



College Partner Portal

User Guide

Login

The screenshot shows the OCAS (Ontario College Application Service) website. At the top, the OCAS logo is on the left, and the text 'Ontario College Application Service' is on the right. Below the logo is a navigation bar with links: SERVICES, E-MATERIALS, DATA WAREHOUSE, PARTNER PORTAL, and OFFERS. A 'Franglais' button is visible on the right. The main content area is divided into three sections: 'Quick Links' on the left with links to ontariocolleges.ca, College Contact List, Ontario School Counsellors' Association - OSCA, and a 'PARTNER PORTAL LOGIN' section in the center. The 'PARTNER PORTAL LOGIN' section contains a green box with text: 'Log in to the OCAS Partner Portal to access functions including Applicant Search, Manage Programs, Grade File Upload, and eTMS.' Below this text is a prominent green button labeled 'LOGIN'. On the right is a 'Contact Us' section with 'For Staff' information: Tel: 1.888.892.2228. A text box with a blue border and white background is overlaid on the page, containing the text: 'Login at: **www.ocas.ca**' and 'Click on **'PARTNER PORTAL'** and then the green **'LOGIN'** button.' Two white arrows with blue outlines are present: one points from the 'PARTNER PORTAL' link in the top navigation bar to the text box, and another points from the text box to the green 'LOGIN' button.

OCAS

Ontario College Application Service

SERVICES E-MATERIALS DATA WAREHOUSE PARTNER PORTAL OFFERS

ADJUST FONT SIZE

Franglais

Quick Links

- ontariocolleges.ca
- [College Contact List](#)
- [Ontario School Counsellors' Association - OSCA](#)

PARTNER PORTAL LOGIN

Log in to the OCAS Partner Portal to access functions including Applicant Search, Manage Programs, Grade File Upload, and eTMS.

LOGIN

Contact Us

For Staff

Tel: 1.888.892.2228

For Students

Login at: **www.ocas.ca**

Click on **'PARTNER PORTAL'** and then the green **'LOGIN'** button.

Login (cont'd)

The screenshot shows the login interface for Ontario Colleges .CA. At the top left is the logo 'ONTARIO COLLEGES .CA'. At the top right is a 'Have a question? HELP' link. The main section is titled 'Log On' and contains two input fields: 'User Name:' with the placeholder 'YourUserName' and 'Password:' with masked characters. Below these fields is a link: 'Forgot your User Name or Password?'. A 'Log On' button is positioned below the password field. At the bottom, there is a footer with the OCAS logo and the text '© 2014 ONTARIO COLLEGE APPLICATION SERVICE'. Several callout boxes provide additional instructions: one above the login fields explains the login process and notes case sensitivity; one points to the 'Forgot your User Name or Password?' link; another points to the password field with a warning to follow criteria; and a final box on the right lists the specific password criteria.

ONTARIO COLLEGES .CA

Have a question? HELP

Log On

User Name: YourUserName

Password: ●●●●●●●●

Forgot your User Name or Password?

Log On

You finish working with this site do one of the following:
Log off from the site.
(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](#).

OCAS © 2014 ONTARIO COLLEGE APPLICATION SERVICE

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

Note: Log in information is CaSe Sensitive.

