

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](#).
 - If you forget your password, use the [Forgot your Password](#) feature.
- If you are a new user, click [New Users – Initial Login](#).

New Users – Initial Login

New users can log in using the credentials provided by the OUAC Security Administrator. You will need to [Change Your Password](#) after logging in.

1. Select “Click here to change your password”.

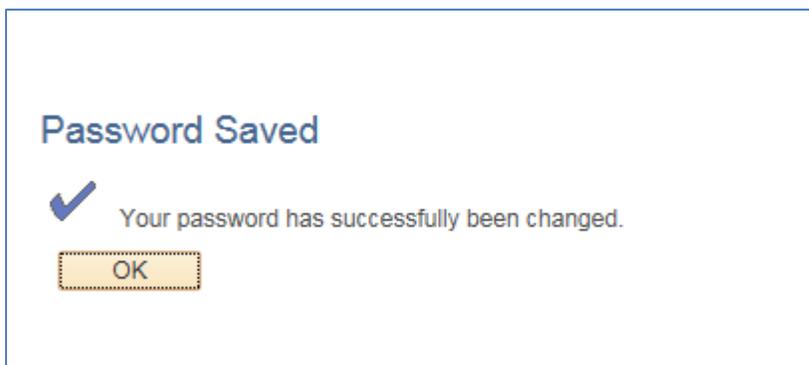


2. Enter the password given to you by the OUAC Security Administrator in the "Current Password" (1) field.
3. Enter your new password (2) and confirm it (3).

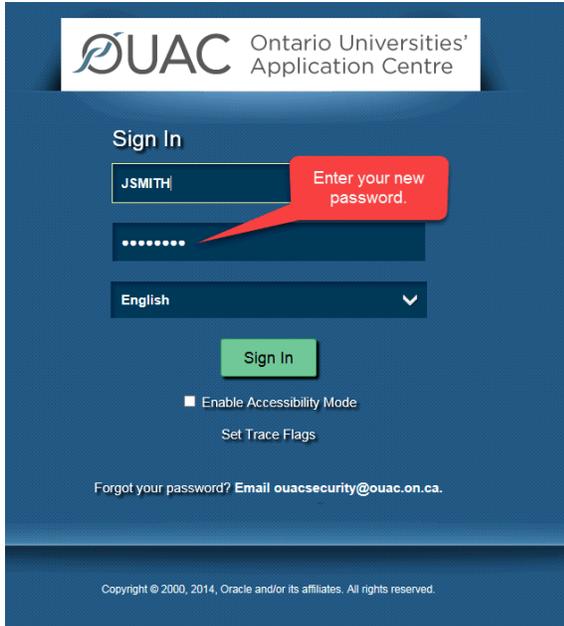


A screenshot of the "Change Password" form. The form includes fields for "User ID: JSMITH" and "Description: Smith, John". Below these are three password fields: "*Current Password:", "*New Password:", and "*Confirm Password:". Each field is marked with a red circle containing a number (1, 2, and 3 respectively). A yellow callout box points to the first field with the text: "Use your password provided by the OUAC Security Administrator." At the bottom of the form is a "Change Password" button.

