

Incoming Exchange Instructions for Atlas

Welcome to Atlas: Western's international experience portal. This system manages applications and student information for both our outgoing and incoming exchange students. At this point in the process, Western has already confirmed your offer of admission to study on exchange. The information we are requesting in Atlas will allow us to create your student file, manage our exchange balance and facilitate the course approvals process.

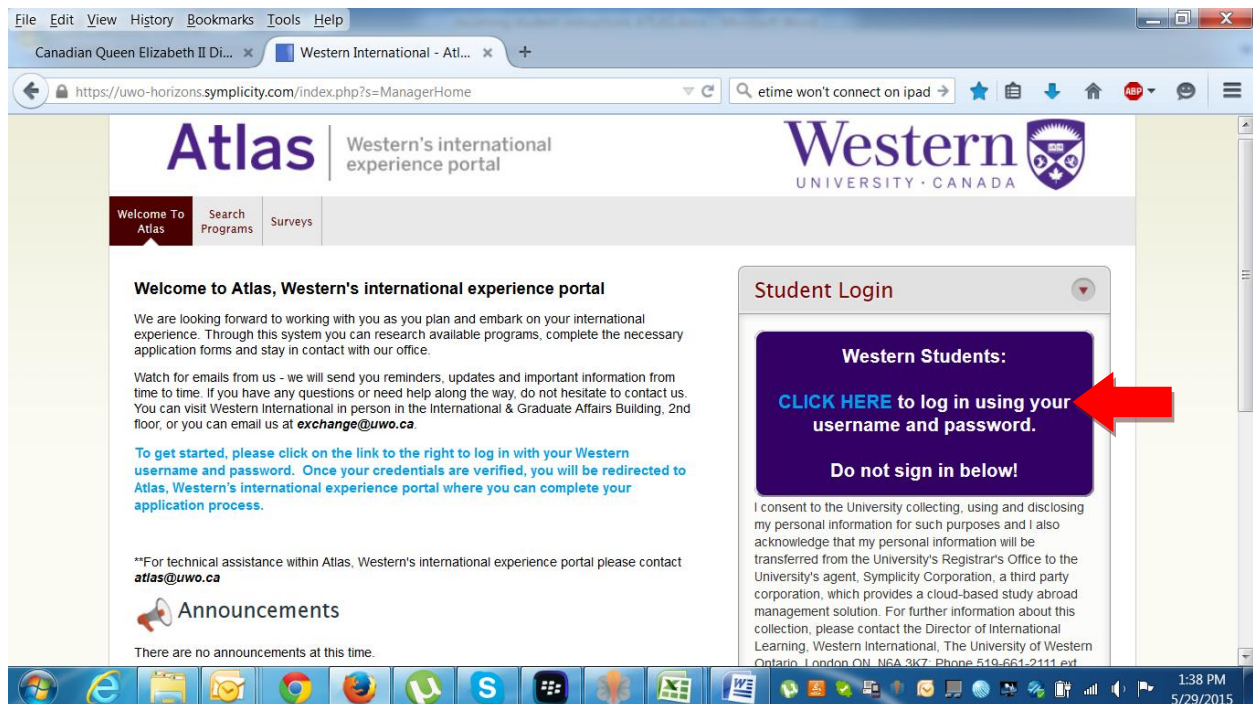
Within the system you will see that the following terms are used: Application, Pre-Acceptance, Acceptance. Please note that these are system terms and do not impact your status as an incoming exchange student. **You have already been Accepted to Western** – we just need to collect a bit more information in order to set up your student file. Apologies for any confusion these terms may cause.

The following instructions will take you step by step through the Atlas process for incoming exchange students. If you have any questions or require any assistance please contact us at exchange@uwo.ca

Atlas can be accessed from the International Learning website <http://www.uwo.ca/international/learning/> by clicking on the Search Programs button on the left; OR by clicking on the following link <https://uwo-horizons.symlicity.com/index.php?au=&ck>

We look forward to welcoming you to Western!