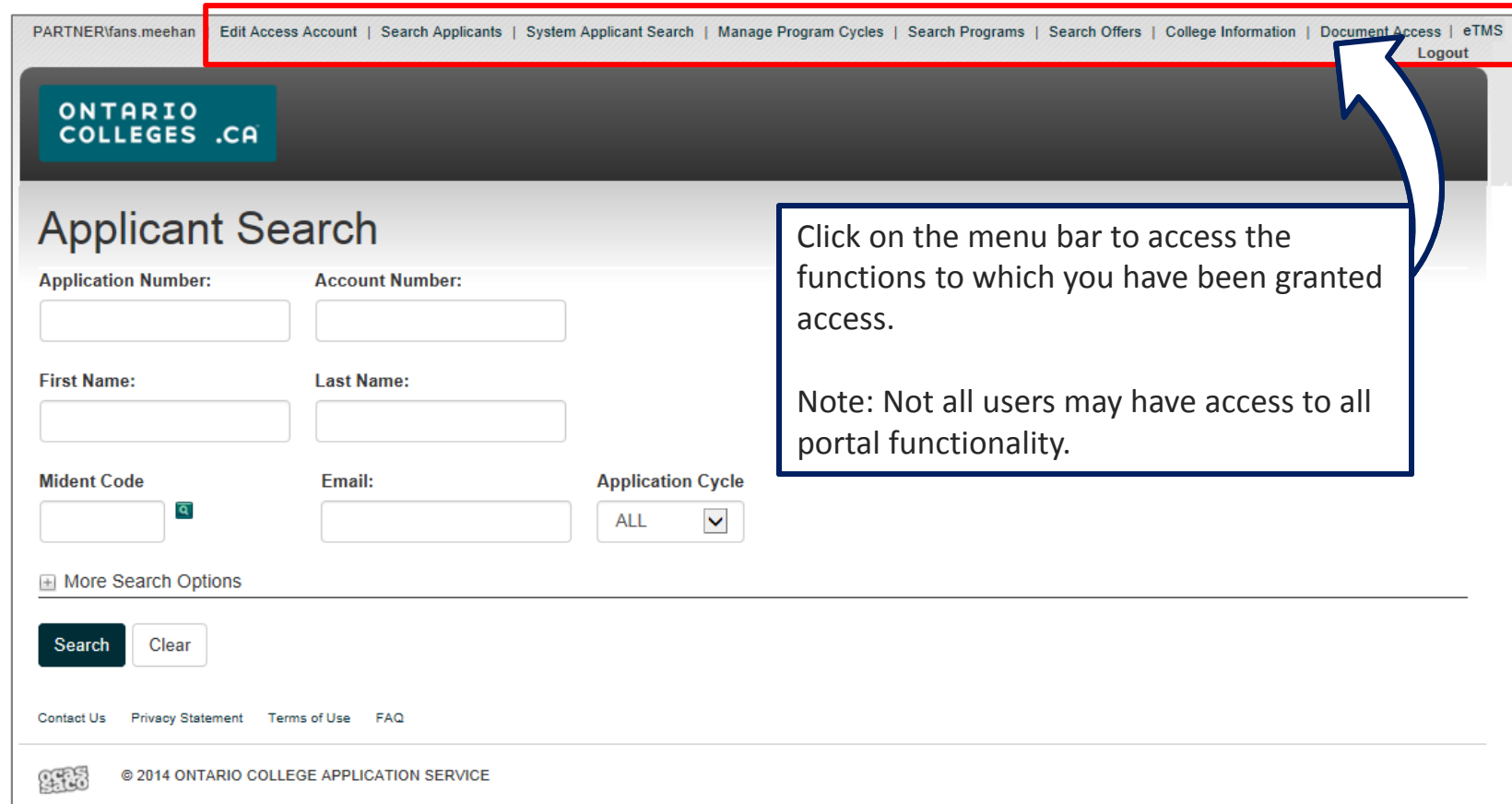
Manage your account access with the **Forgot User Name/Password** links.

! Follow password criteria when creating a new password. (No previously used password accepted.)

Portal Password Criteria:

- Minimum of 8, maximum of 14 characters
- Uppercase letter, Lowercase letter
- Number
- Special character (Example: ! \$ # %)
- No part of your First Name, Last Name or Username

Home (default) Screen




PARTNER\fans.meehan | [Edit Access Account](#) | [Search Applicants](#) | [System Applicant Search](#) | [Manage Program Cycles](#) | [Search Programs](#) | [Search Offers](#) | [College Information](#) | [Document Access](#) | [eTMS](#) | [Logout](#)

ONTARIO COLLEGES .CA

Applicant Search


Application Number: Account Number:

First Name: Last Name:

Mident Code:  Email: Application Cycle:

[+ More Search Options](#)

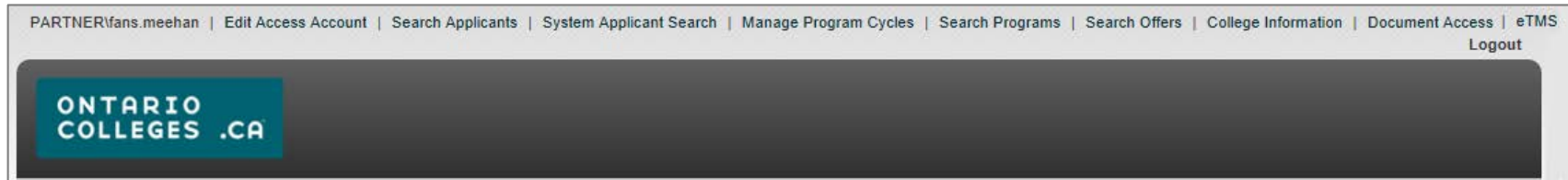
[Contact Us](#) [Privacy Statement](#) [Terms of Use](#) [FAQ](#)

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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.

Home (default) Screen (cont'd)



Edit Access Account – used to change 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.

Manage Program Cycles – Select an application cycle to display and manage your college's program offerings.

Search Programs – Search and manage a specific program offering.

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/fans.meehan | **Edit Access Account** | System Applicant Search | Manage Program Cycles | Search Programs | Search Offers | College Information | Document Access | eTMS Logout

ONTARIO COLLEGES .CA

Click 'Edit Access Account' to access the 'Change Password' screen.

Have a question? **HELP**

Change Password

Change Password Description...