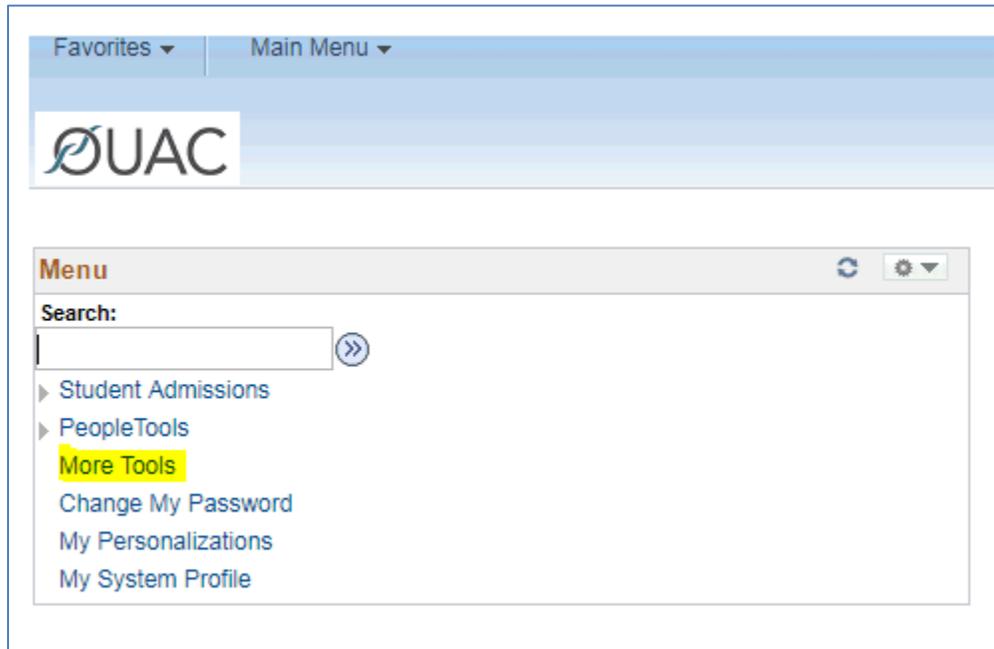
4. Click "OK".



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.



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



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](#)

OUAC Portal

[Log In: OUAC Portal](#)

Read the [OUAC Portal User Guides](#) for specific instructions.

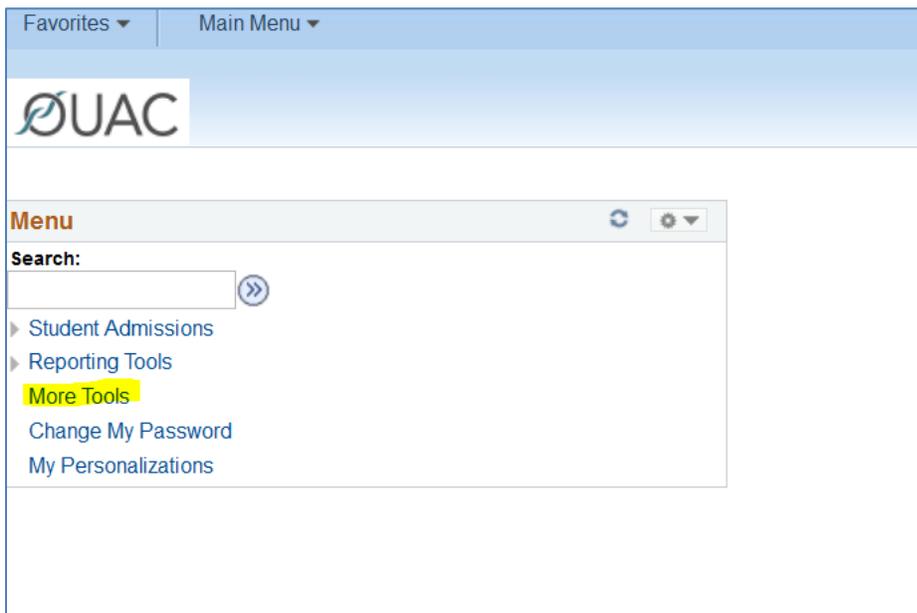
Terms and Conditions

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

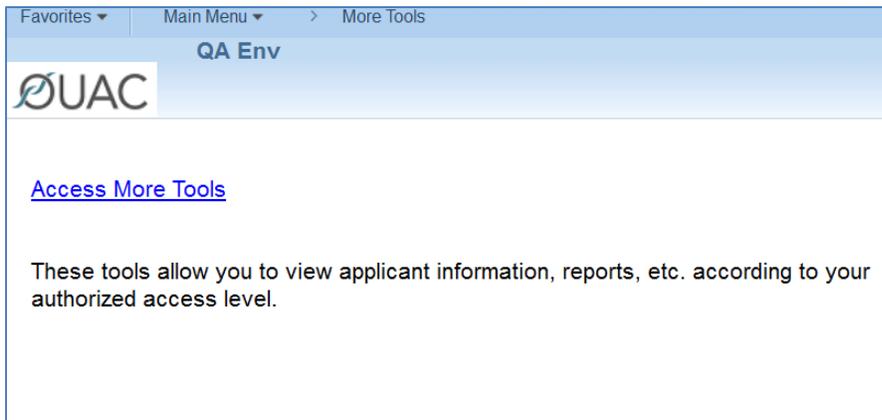
Accessing "More Tools" from Within the OUAC Portal

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 [Applicant View User Guide documentation](#).

