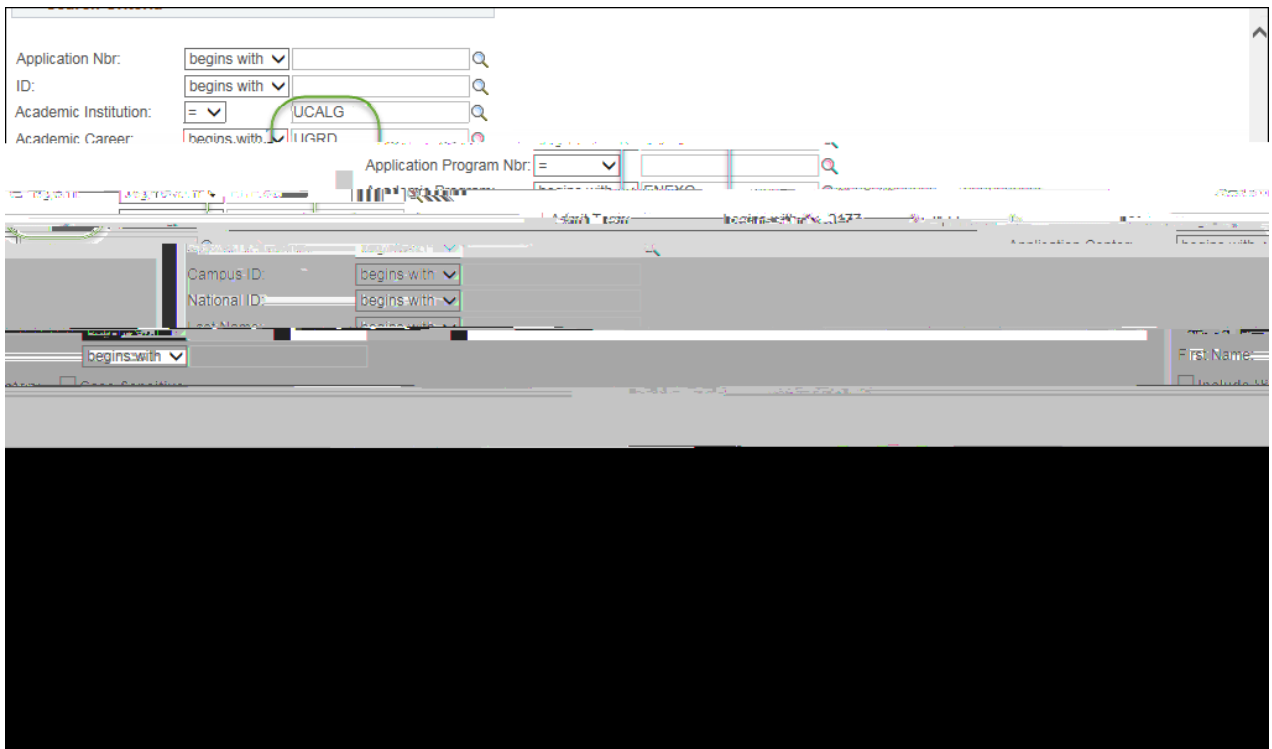


7. Enter the applicable term (e.g. 2177 Fall 2017) and press Enter or Search.
Click the **Search** button.



8. Based on the Search Criteria entered a grid of results may display. For this example we will click on the first application listed in the grid. For FOIP reasons some information has been removed. Click the **ENEXG** link.

ENEXG

A screenshot of a web application interface. At the top, there are several search filters: "Application Nbr:" with a "begins with" dropdown and a search icon; "ID:" with a "begins with" dropdown and a search icon; "Academic Institution:" with a dropdown menu showing "UCALG" and a search icon; and "Academic Career:" with a "begins with" dropdown and a search icon. Below these filters, there is a table of search results. The first row is highlighted in grey. The table has columns for "Application Program Nbr:", "Campus ID:", "National ID:", "First Name:", and "Last Name:". The "Application Program Nbr:" column contains the text "ENEXG". The "Campus ID:" and "National ID:" columns contain "begins with" dropdown menus. The "First Name:" and "Last Name:" columns contain "begins with" dropdown menus. The bottom portion of the screenshot is obscured by a large black rectangle.

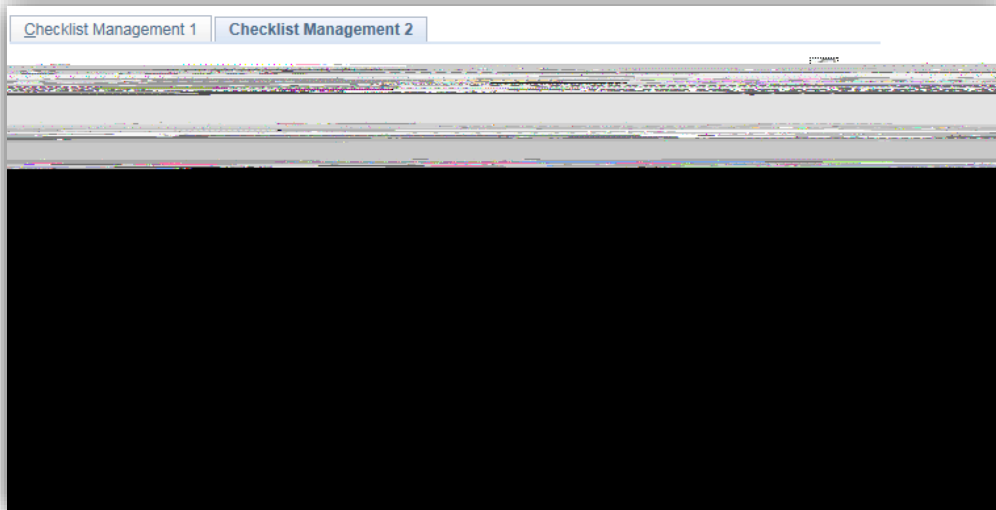
9. Click the **Supporting Documents** tab.

Supporting Documents

10. On Supporting Documents the Supporting Document required is indicated by the Checklist Code:

18. Checklist Management 2 displays additional details about the checklist (Status, Date, etc.). Click the [Checklist Comments](#) link.

[Checklist Comments](#)



19. Checklist item comments are what the student would see in the Student Centre on their To Do list. Click the [OK](#) button.

[OK](#)

27. To view any uploaded supporting documents click on the View Document link. Note the Checklist Status: Completed. This indicates an unofficial transcript has been uploaded it can also be viewed to verify the correct document has been uploaded.
Click the [View Document](#) link.

[View Document](#)



28. At this point the unofficial transcript would display (not shown for FOIP reasons).

End of Procedure.

Consult www.ucalgary.ca/ittraining for the corresponding online learning.