*Current Password:

Minimum Password Requirement

- ✗ Minimum 8 Characters and Maximum 14 Characters
- ✗ 1 Uppercase Letter
- ✗ 1 Lowercase Letter
- ✗ 1 Number
- ✗ 1 Symbol (e.g. @, #, \$)
- ✗ Passwords Match

*New Password:

*Confirm New Password:

Change Password

Portal Password Criteria:

- Minimum of 8, maximum of 14 characters
- Uppercase letter, Lowercase letter
- Number
- Special character (Example: ! \$ # %)
- No part of your First Name, Last Name or Username

No previously used password accepted.

Search Applicants Screen

To locate applicants to **YOUR** college.

The screenshot shows the 'Search Applicants' page on the Ontario Colleges .CA website. The navigation bar at the top includes links for 'PARTNER/fans.meehan', 'Edit Access Account', 'Search Applicants' (highlighted with a red box), 'System Applicant Search', 'Manage Program Cycles', 'Search Programs', 'Search Offers', 'College Information', 'Document Access', and 'eTMS Logout'. The main header features the 'ONTARIO COLLEGES .CA' logo. The 'Applicant Search' section contains several input fields: 'Application Number:', 'Account Number:', 'First Name:', 'Last Name:', 'Mident Code' (with a magnifying glass icon), and 'Email:'. There is also an 'Application Cycle' dropdown menu currently set to 'ALL'. Below these fields is a '+ More Search Options' link. At the bottom of the search section are 'Search' and 'Clear' buttons. A footer contains links for 'Contact Us', 'Privacy Statement', 'Terms of Use', and 'FAQ'. Three callout boxes provide instructions: one points to the 'Application Cycle' dropdown, another points to the '+ More Search Options' link, and a third points to the 'Search' button. A note at the bottom right explains the 'String search' functionality.

Search Applicants

ONTARIO COLLEGES .CA

Applicant Search

Application Number:

Account Number:

First Name:

Last Name:

Mident Code

Email:

Application Cycle: ALL

+ More Search Options

Search Clear

Contact Us Privacy Statement Terms of Use FAQ

Click the '+' to view additional search criteria fields.

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

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).

Search Applicants Results

[+ More Search Options](#)

[Search](#) [Clear](#)

Last Name ↑	First Name	Application Number	Application Status	Account Number	Account Status	DOB	Previous Last Name	Activate
Tester	Tom	14-032-8506	Paid	210029503788	Active	1996/03/30		
Testfarrelly	Erin	11-246-3991	Unpaid	210017836791	Active	1988/02/20		
Testfarrellyone	Erin	11-247-3513	Unpaid	210017842335	Active	1988/01/27		
Testtoctsix	Erin	15-003-2637	Unpaid	210031377759	Active	1974/01/24		
TESTON	ELIZABETH	10-036-8704	Paid	210010617927	Active	1989/02/02		
testten	sam	14-214-2787	Pending Payment	210031100739	Active	1986/05/05		
upgradetest	crm	14-225-9346	Pending Payment	210031225065	Active	1997/01/02		
upgradetesttwo	crm	14-225-9382	Pending Payment	210031225083	Active	1997/03/03		

Pages: 1 < First < Previous 1 2 Next > Last > | Items 21 - 28 of 28

Note applicant payment status.
(This is the only screen which provides this information.)

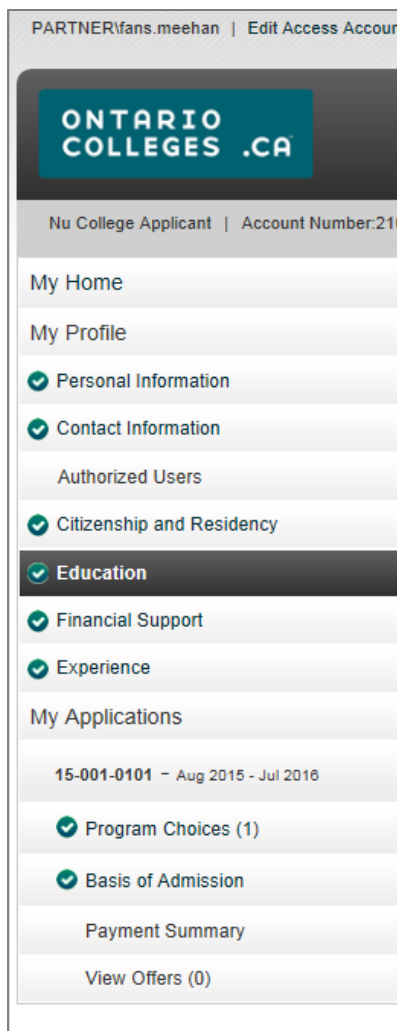
Click on the **Last Name hyperlink** to view applicant details.

Search results are displayed sorted alphabetically by last name.