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



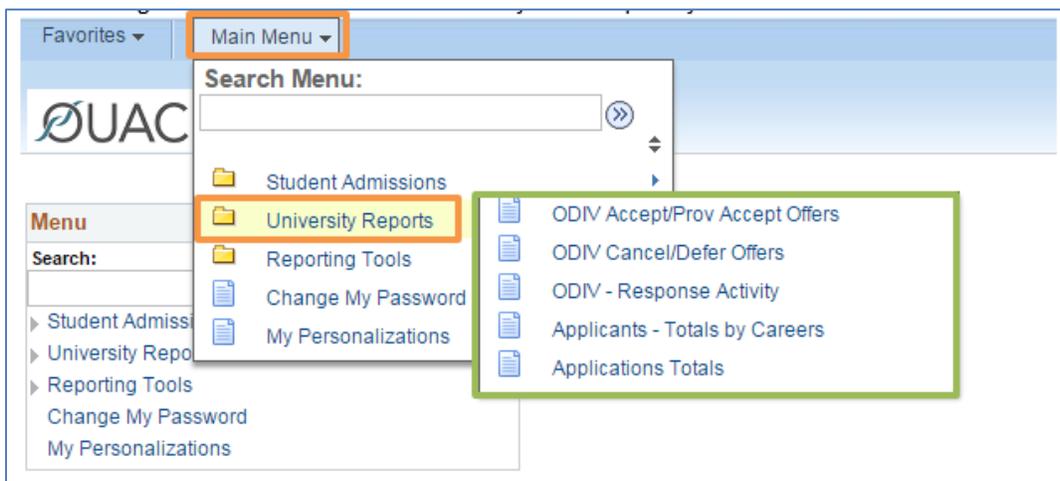
2. Click "Access More Tools" to go to the More Tools menu. You will be automatically logged in.



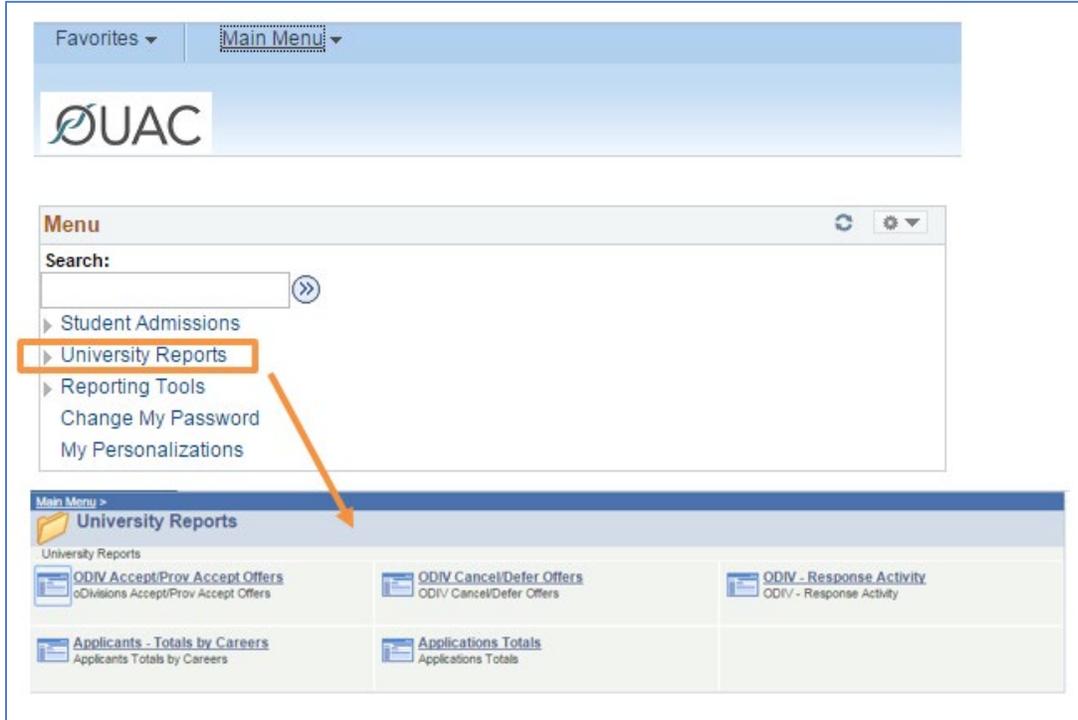
Viewing Reports/Queries

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 drop-down menu. You can then choose any of the reports you would like to view.