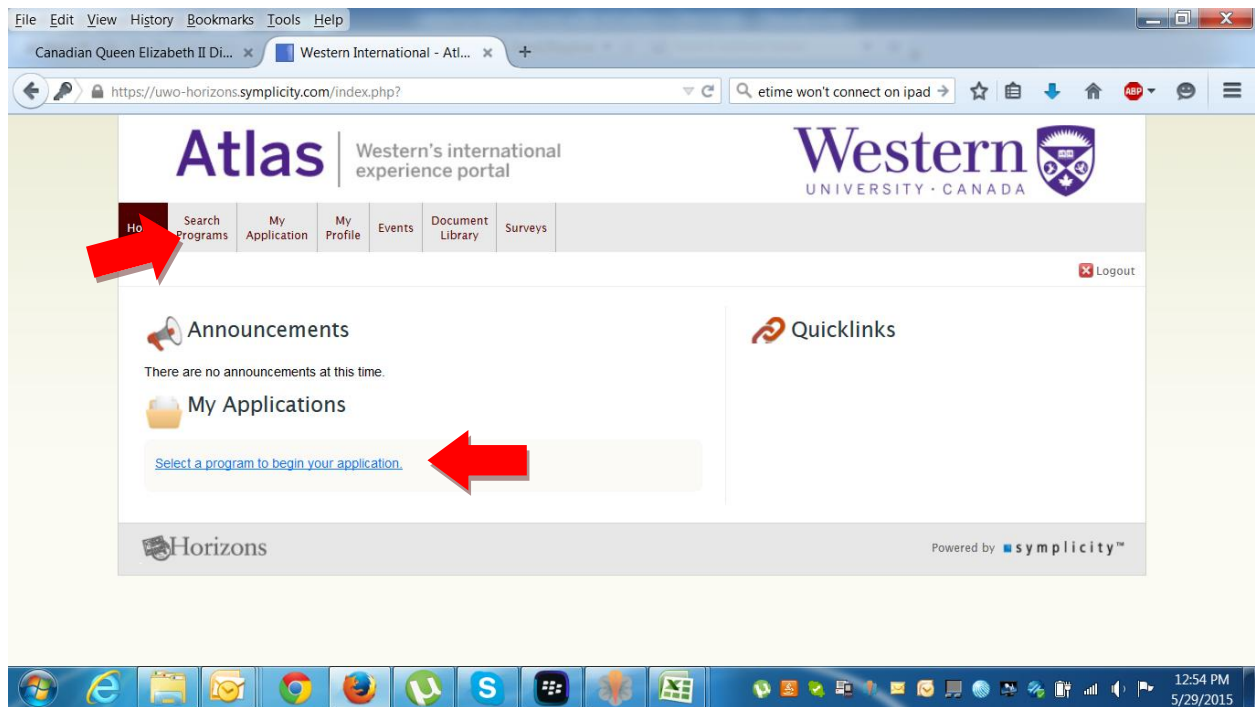
Step 1:



The screenshot shows a web browser window displaying the Atlas portal. The browser's address bar shows the URL <https://uwo-horizons.symlicity.com/index.php?s=ManagerHome>. The page header includes the 'Atlas' logo and 'Western's international experience portal' text, along with the Western University logo and 'Western UNIVERSITY · CANADA'. The navigation menu contains 'Welcome To Atlas', 'Search Programs', and 'Surveys'. The main content area is divided into two columns. The left column contains a 'Welcome to Atlas, Western's international experience portal' message, followed by a 'Student Login' section. The 'Student Login' section features a blue box with the text 'Western Students: CLICK HERE to log in using your username and password.' and 'Do not sign in below!'. A red arrow points to the 'CLICK HERE' link. Below this is a consent statement. The right column contains an 'Announcements' section with the text 'There are no announcements at this time.' The Windows taskbar at the bottom shows the time as 1:38 PM on 5/29/2015.