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

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

Applicant Dashboard



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 (*college user may update*)

Authorized Users – *not available for view*

Citizenship & Residency – Citizenship, residency status in Canada, country of birth (*college user may update*)

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 view)



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.

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 (OCAS Application Services, Inc.) including invitations to participate in surveys, contests, special promotions, and newsletters. I may withdraw my consent at any time.
- ☐ I am interested in receiving more information from the College(s) which I select as choices in my application. Each College I select may send me an initial electronic message, requesting my consent to receive future electronic messages from the College, which may be commercial or promotional in nature. I give permission for OCAS Applications Services, Inc., to provide the applicable College(s) with my email address, so that the College(s) can send me this message.

Submit

On first login only, applicants are presented with this Email Communications page, containing two options for receiving commercial emails.

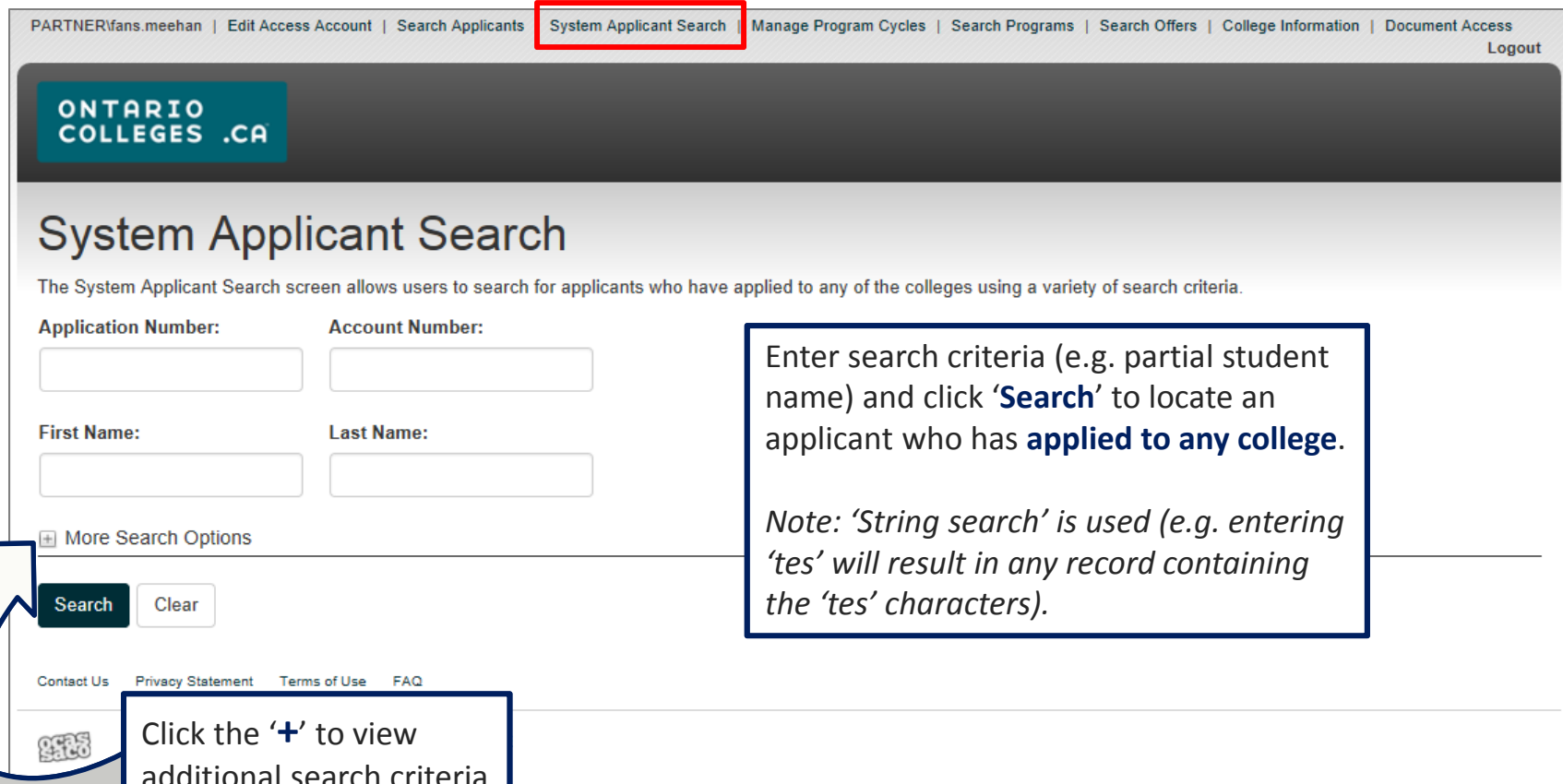
The first option collects consent for ontariocolleges.ca to send commercial emails. The second collects permission to establish a one-time referral between the applicant and their college choices, which allows the colleges to reach out and collect their own consent.

