

## University Access to OUAC Applicant Data

2024-2025

Complete this form, then email it to: [ouacsecurity@ouac.on.ca](mailto:ouacsecurity@ouac.on.ca).

Direct transcript access questions to: [etrans@ouac.on.ca](mailto:etrans@ouac.on.ca). Direct any other access questions to: [ouacsecurity@ouac.on.ca](mailto:ouacsecurity@ouac.on.ca).

### Reason for Form

- Add New User
- Deactivate User Reason: \_\_\_\_\_
- Modify Existing User Reason: \_\_\_\_\_  
New Name: \_\_\_\_\_

### User Information

First Name	Last Name	Language
University	Department/Faculty	Position
Email Address	Telephone Number	Extension

### Access Needed

#### Application-specific Tools and Reports

101, 105, UGRD Contract   TEAS   OLSAS   OMSAS   ORPAS   GRAD Contract  
EDI Transcript Request Updates (All have automatic access to Transcript Request Inquiry.)  
Undergraduate Program Updates (Test Environment)

#### Additional Reports

OU Data Collection  
Undergraduate Applicant Diversity Census: Aggregate counts  
Undergraduate Applicant Diversity Census: Applicant responses

## OUAC Portal Terms and Conditions

You are requesting access to the Ontario Universities' Application Centre's (OUAC) databases via the OUAC Portal. This includes, but is not limited to, access to applicant-specific data (as submitted by the applicant), data needed for processing transcripts and 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 the OUAC data in accordance with your institution's enabling legislation for the purposes of recruitment, admission and registration and/or for other purposes in accordance with your institution's admission and personal information policies and practices.
- 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.

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Name

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Signature

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Date

### Authorization

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University Security Gatekeeper Name

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University Security Gatekeeper Signature

### Authorization for the Undergraduate Applicant Diversity Census Reports

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University Registrar Name

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University Registrar Signature