# **DUAC** Ontario Universities' Application Centre

## How to Log In and View Queries/Reports

Note: You can only view the reports you are authorized for.

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## Logging In

- Access to the OUAC Portal also gives you automatic access to "More Tools" (i.e., the Applicant View search form, etc.) using the same login credentials.
- Existing users:
  - Set up a Hint Question and Answer.
  - o If you forget your password, use the <u>Forgot your Password</u> feature.
- If you are a new user, click <u>New Users Initial Login</u>.

### New Users – Initial Login

New users can log in using the credentials provided by the OUAC Security Administrator. You will need to <u>Change Your Password</u> after logging in.

1. Select "Click here to change your password".

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- 2. Enter the password given to you by the OUAC Security Administrator in the "Current Password" (1) field.
- 3. Enter your new password (2) and confirm it (3).

Change Password	Use your password provided
User ID: JSMITH	by the OUAC Security
Description: Smith, John	Admininstrator.
*Current Password:	···· 1
*New Password:	···· 2
*Confirm Password:	···· 3
Change Password	

4. Click "OK".





5. Log in using your user ID and newly created personal password. **Note:** Your user ID and password are case sensitive. The user ID must be upper case.

ØUAC	Ontario Universities' Application Centre			
Sign In JSMITH	Enter your new password.			
English	~			
Enable,	Sign In Accessibility Mode			
Set Trace Flags Forgot your password? Email ouacsecurity@ouac.on.ca.				
Copyright © 2000, 2014, Orack	e and/or its affiliates. All rights reserved.			

6. Click "Sign In" to log in to the OUAC Portal.

Favorites  Main Menu	
ØUAC	
Мерц	0.07
Search:	· ·
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Student Admissions	
More Tools	
Change My Password	
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My Personalizations	



### Accessing the OUAC Portal

- 1. To access the OUAC Portal, go to http://go2.ouac.on.ca/ouac-portal.
- 2. Select the link "Log In: OUAC Portal"

Home > OUAC Portal



Enter your user ID and password, and click "Sign In".
 Note: English is the default language but you may switch to Canadian French.

#### Accessing "More Tools" from Within the OUAC Portal

Once you are logged in to the OUAC Portal, you will have access to other tools, like Applicant View under "More Tools". For more information, read the <u>Applicant View User Guide documentation</u>.

1. Click "More Tools" in the navigation menu.

Favorites 🔻	Main Menu 🔻			
MIAC				
DUAC				
Menu			0 •	
Search:				
	$\otimes$			
Student Admission	ons			
Reporting Tools				
More Tools				
Change My Pass	word			
My Personalizatio	ons			



2. Click "Access More Tools" to go to the More Tools menu. You will be automatically logged in.

Favorites 🔻	Main Menu 🔻	$\rightarrow$	More Tools
	04 5		
	QA ENV		
ØI IDC			
Access Mor These tools authorized a	<u>e Tools</u> allow you to v access level.	iew	applicant information, reports, etc. according to your

#### **Viewing Reports/Queries**

There are 2 ways to navigate to a Report/Query:

1. Select "Main Menu" at the top of the main screen and select "University Reports" from the dropdown menu. You can then choose any of the reports you would like to view.

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Sea	rch Menu:				
			<b>&gt;&gt;</b>		
			\$		
	Student Admissions		•		-
	University Reports		ODIV Accept	/Prov Accept Offers	1
	Reporting Tools		ODIV Cancel	I/Defer Offers	
	Change My Password		ODIV - Respo	onse Activity	
	My Personalizations		Applicants - T	Totals by Careers	
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	Mair Sear	Main Menu   Search Menu:  Student Admissions  University Reports  Reporting Tools  Change My Password My Personalizations  sword ons	Main Menu  Search Menu:  Student Admissions  University Reports  Reporting Tools  Change My Password My Personalizations  sword ons	Main Menu  Search Menu:  Student Admissions  University Reports  Reporting Tools  Change My Password My Personalizations  word ons	Main Menu  Search Menu:  Student Admissions  University Reports  Change My Password  My Personalizations  My Personalizations  Sword  Sword  Sword  Student Admissions  Student Admissions



2. Select "University Reports" from the main screen, then choose any of the reports you would like to view on the following page.

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Student Admissions		
University Reports		
Reporting Tools		
Change My Password		
My Personalizations		
Menu >		
University Reports		
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ODIV Accept/Prov Accept Offers	ODIV Cancel/Defer Offers	ODIV - Response Activity ODIV - Response Activity
Applicante Totale bu Caraare	Applications Totals	

To understand what each report means or how to search for data, please read the <u>User Guide</u> <u>documentation</u> for each individual report/query, or <u>contact the OUAC</u>.



### Using the "Forgot Your Password" Functionality

If you forget your password, click "Forgot your password?" or email <u>ouacsecurity@ouac.on.ca</u> for assistance.

ØUAC	<ul><li>Ontario Universities'</li><li>Application Centre</li></ul>
Sign In JSMITH	×
English	~
En:	Sign In able Accessibility Mode Set Trace Flags
Forgot your password	1? Email ouacsecurity@ouac.on.ca.
Copyright © 2000, 2014,	Oracle and/or its affiliates. All rights reserved.