Both of these boxes are optional. Once applicants have selected their options (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.



The screenshot shows the 'System Applicant Search' page. At the top, a navigation bar includes links like 'PARTNER/fans.meehan', 'Edit Access Account', 'Search Applicants', 'System Applicant Search' (highlighted with a red box), 'Manage Program Cycles', 'Search Programs', 'Search Offers', 'College Information', 'Document Access', and 'Logout'. Below this is the 'ONTARIO COLLEGES .CA' logo. The main heading is 'System Applicant Search', followed by a description: '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.' The search form contains four input fields: 'Application Number:', 'Account Number:', 'First Name:', and 'Last Name:'. Below these is a '+ More Search Options' link. At the bottom of the form are 'Search' and 'Clear' buttons. A large blue arrow points from a text box to the '+ More Search Options' link. Another text box explains the search criteria and provides a note about 'String search'.

PARTNER/fans.meehan | Edit Access Account | Search Applicants | **System Applicant Search** | Manage Program Cycles | Search Programs | Search Offers | College Information | Document Access | Logout

ONTARIO COLLEGES .CA

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:

First Name: Last Name:

+ More Search Options

Search

Contact Us | Privacy Statement | Terms of Use | FAQ

Click the '+' to view additional search criteria fields.

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 Results

More Search Options

Search

Clear

<u>Last Name</u>	<u>First Name</u>	<u>Application Number</u>	<u>Application Status</u>
applicant	jo	11-244-0384	Unpaid
applicant	jo	12-002-4603	Unpaid
Applicant	Test	12-056-0922	Unpaid
Applicant	Nu College	15-001-0101	Pending Payment
Applicanttest	Create		
Applicanttest	Create	14-025-1833	Unpaid
College-Applicant	Nu	14-003-5977	Unpaid
College-Applicant	Nouveau	14-003-8661	Pending Payment
OCAS APPLICANTÉ	TEST EIGHT	11-023-8833	Unpaid

Search results are displayed sorted alphabetically by last name.

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

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

System Applicant Search Results (cont'd)

More Search Options

Search

Clear

Last Name	First Name	Application Number	Application Status	Account Number	Account Status	DOB	Previous Last Name
applicant	jo	15-001-0084	Unpaid	210015018792	Active	1986/07/21	
applicant	jo	15-002-4603	Unpaid	210015018792	Active	1986/07/21	
Applicant	Test	12-056-0922	Unpaid	210020584275	Active	1992/12/01	
Applicant	Nu College	15-001-0101	Pending Payment	210031336314	Active	1997/02/02	
Applicanttest	Create			210030978465	Active	1978/09/03	
Applicanttest	Create	14-025-1833	Unpaid	210029342652	Active	1981/01/01	
College-Applicant	Nu	15-003-5977	Unpaid	210027161259	Active	1986/01/01	

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 '**Manage Program Cycles**' and '**Search Programs**' menu options provide similar functionality.

Both can be used to update program offerings at your college.


Program offering information can be updated based on established business rules.

Whenever a change is made to an **application cycle**, **program code**, **campus code** or **start date**, it is considered a new program addition.

Manage Program Cycles

Display **all** of your college's program offerings.

PARTNER\fans.meehan | Edit Access Account | Search Applicants | System Applicant Search | **Manage Program Cycles** | Search Programs | Search Offers | College Information | Document Access | Logout



Manage Program

Fanshawe

Program Cycle	Date Range	Status
Fanshawe 2015	2015/08/01 to 2016/07/31	Published
Fanshawe 2014	2014/08/01 to 2015/07/31	Published

Pages: |<First <Previous 1 Next> Last>|
Showing 20 Items per Page. Page 1 of 1, Items 1 - 2 of 2

Search Programs

Application Cycle: 2015 (2015/08/01 to 2016/07/31) College: Fanshawe

Campus:

Program Code:

Program Title:

Program Code	Program Title	Campus
ECE1C	EARLY CHILDHOOD EDUCATION	Clinton
MIM2	MECHANICAL ENGINEERING TECHNICIAN-INDUSTRIAL MAINTENANCE	Kincardine Off Site
ADP2	ADVANCED CARE PARAMEDIC	London
AFM1	ADVANCED FILMMAKING	London
APS1	ADVANCED POLICE STUDIES	London
ANA1		
ATY1		

Pages: |<First <Previous 1 Next> Last>|
Showing 20 Items per Page. Page 1 of 11, Items 1 - 20 of 201

Click on a **program cycle hyperlink** to display all your college programs within a published application cycle.

Programs as displayed in alpha order of program title. Click on any of the **column heading hyperlinks** to resort.