Login using the information for Western Students in the purple box. “[Click Here](#)” and then enter your Western username (ie. If your western mailing address is rsmith2@uwo.ca your username would be: rsmith2) and password

Step 2:

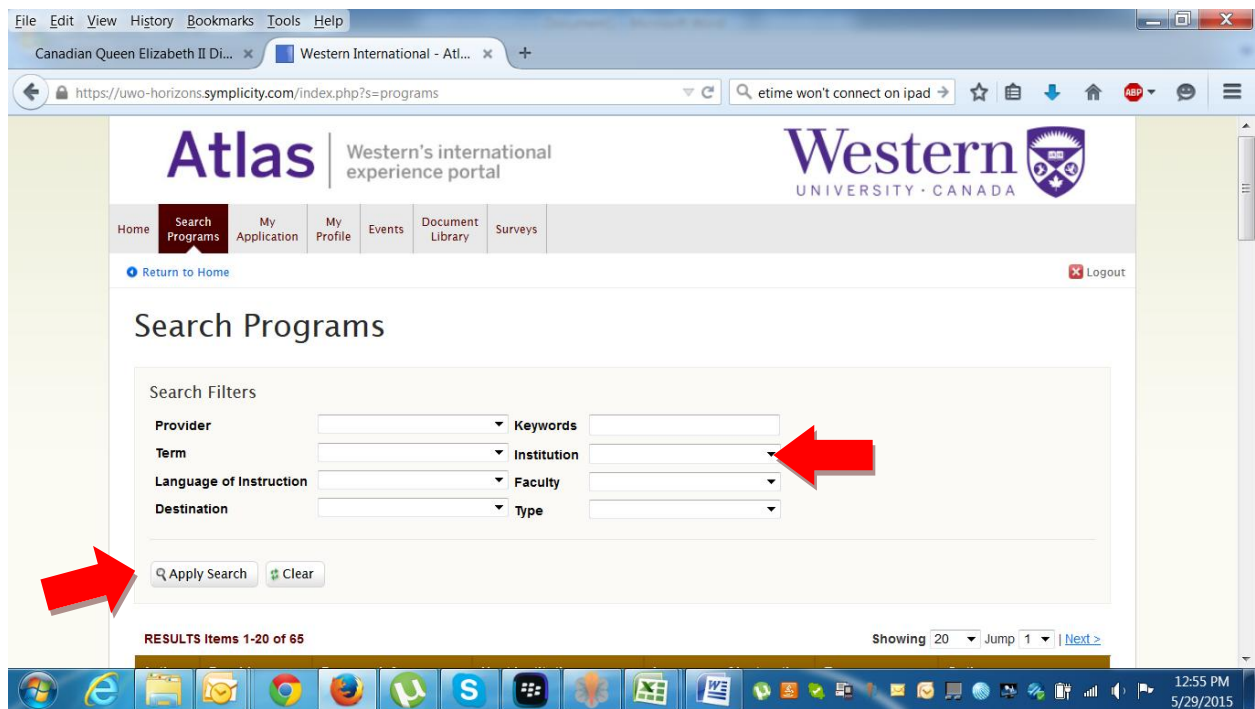


The screenshot shows a web browser window displaying the Western University Atlas portal. The browser's address bar shows the URL <https://uwo-horizons.symplicity.com/index.php?>. The page header includes the 'Atlas' logo, the text 'Western's international experience portal', and the Western University logo. A navigation menu contains tabs for 'Search Programs', 'My Application', 'My Profile', 'Events', 'Document Library', and 'Surveys'. A red arrow points to the 'Search Programs' tab. Below the navigation menu, there is a 'Logout' link. The main content area features an 'Announcements' section with the message 'There are no announcements at this time.' and a 'My Applications' section. In the 'My Applications' section, a blue hyperlink reads 'Select a program to begin your application.', which is highlighted by a red arrow. To the right of this section is a 'Quicklinks' area. The footer of the page includes the 'Horizons' logo and the text 'Powered by sympathy™'. The Windows taskbar at the bottom shows various application icons and the system clock indicating 12:54 PM on 5/29/2015.