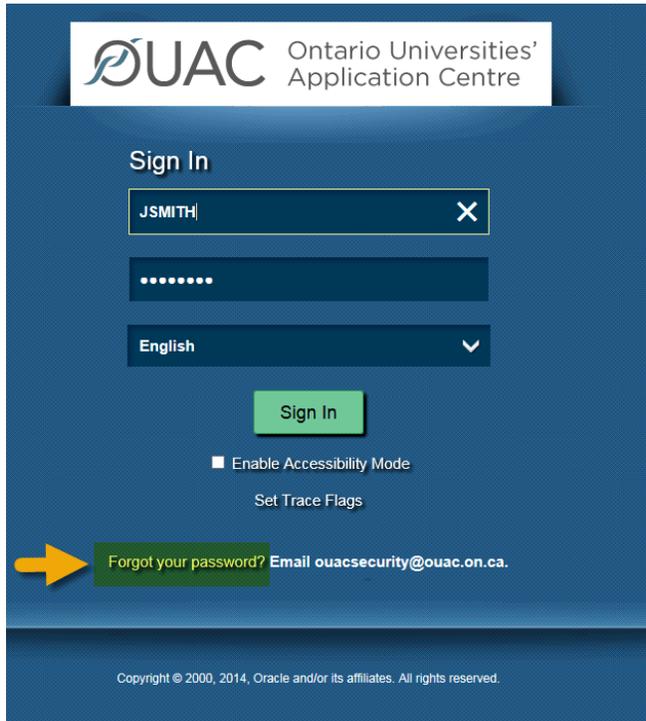
2. Select "University Reports" from the main screen, then choose any of the reports you would like to view on the following page.



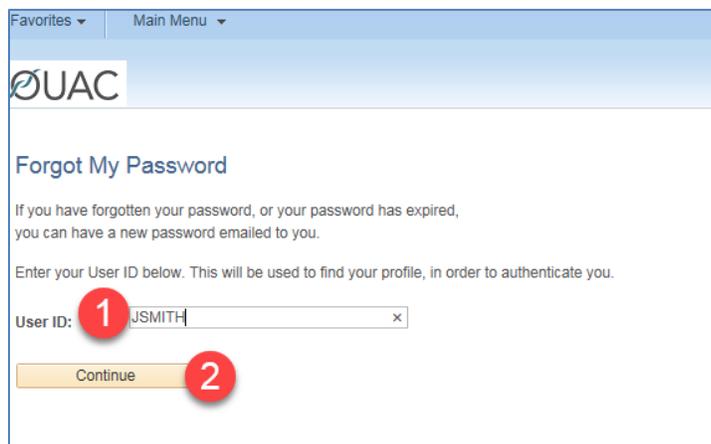
To understand what each report means or how to search for data, please read the [User Guide documentation](#) for each individual report/query, or [contact the OUAC](#).

Using the “Forgot Your Password” Functionality

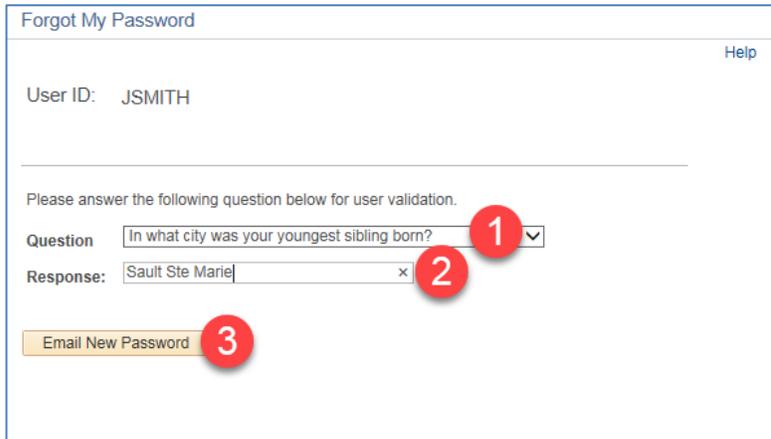
If you forget your password, click “Forgot your password?” or email ouacsecurity@ouac.on.ca for assistance.