Export program information to Excel: Program Code, Program Title, College, Campus

Manage Program Cycles – Search / Add New

Search Programs

Application Cycle:
2015 (2015/08/01 to 2016/07/31)

College:
Fanshawe

Campus:

All

Program Code:

Program Title:

Search

Clear

Add New Program

Program Code	Program Title
ECE1C	EARLY CHILDHOOD EDUCATION
MIM2	MECHANICAL ENGINEERING TECHNOLOGY
ADP2	ADVANCED CARE PARAMEDIC
AFM1	ADVANCED FILMMAKING
APS1	ADVANCED POLICE STUDIES
ANA1	ANESTHESIA ASSISTANT

Use the Campus pick list and/or Program Code / Program Title fields to refine search results **OR** click on any program code/title hyperlink to view program details.

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

Note: A new program can only be added from this screen. (New campuses and start dates can be added from both the Manage Program Cycles and Search Program menu options.)

Manage Programs – Add New / Edit

General Information

Application Cycle:
2015 to 2016 (2015/08/01 to 2016/07/31)

* College:
Fanshawe

* Campus:
Select ...

Program Details:

* Program Code:

* Program Title:

* Program Type:
Select ...

* Promotion:
Standard Use

* Length:

* Adult Training:
Not Adult Training

* Duration:
Select ...

* Special Code:
Select ...

* Credential:
Select ...

* APS Number:

* Entry Level:
Select ...

* Study Area:
Select ...

* Highly Competitive:
Select ...

* Language:
Select ...

* Program Level:
Select ...

* MCU Code:

Find

Use the pick lists and free form fields to add program details.

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

Manage Programs – Add New / Edit (cont'd)

Program Category

* Category:

Select ...

* Sub-Category:

Select ...

Category:

Select ...

Sub-Category:

Select ...

* Program Start Date:

Add Program Start Date

Save

Clear

Clone Program

Click 'Save' when complete or 'Clear' to begin again.

[Contact Us](#)

[Privacy Statement](#)

[Terms of Use](#)

[FAQ](#)

Manage Programs – Add Program Start Date

*** Program Start Date:**

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

Start Date: 2015 - Aug ▾

Availability: Open ▾

Status: Active ▾

Enrolment Estimate:

Enrolment Maximum:

Expiry Date:

Expiry Action: Closed ▾

Action: Delete

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

Use the pick lists and free form fields to add required information.

Click 'Save' when complete.

Start Date	Availability	Status	Enrolment Estimate	Enrolment Maximum	Expiry Date	Expiry Action	Action
2015 - Aug ▾	Open ▾	Active ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	Closed ▾	Delete

Manage Programs – Program Availability

* Program Start Date:

Start Date	Availability	Status	Enrolment Estimate	Enrolment Maximum	Expiry Date	Expiry Action	Action
2015 - Sep ▼	<div>Open Closed Waitlisted</div>	Active ▼	5	0	2014/10/30	Closed ▼	Delete

Add Program Start Date

Save **Clear** **Clone Program**

Program Availability

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.

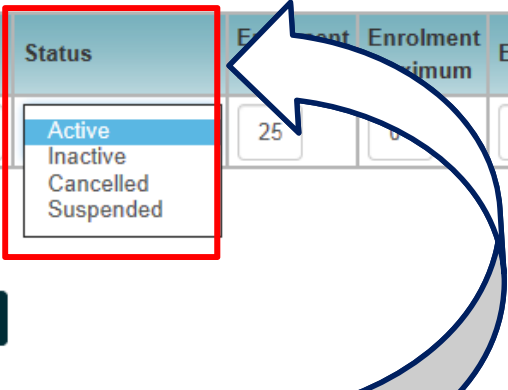
Manage Programs – Program Status

* Program Start Date:

Start Date	Availability	Status	Enrolment	Enrolment Minimum	Expiry Date	Expiry Action	Action
2015 - Sep ▼	Open ▼	<div>Active Inactive Cancelled Suspended</div>	25	0	2014/10/30	Closed ▼	Delete

Add Program Start Date

Save **Clear** **Clone Program**



Program Status

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).

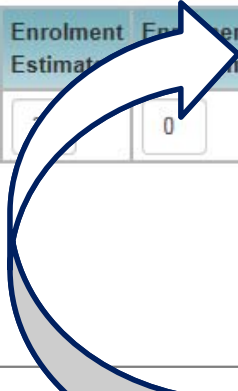
Manage Programs – Expiry Date & Expiry Action

* Program Start Date:

Start Date	Availability	Status	Enrolment Estimate	En m	Expiry Date	Expiry Action	Action
2015 - Sep ▼	Open ▼	Active ▼		0	2014/10/30	<div>Closed WaitListed</div>	Delete

Add Program Start Date

Save **Clear** **Clone Program**



Expiry

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.)