Click on blue hyperlink “Select program to begin your application”

OR click on “Search Programs” tab

Step 3:



Using the “Institution” filter, click on the arrow to get a drop down menu and select your home institution. If you are participating in a consortium program (OMG; OJS; ORA; OBW; Killam) then your specific institution will not be displayed. Pick the appropriate consortium program that you are participating in.

Click “Apply Search”

Step 4:

The screenshot shows a web browser window with the URL <https://uwo-horizons.symlicity.com/index.php?s=programs>. The page features a search filter section with dropdown menus for Provider, Term, Language of Instruction, Destination, Keywords, Institution (set to Aarhus University), Faculty, and Type. Below the filters are 'Apply Search' and 'Clear' buttons. The results section, titled 'RESULTS Items 1-2 of 2', shows a table with columns: Actions, Provider, Program info, Host Institution, Language of instruction, Term, and Options. Two results are listed:

Actions	Provider	Program info	Host Institution	Language of instruction	Term	Options
	Western International	Aarhus University Exchange Aarhus C, Denmark	Aarhus University	Danish, English	Winter, Full Year	Apply For
	Western International	Aarhus University Summer Program Aarhus C, Denmark	Aarhus University	English	Summer	

At the bottom of the page, there is a 'Horizons' logo and 'Powered by symlicity™'. The Windows taskbar at the bottom shows the time as 1:23 PM on 6/5/2015. Two red arrows in the image point to the 'Aarhus University Exchange' program name and the 'Apply For' button in the table.

The name of your home University or Consortium program will be displayed, **select the term** that you will be studying at Western and Click **“Apply For”** button.

If more than one program is displayed, click on the one that says “Exchange”

Note: The information on your home university under “Program Info” is intended for our outbound students, please disregard.

Step 5:

The screenshot shows a web browser window displaying the Atlas Western's international experience portal. The page title is "Terms and Conditions Test Program". The navigation menu includes Home, Search Programs, My Application, My Profile, Events, Document Library, and Surveys. The main content area is divided into two sections: "1 TERMS AND CONDITIONS" and "2 FILL OUT APPLICATION". Under "2 FILL OUT APPLICATION", there are four radio button options: "Program Selection", "Required Documents", "Fees for Incoming Exchange Students", and "Emergency Contacts". To the right, there is a "Consent" section with a paragraph of text and a checkbox. The text states: "The personal information in this application is collected under the authority of the University of Western Ontario Act, 1982. The personal information you have included in your application plus additional personal information in the University's Office of the Registrar will be used by Western International to process your application and manage your international learning experience. Depending on your application, the following personal information may be shared by the Office of the Registrar with Western International for such purposes: your student number, name, date of birth, sex, contact information, emergency contact information, and academic information. Information will be disclosed to the partner universities to which the applicant applies. By checking the box below, you consent to the University collecting, using and disclosing your personal information for such purposes and you also acknowledge that your personal information will be transferred from the University's Registrar's Office to the University's agent, Symplicity Corporation, a third party corporation, which provides a cloud-based study abroad management solution. For further information about this collection, please contact the Director of International Learning." The checkbox is currently unchecked. The browser's address bar shows the URL: https://uwo-horizons.symplicity.com/?s=app_survey&mode=form&do_edit=1&iid=68aa0507fba2f. The taskbar at the bottom shows the system clock as 1:03 PM on 5/29/2015.

Read and agree to the Terms and Conditions (data collection) by checking the box at the bottom and then click **“Save & Continue”**

Step 6:

Application for Exchange (Pre-Acceptance)

1 [TERMS AND CONDITIONS](#)

2 [FILL OUT APPLICATION](#)

- ✓ Program Selection
- ✓ Required Documents
- ✓ Fees for Incoming Exchange Students
- Emergency Contacts
- Review & Save

3 [SUBMIT YOUR APPLICATION](#)

Please complete all parts of the application.

