

User Guide: More Tools

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Logging In

For instructions about logging in to the OUAC Portal, read the “How to Log In and View Queries/Reports” guide. Select “More Tools” from the list and “Access More Tools”.

Applicant View Search

Once logged in, you can access the applicant view search form by clicking “Applicant View” under “Tool Set Main” in the left menu.

You are logged in as: nadia/ Log Out	> Applicant View
Tool Set Main · Applicant View	* Required field

Various search criteria can be used to search for applicants. These search criteria can handle full or partial searches.

- Application type
- Cycle
- OUAC Reference #
- Email Address
- Username
- First Name
- Last Name/Family Name
- Telephone Number
- Date of Birth
- Emplid

An OUAC Reference # or an Email Address is required.

Note: You should select an Application Type, e.g., 101, 105. You will only yield search results for the Application Type you are authorized for.

These search criteria options are for 101 applications only:

- Home School Mident
- Secondary School Student Number (SSSN)
- Ontario Education Number (OEN)

> **Applicant View**

* Required field

Search Criteria

Application
Choose ▾

* Cycle
2017 ▾

Username

First Name
[]

Last Name/Family Name
[]

OUAC Reference #
[]

Email Address
[]

Telephone Number
[]

Date of Birth (Format: yyyy-mm-dd)
[]

Emplid
[]

Mident
[]

SSSN
[]

Ontario Education Number (OEN)
[]

Viewing Search Results

Click "View" in the "Actions" column to access the application details for a particular applicant. **Note:** You can sort the individual columns by clicking the column heading.

[New Search](#)

Change search

Show 10 entries Search: []

Username	First Name	Last Name/Family Name	OUAC Reference #	Email Address	Application	Actions
Arnold_Houston_Sep24	Arnold1	Houston1	10012	sandra133.test11@ouac.on.ca	101	View
JasonTrickle	Jason	Trickle	10116	jasont@fakehotmail.com	101	View
Kristin_Alston_Dec22	Kristin	Alston	10019	alston100.test@ouac.on.ca	101	View

> Applicant View

Important: The Applicant View system shows a snapshot of the last state the applicant left their application in. While you will generally see applicants who submitted/paid for their application to your institution, you may also see unsubmitted amendments to applicant data and/or choices to your institution or other institutions. In this case, you may see a balance under Total Owing, and the applicant may choose not to submit these amendments.

Application	105D	First Name	Shanshan
Cycle	2017	Last Name/Family Name	Shi
Username	01029sss	Total Owing	\$ 0.00
Profile App Id	13651	Date Profile Created	2016-09-20 23:37:16.736912
OUAC Reference #		Date Application Created	2016-09-20 23:37:29.605020
Emplid		Date App Last Submitted	
Mident		Last Login	2016-09-23 13:04:50.195587
SSSN		Date Password was Changed	2016-09-20 23:37:16.736912

[Expand All](#) [Collapse All](#)

“Total Owing” represents the amount owing for the current application. Usually you will see a total of \$0.00, unless the applicant has any [unsubmitted amendments](#).

Note: You can only view submitted and paid applicants for **your own** institution, although your results can also be filtered to meet the specific access requirements requested by your institution.

Search results show the individual’s results by application type. If an applicant applies to 2 different divisions, they will yield 2 separate search results.

Unsubmitted Amendments

Important: The Applicant View search form shows a “snapshot” of the last state the applicant left their application in.

While you will generally see applicants who submitted/paid for their application to your institution, you may also see unsubmitted amendments to applicant data and/or choices to your institution or other institutions. In this case, you may see a balance under “Total Owing”, and the applicant may choose not to submit these amendments.