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

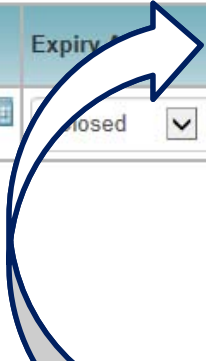
Manage Programs – Action

* Program Start Date:

Start Date	Availability	Status	Enrolment Estimate	Enrolment Maximum	Expiry Date	Expiry Status	Action
2015 - Sep ▼	Open ▼	Active ▼	15	0	2015/09/25	Closed ▼	Delete View Applicants

Add Program Start Date

Save **Clear** **Clone Program**




Action

Delete – Click '**Delete**' hyperlink to remove a specific start date. Start date will only 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 '**View Applicants**' to list all applicants that have applied to the specific program start date.


Manage Programs – Save / Clear / Clone

* Program Start Date:

Start Date	Availability	Status	Enrolment Estimate	Enrolment Maximum	Expiry Date	Expiry Action	Action
2015 - Sep ▾	Open ▾	Active ▾	15	0	2015/09/25 	Closed ▾	Delete View Applicants

Add Program Start Date

Save Clear Clone Program



Save – Save current information. Actions program start date delete.

Clear – Clears all current information.

Clone Program – Copies existing program information. Can only be used to add the program offering at an additional campus.

Search Programs

Search for a **specific program offering at your college.**
(similar functionality to the 'Manage Program Cycles' menu option)

The screenshot shows the 'Program Search' page on the Ontario Colleges .CA website. The top navigation bar includes links: PARTNER\fans.meehan | Edit Access Account | Search Applicants | System Applicant Search | Manage Program Cycles | **Search Programs** (highlighted with a red box) | Search Offers | College Information | Document Access | Logout. The main header features the 'ONTARIO COLLEGES .CA' logo. The 'Program Search' section contains the following fields and annotations:

- College:** Fanshawe (An arrow points from the 'Be sure to select the correct application cycle.' box to this field.)
- Application Cycle:** 2015 (An arrow points from the 'Be sure to select the correct application cycle.' box to this dropdown menu.)
- Start Date:** All
- Campus:** All
- Program Code:** (Empty text input field)
- Program Title:** (Empty text input field)
- Buttons:** Search (dark green), Clear (light grey)

Annotations include:

- A box stating: "Be sure to select the correct application cycle." with arrows pointing to the 'Application Cycle' dropdown and the 'College' field.
- A box stating: "Enter specific search criteria to locate a specific program. OR click 'Search' to display all program offerings." with the word 'OR' in blue.

Search Offers

PARTNERfans.meehan | Edit Access Account | Search Applicants | System Applicant Search | Manage Program Cycles | Search Programs | **Search Offers** | College Information | Document Access | Logout

ONTARIO COLLEGES .CA

Search Offers

[-] Search

Application Number:

Program Code:

Last Name:

First Name:


Date of Birth:

Year Month Day

Search **Clear**

Search Offers

[+] Search

Application Number: 14-032-6506	Name: Tester Tom	Account #: 210029503788
Date of Birth: 1996/03/30		
Program Title: COMPUTER SYSTEMS TECHNICIAN	Program Code: CTN2 Start Date: 2014/09	Campus: London Entry Level: Entry Level 1
Full / Part Time: Full Time	Sequence Number: 3	Term Identifier: FA14
Offer State: Active	Confirmation Status: Declined	Date Offer Posted: 2014/02/01
Confirmed Date:	Soft Expiry Date: 2014/05/01	Late Admit: No
Hard Expiry Date: 2014/08/01	Edit Offer 	

Enter the application number and click 'Search'.

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

Update Offer

Update Offer

Application Number:	Name:	College:
14-032-6506	Tester, Tom	Fanshawe
Date of Birth:		
30/03/1996		
Confirmation Status:		
Declined		
Offer State:		
<div>Active</div>		
Sequence Number:	Entry Level:	
3	Entry Level 1	
Date Offer Posted:	Program Code:	
2014/02/01	CTN2	
Soft Expiry Date:	Campus Code:	
2014/05/01	LC	
Hard Expiry Date:	Start Date:	
2014/08/01	2014 - Sep	
Late Admit:	Full / Part Time:	
No		
Term Identifier:		
FA14		
<div>SaveCancel</div>		

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 (cont'd)

Update Offer

Application Number: 14-032-6506	Name: Tester, Tom	College: Fanshawe
------------------------------------	----------------------	----------------------

Date of Birth:
30/03/1996

Confirmation Status:
Declined

Offer State:

Sequence Number:

Date Offer Posted:

Soft Expiry Date:

Hard Expiry Date:

Late Admit:

Term Identifier:

Entry Level: Entry Level 1	Program Code: CTN2	Campus Code: LC	Start Date: 2014 - Sep	Full / Part Time:
-------------------------------	-----------------------	--------------------	---------------------------	-------------------

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 (cont'd)