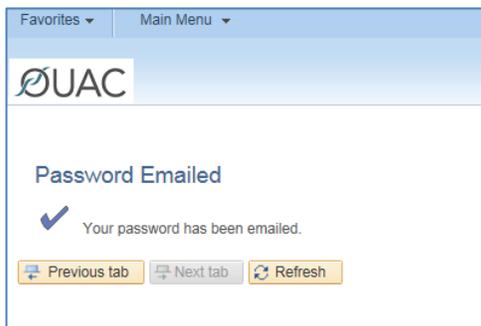
1. Enter your user ID. **Note:** The user ID is case sensitive.
2. Click “Continue”.



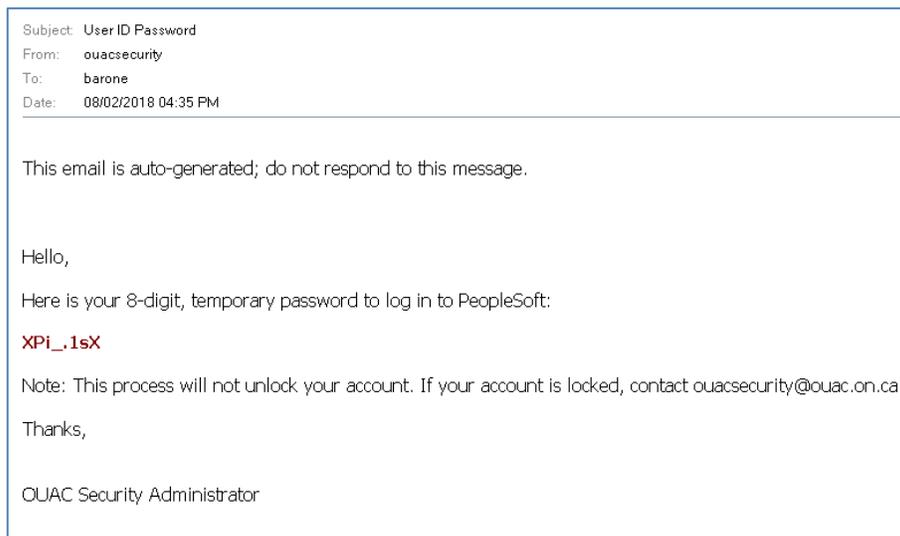
3. Enter your “hint” question (1) and answer (2).



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.

