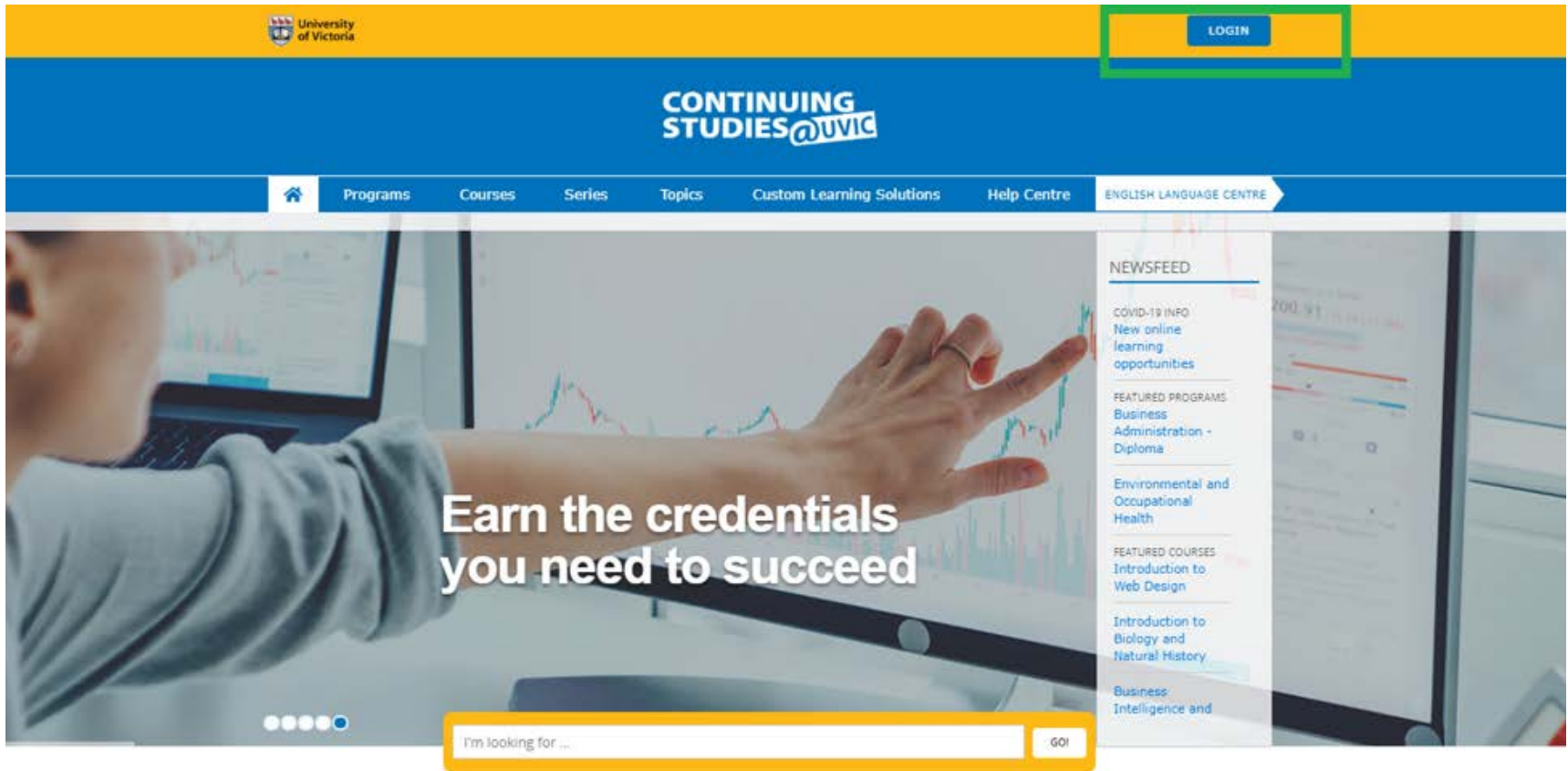


CONTINUING STUDIES@UVIC

Online Application User Guide[?] for ro of

Business & Management Programs



Step 1: Visit our homepage and log in

<https://continuingstudies.uvic.ca/>

CONTINUING STUDIES@UVIC

i This website will undergo scheduled maintenance on July 16, 2020 between 6:00am - 8:30am Pacific. Please be advised that this may cause disruptions in service.

Login to my account

You may already have an account if you have a UVic Netlink ID or if you have registered in a Continuing Studies course, online, in-person, or by phone.

Stay logged in

[Forgot your password?](#)

New to UVic?

In order to register for courses or apply for programs online you'll first need to create an account.

Step 2: Log in to your account using the email on file.

If you don't have an account, please contact bmt@uvic.ca.

The screenshot shows the top navigation bar of the University of Victoria Continuing Studies website. The user is logged in as 'HI PARTNER NAME'. A dropdown menu is open, showing options: 'My account', 'Courses', 'Messages', 'Transcripts and statements', 'Shop cart', and 'Logout'. The 'My account' option is highlighted. Below the navigation bar, there is a banner for a 'New palliative care pharmacy course' in partnership with Victoria Hospice, starting Oct. 21. A search bar at the bottom of the banner area contains the text 'I'm looking for ...' and a 'GO!' button. On the right side, there is a 'NEWSFEED' section with several news items.

Step 3: Once you have logged in, go to the top bar and click on your name.









This will open a drop-down menu. Click on “My Account.”

The screenshot shows a user account dashboard. On the left is a vertical navigation menu with the following items: Dashboard, Courses, Contact info, Messages, Transcripts and statements, Tax forms, Shop cart, and Agent Applications. The 'Agent Applications' item is highlighted with a green rectangular border. The main content area is titled 'Welcome Partner Name Partner Surname' and contains five informational cards: 'Contact info' with an 'UPDATE CONTACT INFO' button; 'New messages' with a 'VIEW ALL MESSAGES' button; 'Waitlisted items'; 'Wish list'; and 'Active courses' with a 'VIEW ALL COURSES' button. The 'Active courses' card states 'You do not have any active courses right now.'

Step 4: In your account page, click on “Agent Applications”

To submit a new application or view existing applications, click on “Agent Applications” on the left side of the page.

My account

 Dashboard
 Courses
 Contact info
 Messages
 Transcripts and statements
 Tax forms
 Shop cart
 Agent Applications

Agent Applications

-- Select applications to manage

-- Select applications to manage

Business & Management Programs

English Language Centre

ID	Student	Status	Actions
Please select an option from the dropdown.			

Step 5: Select an application from the drop-down menu

In the drop-down menu, select “Business & Management Programs” or English Language Centre” to start a new application.