- 1. Enter your user ID. Note: The user ID is case sensitive.
- 2. Click "Continue".





3. Enter your "hint" question (1) and answer (2).



4. When finished, click "Email New Password" (3).



The OUAC will immediately email you a temporary password. Here is an example of what the email will look like:





5. Enter the temporary password provided in your email. You will be prompted to change your password upon your initial login.

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ØUA	C Ontar Applio	io Universities' cation Centre
Sign In	)	
JSMITH		
••••••	•	
English		Enter the password provided in your email.
	Sign In	Nw71^7pV
	Sign In	Nw71^7pV y Mode
	Sign In Enable Accessibilit Set Trace Flags	Nw71^7pV y Mode

6. Select "Click here to change your password".

ØUAC	Ontario Universities' Application Centre			
Your password has expired. Click here to change your password.				
Click here to change your password.				
Copyright © 2000, 2014, Orac	cle and/or its affiliates. All rights reserved.			



7. Enter your temporary password in the "Current Password" (1) field. Enter your new password (2) and confirm it (3).

Change Password User ID: JSMITH Description: Smith, John	Enter your password located in your email.
*Current Password: ••••	1
*Confirm Password:	3
Change Password	

8. When finished, click "Change Password", then "OK".

Pass	word Saved
<b>~</b> .	Your password has successfully been changed.

You have successfully logged into the OUAC Portal.

Favorites - Main Menu -	
ØUAC	
Мери	0 07
Search:	
Student Admissions PeopleTools	
More Tools Change My Password	
My Personalizations My System Profile	



#### Setting Up a Hint Question and Answer

To use the "Forgot your password" functionality, you can set up a "hint" question and answer. If you forget your password, you can answer the "hint" question, and get a temporary password you can use to reset your password.

1. To set up your "hint" question and answer, select "My System Profile".

Favorites   Main Menu	
ØUAC	
Menu	0.01
Search:	
Student Admissions     PeopleTools	
Change My Password My Personalizations	
My System Profile	

2. Select the "Change or set up forgotten password help" link.

Favorites → Main Menu → My System Profile	
<u><u>GUAC</u></u>	
DUAC	
🧷 🖪 🕂 🌞 📓	
General Profile Information	
Smith, John	
Password	
Change password	
Change or set up forgotten password help	
Personalizations	
My preferred language for PIA web pages is: English	
My preferred language for reports and email is English	
Currency Code CAD	



3. Click the "Question" drop-down list and select a predefined "hint" question.

Change o	r set up forgotten password help		×
		Help	
If you forget	your password, you can have a new password emailed to you.		
Enter a ques	tion and your response below. These will be used to authenticate you.		
Your respon	se (or answer) must be at least 6 characters long -		
Question:	In what city did you meet your spouse?		
	In what city did your mother and father meet?		
Response:	In what city or town was your first job?		
	What animal was your first stuffed animal?		
	What is the middle name of your oldest child?		
OK	What is the name of your favourite pet?		
	What is the name of your first school?		
	What is your dream car?		
	What is your father's middle name?		

4. Enter your response to your selected "hint" question. **Note:** The answer must be a minimum of 6 characters long.

Change of	or set up forgotten password help		×
		Help	
If you forget Enter a ques	your password, you can have a new password emailed to you. stion and your response below. These will be used to authenticate you.		
Your respo	nse (or answer) must be at least 6 characters long		
Question:	In what city was your youngest sibling born?		
	Select from the list of questions.		
Response:	Sault Ste Marie ×		
OK	Cancel Refresh		

5. When finished, click "OK".

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### Change Your Password

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You can also change your password from the "My System Profile" page.

Favorites - Main Menu - My System F	nofile
ØUAC	
2000	
General Profile Information	
Smith, John	
Password	
Change password	Destin
Favorites - Main Menu - My Syste	m Prome
ØUAC	Change password
General Profile Information Smith, John	Current Password
Password	Confirm Passw 4
Change password 1 Change or set up forgotten password help	OK Cancel
Personalizations	
My preferred language for PIA web pages is: My preferred language for reports and em Currency Code CAD	English ail is English

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### **Miscellaneous Tips**

### The Prompt (Magnifying Glass)

Use the magnifying glass to search or choose from a list of options.

Ext Sys ID	Search by:	Academic Career begins with	~
	Look Up	Cancel Advanced Lookup	
	Search Res	ults	
	View 100 Fir	st 🚯 1-7 of 7 🛞 Last	
	Academic Care	er Description	
	Graduate	Graduate	
	OLSAS	Law	
	OMSAS	Medical School	
	ORPAS	Rehabilitation Sciences	
	TEAS	Teacher Education	
	OCT TRNS	OCT Transcripts	
	Undergrad	Undergraduate	

### **Downloading Your Results**

You can download your results as an Excel Spreadsheet (.xlsx), a CSV text file (.csv) or an XML file (.xml).

View Results	12012017 [1]			
Download results in :	Excel SpreadSheet	CSV Text File	XML File	(14 kb)
View All				

### Glossary

ODIV O Divisions (OLSAS, OMSAS and ORPAS)

Acad Year The cycle

*Career Type* The division (OLSAS, OMSAS, etc.)