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

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

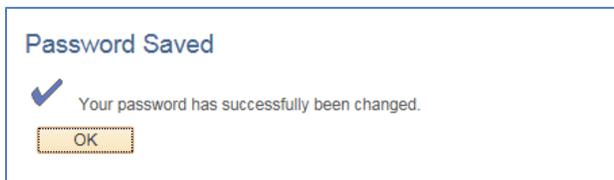
*Current Password: 1

*New Password: 2

*Confirm Password: 3

Change Password

8. When finished, click “Change Password”, then “OK”.

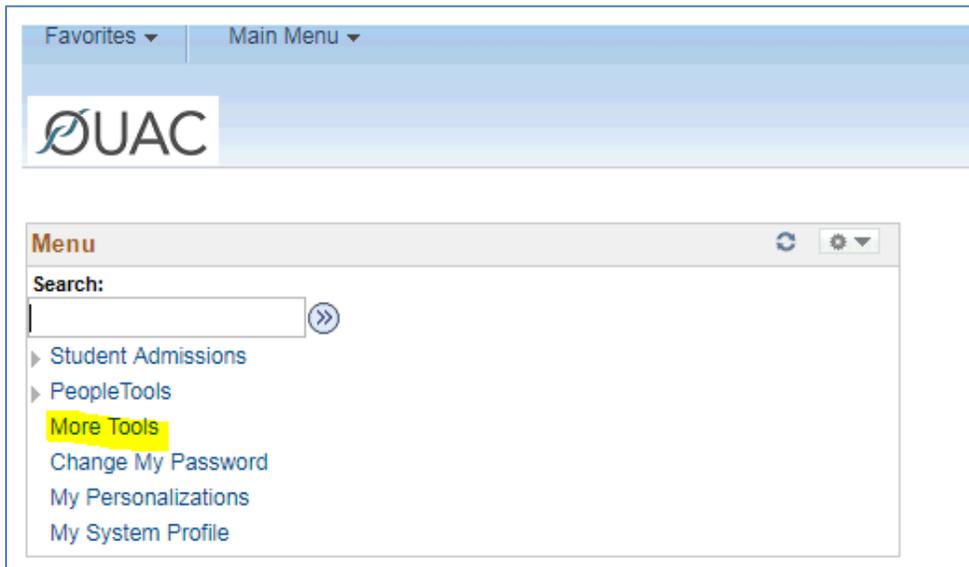


Password Saved

✓ Your password has successfully been changed.

OK

You have successfully logged into the OUAC Portal.



Favorites ▾ Main Menu ▾



Menu  

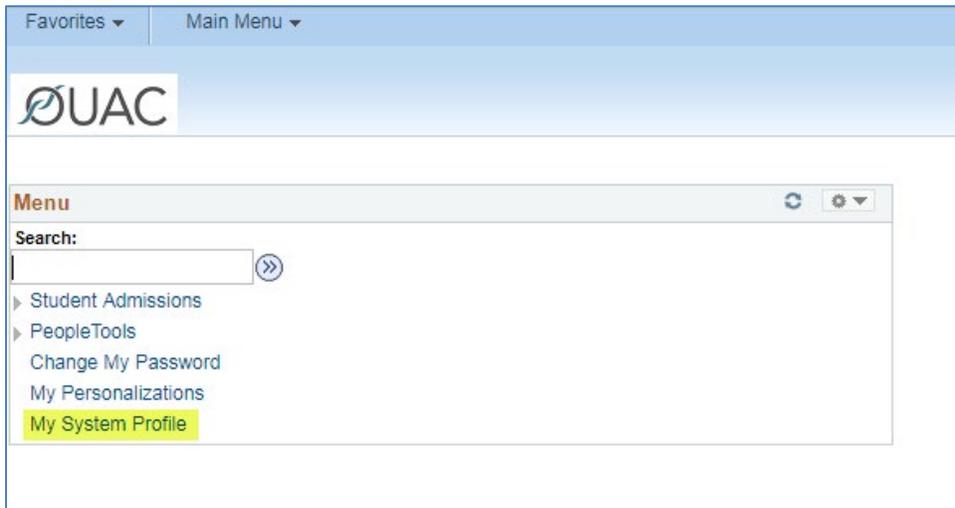
Search: 

- ▶ 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.

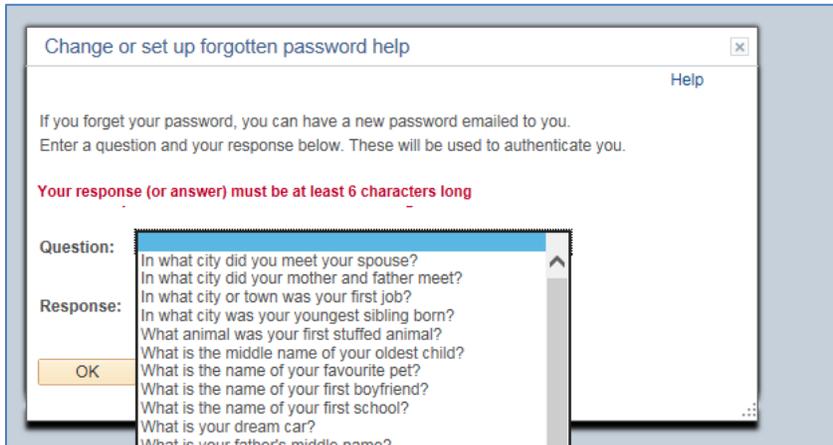
1. To set up your “hint” question and answer, select “My System Profile”.



