
University Security Gatekeeper Registration Form

2024-2025

Complete this form, then sign, scan and send it to: ouacsecurity@ouac.on.ca.

For access questions concerning transcripts, email etrans@ouac.on.ca. For all other access questions, contact ouacsecurity@ouac.on.ca.

Gatekeeper Information

Surname: _____ Given Name: _____

Position: _____

Department/Faculty: _____

Email Address: _____

Telephone: _____ Ext.: _____ Language: ☐ English ☐ French

University Data

University Name: _____

Address: _____

City: _____ Postal Code: _____

Authorization: ☐ Activate this record (and remove existing gatekeeper) ☐ Modify my record

OUAC Portal Terms and Conditions

You are requesting access to the Ontario Universities' Application Centre's (OUAC) databases via the OUAC Portal. This data can be applicant-specific, as submitted by the applicant, data needed for processing transcripts, or pre-defined reports and statistics. By signing this Registration Form, you agree to abide by these Terms and Conditions.

Your access to the OUAC Portal is reviewed annually by your University Security Gatekeeper. Your access will be revoked if you leave the university or your role within the university changes and you no longer need access to the OUAC data. Your University Security Gatekeeper can request and approve access changes. Your personal information is shared only with the OUAC staff responsible for managing security.

OUAC data contains personal information about the applicant and confidential statistics or reports. By signing this Registration Form and accessing the OUAC Portal, you hereby certify and agree that you will:

- maintain data security using measures that meet or exceed the policies of your institution.
- use this data only for admission purposes and share it only as part of the admission process.
- use appropriate measures to protect data copied or downloaded to devices under your control.
- not disclose OUAC data that relates to another university.
- not share your OUAC Portal password and/or username with anyone.
- notify the OUAC immediately if there is unauthorized access, use or disclosure of data.
- protect the accuracy and confidentiality of the applicant data on file at the OUAC.
- not register any unauthorized individuals for an account, if you are the University Security Gatekeeper.

☐ I agree to these Terms and Conditions.

Name (Please print)

Signature

Date

Authorization

University Security Gatekeeper Name (Please print)

University Security Gatekeeper Name (Signature)