Step to complete:

- FILL OUT APPLICATION

Program Selection * indicates a required field

Program*
Australian National University Exchange

Institution - Consortium*
If you are participating in a consortium program (OMG; OJS; ORA; OBW; Killam), please provide the specific name of your home institution in the text box below

Term*
Select the term you will be at Western

Winter 2016

If you are studying at Western through a consortium program (OBW, ORA, OJS, OMG, Killam) please list the **name of your home university** in the text box provided. If the name of your home university already appears on this page, you can leave this box blank.

Confirm the term that you will be studying at Western and click "Save & Continue"

Step 7:

The screenshot shows a web browser window with the URL <https://uwo-horizons.symplicity.com/?s=applications&mode=form&id=ae0d58fad9340b13ae>. The page is titled "Required Documents" and includes a sidebar with navigation options: "TERMS AND CONDITIONS", "FILL OUT APPLICATION" (with sub-options: Program Selection, Required Documents, Fees for Incoming Exchange Students, Emergency Contacts, Review & Save), and "SUBMIT YOUR APPLICATION" (with sub-option: TERMS AND CONDITIONS). The main content area is divided into two sections: "Required Documents" and "Additional Document(s)". The "Required Documents" section has a "Transcript Upload" section with a "File*" field and a "Browse..." button. The "Additional Document(s)" section has a "File" field and a "Browse..." button. At the bottom of the form are "Save & Finish Later" and "Save & Continue" buttons. Red arrows point to the "Browse..." buttons and the "Save & Continue" button.

Upload an electronic copy of your **most recent transcript** from your Home University by clicking “Browse” and selecting your file.

Upload a list of any courses that are or will be in-progress at your home university prior to your exchange term at Western under “Additional Documents”. We require a full list of ALL courses you have taken, including those that are in-progress at your home institution. If you have more than one file to upload in this section, click on “+Add item”. ***If your transcript represents ALL courses you have taken including those in-progress at your home institution, you do not need to upload an additional document.***

If you add the wrong file by accident there will be an opportunity in the final step “Review & Save” to go back and edit and change the file.

When you are finished uploading your documents, click “Save & Continue”

Step 8:

File Edit View History Bookmarks Tools Help

Canadian Queen Elizabeth II Di... Western International - Atl... +

https://uwo-horizons.symplicity.com/index.php?tab=_fg_generated_216505

etime won't connect on ipad

1 Review and Confirm

2 FILL OUT APPLICATION

- Program Selection
- Required Documents
- Fees for Incoming Exchange Students**
- Emergency Contacts
- Review & Save

3 SUBMIT YOUR APPLICATION

Please complete all parts of the application.

Step to complete:

- FILL OUT APPLICATION

4 COMPLETE POST-TRIP SURVEY

Withdraw Application

Fees for Incoming Exchange Students * indicates a required field

As an exchange student, you are not required to pay tuition fees to Western. However, exchange students are required to pay the following mandatory fees to Western University. All figures are in Canadian dollars for the 2014-2015 year. These fees will automatically be applied to your Western Student Account and it is your responsibility to ensure payment by the published deadlines.

In addition to these fees, exchange students are required to cover their own housing, travel and related costs of the exchange.

Fees University Health Insurance Plan*

UHIP provides affordable insurance to pay the cost of the hospital and medical services that international students in Ontario and their families might need to maintain their health while in Canada. The plan provides coverage comparable to that of OHP for Ontario residents. Rates for one person for 2014-2015 are: \$216.00 per term (4 months).

Students are strongly encouraged to have additional supplementary health insurance as UHIP does not provide coverage for prescription drugs, para health services or dental work. For a listing of what UHIP covers visit www.uhip.ca

I understand and agree to pay the University Health Insurance Plan

Fees Western One Card*

This identification card allows you access to the libraries, campus recreation facilities and serves as your meal card and bus pass. Cost: \$27.