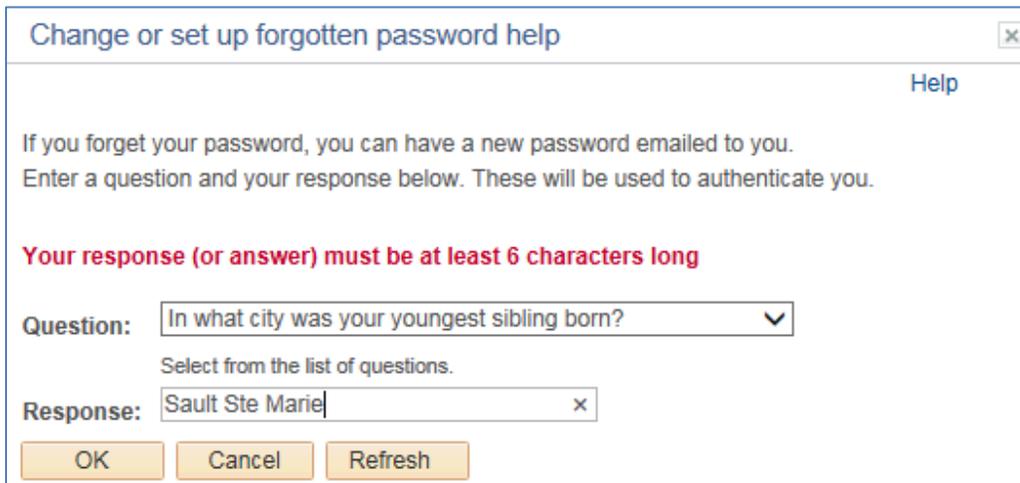
2. Select the “Change or set up forgotten password help” link.



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



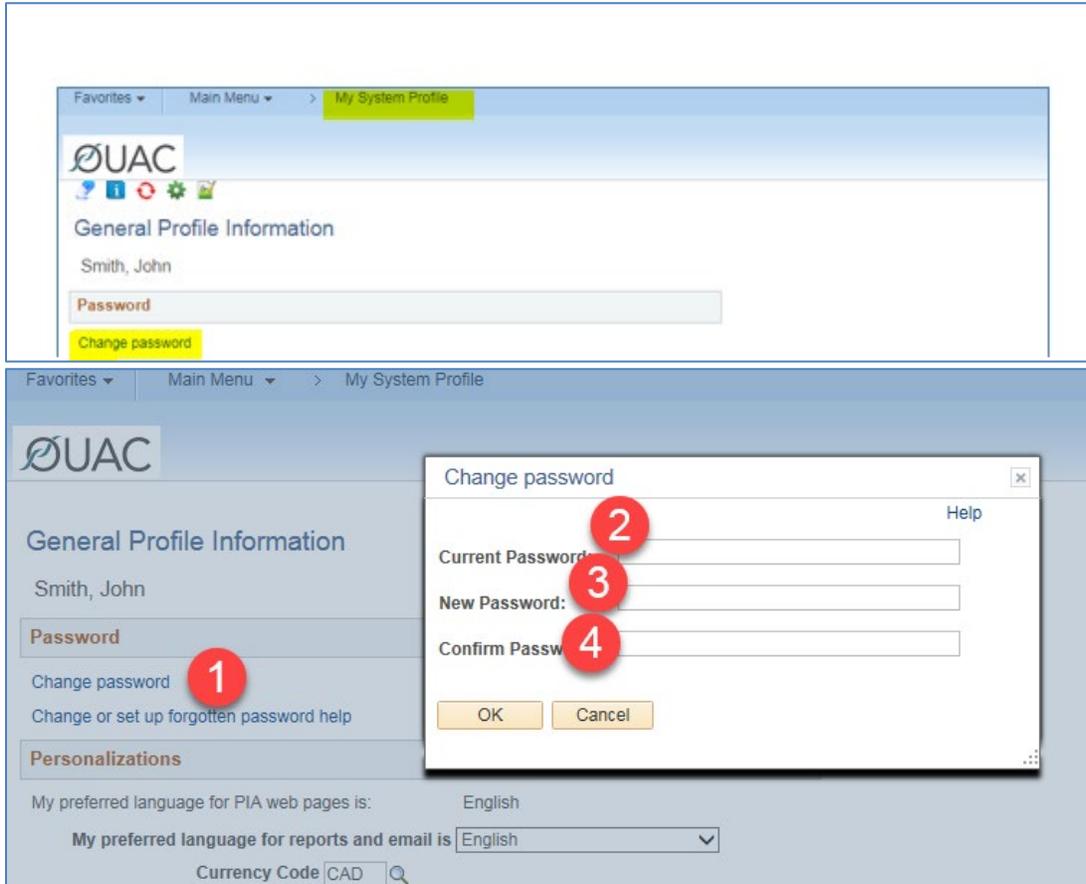
4. Enter your response to your selected “hint” question.
Note: The answer must be a minimum of 6 characters long.



