<input type="text"/>
<input type="checkbox"/>			160256628	2016/09/28	CAMB		BTPD	sam	1900/02/28	CETY
<input type="checkbox"/>			170003853	2016/10/04	CAMB		BfqoYGISH	c	1900/02/28	ECEO

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Search Filters

Document Access

The screenshot shows a web interface for document access. At the top, there are three buttons: "Mark Processed", "Download Selected", and "Download All Unprocessed". Below these is a link "Select All | Deselect All" and three radio buttons: "Show Processed and Unprocessed Today", "Show Unprocessed only", and "Show Processed only". A "Refresh" button is also present. Below the filters is a table with the following headers: "Processed", "Application #", "Creation Date", "College", "Distributed", "Surname", "First Name", "DOB", and "Program Code".

Mark Processed (button) – Click to move a document to the processed state.

Download Selected (button) – Click to download selected documents in a .zip file.

Download All Unprocessed (button) – Click to download all unprocessed documents in a .zip file.

Select All – Selects all folders.

Deselect All – Deselects all folders.

Show Processed and Unprocessed Today – Click to view all documents received since the last Coltrane transmission.

Show Unprocessed only – Click to view all unprocessed documents since the last Coltrane transmission.

Show Processed only – Click to view all documents that have been processed since go-live.

Refresh (button) – Refreshes the screen to view selected data (e.g. documents, applicant or program code search).

Column Headings

Document Access

Mark Processed

Download Selected

Download All Unprocessed

Select All | Deselect All

Show Processed and Unprocessed Today Show Unprocessed only Show Processed only

Refresh

Processed	Application #	Creation Date	College	Distributed	Surname	First Name	DOB	Program Code

Processed – After processing a checkmark appears in this column.

Application # – The applicants OCAS application number.

Creation Date – Date the data was scanned at OCAS and transmitted to the college.

College – Your college's 4-character code (you will only see information relating to your college).

Distributed – For colleges receiving hardcopy and electronic documents, a checkmark appears in the column indicating hardcopies have been sent to the college.

Surname – Applicant's last name

First Name – Applicant's first name

DOB – Applicant's date of birth

Program Code – Code of the program to which the applicant applied.

Search Options

Document Access

Mark Processed Download Selected Download All Unprocessed

Select All | Deselect All

Show Processed and Unprocessed Today Show Unprocessed only Show Processed only

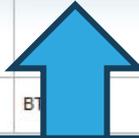
Refresh

	Processed	Application #	Creation Date	College	Distributed	Surname	First Name	DOB	Program Code
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>			<input type="text"/>			
<input type="checkbox"/>		160256628	2016/09/28	CAMB		BT	sam	1900/02/28	CETY
<input type="checkbox"/>		170003853	2016/10/04	CAMB					

Search by Program Code – Enter complete program code and click Refresh (or hit the Enter key on your keyboard) to view all matching applicant records.



Search by Surname – Enter criteria and click Refresh (or hit the Enter key on your keyboard) to view all matching applicant records.



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Note: Search results are based on **exact match**. (e.g. using the criteria 'test' will not return the result 'tester')

Search Options

Document Access

Mark Processed

Download Selected

Select All | Deselect All

Show Processed and Unprocessed Today

Show Unprocessed only

Show Processed only

Refresh

Search by Creation Date – Select a date or range of dates and click Refresh (or hit the Enter key on your keyboard) to view all matching applicant records.

Processed	Application #	Creation Date	College	Distributed	Surname	First Name	DOB	Program Code
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>			
<input type="checkbox"/>	160	2016/09/28	CAMB		BTPD	sam	1900/02/28	CETY
<input type="checkbox"/>					BfqoYGISH	c	1900/02/28	ECEO

Search by Application # – Enter an Application # and click Refresh (or hit the Enter key on your keyboard) to view the matching applicant record.