Update Offer

Application Number:
14-032-6506

Name:
Tester, Tom

Date of Birth:
30/03/1996

Confirmation Status:
Declined

Offer State:
Active

Sequence Number:
3

Date Offer Posted:
2014/02/01

Soft Expiry Date:
2014/05/01

Hard Expiry Date:
2014/08/01

Late Admit:
No

Term Identifier:
FA14

Entry Level:
Entry Level

Program C:
CTN2

Campus Co:
LC

Start Date:
2014 - Sep

Full / Part T:
Full / Part T

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

PARTNER/fans.meehan | Edit Access Account | Search Applicants | System Applicant Search | Manage Program Cycles | Search Programs | Search Offers | **College Information** | Document Access | Logout

ONTARIO COLLEGES .CA

College Information

* Revoked Info URL

* Suspended Info URL

* Phone Number for Revoked Offers

* College Website URL

* Audit Report Email Address

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

<p>Congratulations! You have confirmed your offer of admission to Our College.</p>

<p>Over the next few months, we will send you important information about your admission, your program, starting college and more. Don't

Preview Message

College Logo:

YOUR 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.

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.

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

The screenshot shows the OCAS Document Access portal. At the top, a navigation bar includes links like 'Edit Access Account', 'Search Applicants', and 'Document Access' (highlighted with a red box and an arrow). Below this is the 'ONTARIO COLLEGES .CA' logo. A text box with an arrow pointing to the 'E-MATERIALS' link in the main menu contains the text: 'See separate User Guide for complete Document Access information at: www.ocas.ca > E-Materials > College Staff'. The main content area is titled 'Document Access' and features a sidebar with 'Mark Processed' and 'Show Processed' options. The main section is titled 'RESOURCES FOR COLLEGE STAFF' and includes a list of links under 'Important Dates for Programs Starting Fall 2015' and 'Extract Files - Updated 26 September 2014'. A red box highlights the 'Document Access Portal User Guide (PDF)' link in the 'Need help using the Partner Portal? Start here:' section. The right sidebar contains 'Contact Us' information for staff and students, including phone numbers, email addresses, and social media links for 'follgy' and Facebook.

Edit Access Account | Search Applicants | System Applicant Search | Manage Program Cycles | Search Programs | Search Offers | **Document Access** | eTMS

ONTARIO COLLEGES .CA

Document Access

Mark Processed

Select All | Deselect

Show Processed

OCAS

Ontario College Application Service

SERVICES E-MATERIALS A WAREHOUSE PARTNER PORTAL CAREERS

ADJUST FONT SIZE: a A A

You are here: [Home](#) » [e-Materials](#) » College Staff

Important Documents

[Important Dates for Programs Starting Fall 2015](#)

[CIP Schedule 2014](#)

[College Dialogue Booklet 2014](#)

[Secondary School Course Codes](#)

[5-year Application Trends](#)

[5-year Confirmation Trends](#)

[Microsoft Volume Licensing](#)

[OCAS Strategic Directions 2013-2016](#)

RESOURCES FOR COLLEGE STAFF

Need help using the Partner Portal? Start here:

- [College Partner Portal User Guide \(PDF\)](#)
- [Document Access Portal User Guide \(PDF\)](#)**
- [eTMS User Guide \(PDF\)](#)

Extract Files - Updated 26 September 2014

- [Board File](#)
- [Board File \(French Characters Stripped\)](#)
- [Board File Specifications](#)
- [Course File](#)
- [Course File \(French Characters Stripped\)](#)
- [Course Code Specifications](#)
- [School File](#)
- [School File \(French Characters Stripped\)](#)
- [School File Specifications](#)
- [High School Mailing List \(.xlsx\)](#)

Contact Us

For Staff

Tel: 1.888.892.2228

Email: service@ocas.ca

Social Media:

[follgy](#)

For Students

Tel: 1.888.892.2228

Email: ask-us@ontariocolleges.ca

Social Media:

[follgy](#)

[Find Us On FACEBOOK](#)

60 Corporate Court
Guelph, ON
N1G 5J3

PARTNER\moha.ocas | Edit Access Account | Search Applicants | System Applicant Search | Manage Program Cycles | Search Programs | Search Offers | College Information | **eTMS** | Logout

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eTMS

Transcript Requests

Search

To Be Processed | Deferred

Pages: | <First <Previous 1 Next >Last > | Showing 50 Items per Page.

Date Requested	Age
2013/10/20	1 Day

OCAS Ontario College Application Service

SERVICES E-MATERIALS WAREHOUSE PARTNER PORTAL CAREERS

ADJUST FONT SIZE: a A A

You are here: [Home](#) » [e-Materials](#) » [College Staff](#)

Important Documents

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Social Media:

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Download to: [CSV](#) [PDF](#)

(to Upload)

See separate User Guide for complete eTMS information at:
www.ocas.ca > E-Materials > College Staff