I understand and agree to pay the Western One Card

1:15 PM 5/29/2015

Please read the fees information, in order to continue you need to check all three boxes related to fees for incoming exchange students. If you have any questions about these fees please contact exchange@uwo.ca Click "Save & Continue"

Step 9:

File Edit View History Bookmarks Tools Help

Canadian Queen Elizabeth II Di... Western International - Atl... +

https://uwo-horizons.symplicity.com/index.php?tab=emergency#scroll2me

etime won't connect on ipad

2 FILL OUT APPLICATION

- Program Selection
- Required Documents
- Fees for Incoming Exchange Students
- Emergency Contacts**
- Review & Save

3 SUBMIT YOUR APPLICATION

Please complete all parts of the application.

Step to complete:

- FILL OUT APPLICATION

4 COMPLETE POST-TRIP SURVEY

Withdraw Application

Emergency Contacts*

The following information will be used by the University in the event of an emergency.

Name
Jane Doe

Title
Ms.

Relationship
sister

E-mail
jdoe@gmail.ca

Phone
454-33-335395950 502

Cell Phone
4333533553!

Street
3231 Disney street

City

1:21 PM
5/29/2015

Complete the information for at least ONE Emergency Contact. Click “Save & Continue” at the bottom of the page.

If you wish to list additional Emergency Contacts, click on “Add Emergency Contact” at the bottom of the page.

Step 10:

1 [TERMS AND CONDITIONS](#)

2 **FILL OUT APPLICATION**

- Program Selection
- Required Documents
- Fees for Incoming Exchange Students
- Emergency Contacts
- Review & Save**

3 **SUBMIT YOUR APPLICATION**
Please complete all parts of the application.
Step to complete:
• FILL OUT APPLICATION

4 **COMPLETE POST-TRIP SURVEY**

Program Selection

Program*
Test Program

Term*
Full Year 2015-2016

Required Documents

Transcript Upload*

[Transcript_for_Lise_Laporte.docx](#)

Fees for Incoming Exchange Students

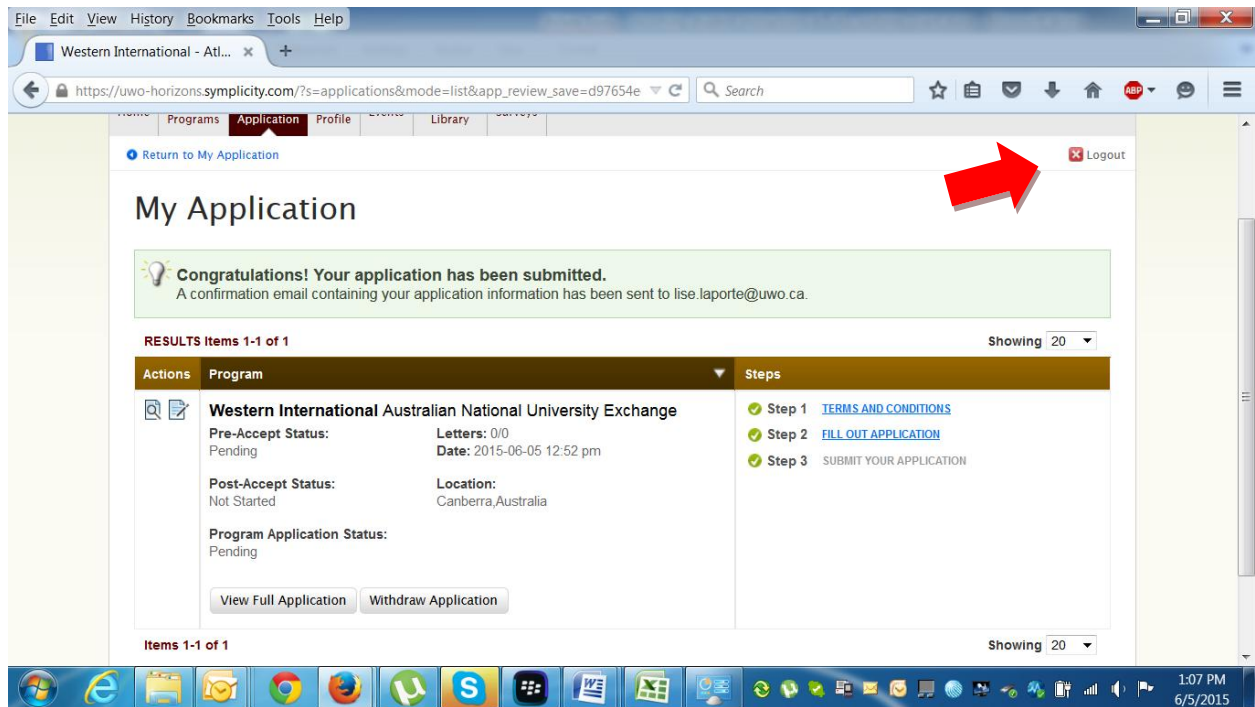
Fees University Health Insurance Plan*
I understand and agree to pay the University Health Insurance Plan