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Search Results

Document Access

Mark Processed

Download Selected

Download All Unprocessed

Select All | Deselect All

Show Processed and Unprocessed Today Show Unprocessed only Show Processed only

Refresh

	Processed	Application #	Creation Date	Category	First Name	Surname	First Name	DOB	Program Code
<input type="checkbox"/>		160256628	2016/09/28						
<input type="checkbox"/>		170003853	2016/10/04						

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From the list of records displayed, click on the **folder icon** to view the documents associated with the record.

Document Access - Files

Application Number 170003853

Back

	Application #	Doc Code	Doc Name	Date Received	Scan Date
	170003853	02	College Transcripts	2016/10/01	
	170003853	03	University Transcript	2016/10/03	
	170003853	19	Other Transcript-Institute Unknown	2016/10/04	
	170003853	32	Out Of Province Secondary School Transcript	2016/10/04	
	170003853	50	Diploma-Post Secondary	2016/10/03	
	170003853	60	Certificate-Post Secondary	2016/10/04	
	170003853	70	Degree	2016/10/04	

Viewing Documents

Document Access - Files

Application Number 170003853

Back

	Application #	Doc Code	Doc Name	Date Received	Scan Date
	170003853	02	College Transcripts	2016/10/01	
	170003853	03	University Transcript	2016/10/03	
	170003853	19	Other Transcript-Institute Unknown	2016/10/04	
			Transcript	2016/10/04	
				2016/10/03	
				2016/10/04	
				2016/10/04	

From the list of documents displayed, click the **View Document** icon to see a document.

You will be given the option to **Save** or **Open** the PDF file.

To return to the Document Access screen, click the **Back** button.

Marking Folders Processed

Document Access

Mark Processed

Download Selected

Download All Unprocessed

Select All | Deselect All

Show Processed and Unprocessed Today Show Unprocessed only Show Processed only

Refresh

	Processed	Application #	Creation Date	College	Distributed	Surname	First Name	DOB	Program Code
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>			<input type="text"/>			<input type="text"/>
<input type="checkbox"/>				CAMB		BTPD	sam	1900/02/28	CETY
<input checked="" type="checkbox"/>				CAMB		BfqoYGiSH	c	1900/02/28	ECEO

Click the checkbox to select folder(s) to be marked processed.

Click the **Mark Processed** button to process the selected folder(s).

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Showing 20 Items

Processed Files

Document Access

Mark Processed

Download Selected

Download All Unprocessed

Select All | Deselect All

Show Processed and Unprocessed Today Show Unprocessed only Show Processed only

Refresh

		Processed	Application #	Creation Date	College	Distributed	Surname	First Name	DOB	Program Code
		<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>			<input type="text"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>	160256628	2016/09/28	CAMB		BTPD	sam	1900/02/28	CETY
<input type="checkbox"/>		<input type="checkbox"/>	170003853	2016/10/04	CAMB		BfqoYGiSH	c	1900/02/28	ECEO

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Showing

A checkmark will identify processed files.

Processed files will remain in the list until the next Coltrane transmission, at which time the documents are moved to the processed file listing. (To view these files click on Show Processed only radio button.)

Unprocessed files will remain in the list until processed. Files received after the next Coltrane transmission will be added to the list.

Download Selected

Document Access

Mark Processed

Download Selected

Download All Unprocessed

Select All | Deselect All

Show Processed and Unprocessed Today Show Unprocessed only Show Processed only

Refresh

To download multiple folders at once, click the checkbox to select the folders and click the **Download Selected** button.

You can then download the folders as a .zip file to view PDF versions of the documents in each folder.

The downloaded folders are automatically marked processed.

						First Name	DOB	Program Code
<input type="checkbox"/>								<input type="text"/>
<input type="checkbox"/>						sam	1900/02/28	CETY
<input checked="" type="checkbox"/>		170003633	2016/10/04	CAMB	BIQ0TGISH	c	1900/02/28	ECEO

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