5. When finished, click “OK”.

Change Your Password

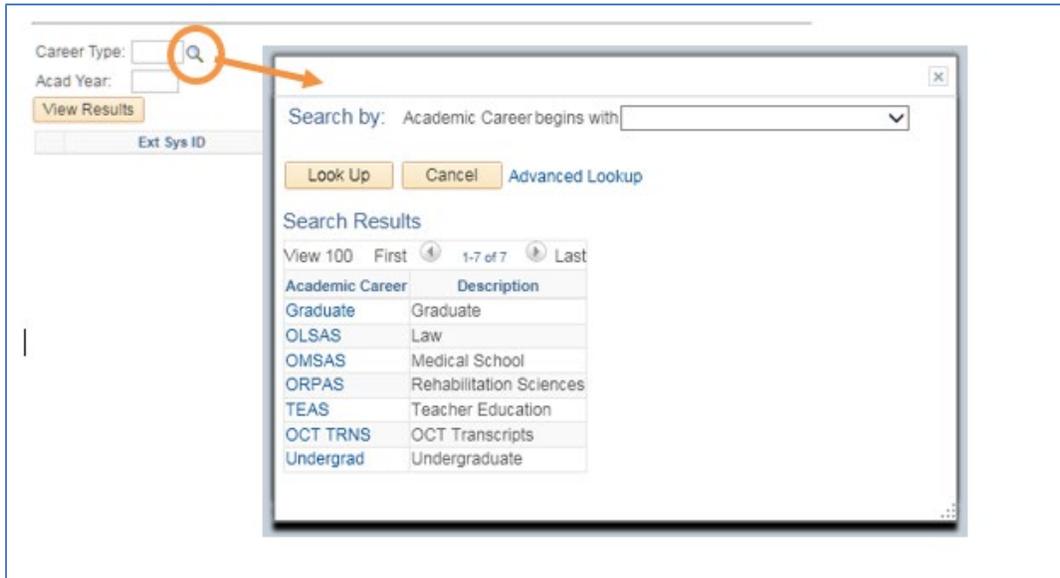
You can also change your password from the “My System Profile” page.



Miscellaneous Tips

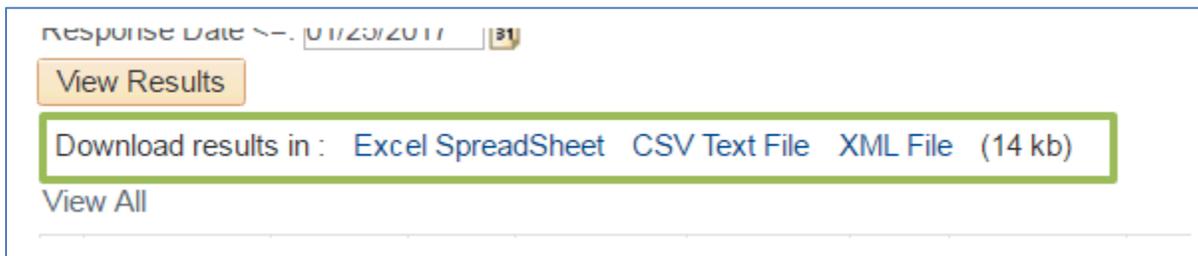
The Prompt (Magnifying Glass)

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



Downloading Your Results

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



Glossary

ODIV O Divisions (OLSAS, OMSAS and ORPAS)

Acad Year The cycle

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