Fees Western One Card*
I understand and agree to pay the Western One Card

Review your submission. If you would like to make **any changes**, click on the Steps outlined **on the left hand side** under “Fill out Application”; and click “Edit” to make any changes. Once you have made the change, click on “Review & Save” on the left and you will be brought back to this screen

If you are happy with your submission click “Save Application” at the bottom of the page.

Final Step:



The screenshot shows a web browser window displaying the 'My Application' page on the Symplicity website. The page features a green confirmation message: 'Congratulations! Your application has been submitted. A confirmation email containing your application information has been sent to lise.laporte@uwo.ca.' Below this, a table lists application results. The table has columns for 'Actions', 'Program', and 'Steps'. The program listed is 'Western International Australian National University Exchange'. The 'Steps' column shows three completed steps: 'Step 1 TERMS AND CONDITIONS', 'Step 2 FILL OUT APPLICATION', and 'Step 3 SUBMIT YOUR APPLICATION'. A red arrow points to the 'Logout' link in the top right corner of the page. The Windows taskbar at the bottom shows the date and time as 1:07 PM on 6/5/2015.

Actions	Program	Steps
	Western International Australian National University Exchange Pre-Accept Status: Pending Letters: 0/0 Date: 2015-06-05 12:52 pm Post-Accept Status: Not Started Location: Canberra, Australia Program Application Status: Pending View Full Application Withdraw Application	<ul style="list-style-type: none">Step 1 TERMS AND CONDITIONSStep 2 FILL OUT APPLICATIONStep 3 SUBMIT YOUR APPLICATION

Once you submit your application you will receive an automated message from Atlas@international.uwo.ca. This is a standard system message sent to all users so that you know that your application was submitted successfully. Do not be alarmed that it is not identifying you as an incoming exchange student.

You can click the red X beside "Logout" at the top right hand corner to exit Atlas.

You may login to Atlas at any time to view your application, however there is no further action required by you in the system at this time.

File Edit View History Bookmarks Tools Help

Canadian Queen Elizabeth II Di... x Western WebLogin - Log ... x +

https://shibidp.uwo.ca/dp/logout.html

Western WebLogin

LOG OUT

You have been logged out of the service/application. **To complete the logout process, exit your web browser. This will prevent unauthorized use of your Western User ID and protect your privacy.**

To log in again, go to the launch web page of the desired service or application and proceed with the login instructions there.

Western WebLogin service provides a single place for you to securely identify yourself to web services sponsored by Western.

- [About Western WebLogin](#)
- [List of WebLogin Services](#)
- [WebLogin FAQ's](#)

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Information Technology Services
1151 Richmond Street

1:36 PM
5/29/2015