

Grad Program Application System Access Form INSTRUCTIONS

Contents

Contents	1
Definitions	2
Instructions	2
Expected Turnaround Time.....	2
Department/Faculty List of eVision Users	3
Instructions on How to Add Users to eVision:	5

Grad Program Application System Access Form INSTRUCTIONS

Definitions

The person for whom this form is being filled out is called the **Applicant** throughout this document. Users of eVision are referred throughout as **Users**.

If the request is for new access, it is likely that you will also need to fill out and submit the **Add/Remove Program Contact Form (grad advisor or program staff)** found on the same site as this document.

Instructions

The form should be returned to the Business Systems Administrator at G&PS via Campus Mail or to graduate.systems.access@ubc.ca via email in a way that protects the personal information it contains, such as a zipped file with a password and then telephoning G&PS with the password.

The form will be used by the access team to grant/revoke access to eVision. Please note that the list of faculty who qualify to be **Supervisors** is automatically fed into eVision through the UBC HR system. If a new faculty member does not show up on your list of Supervisors, his/her appointment may still need to be fully processed by HR.

Expected Turnaround Time

Forms sent via Campus mail may take several days to reach G&PS.

G&PS processes access forms as they arrive and Applicants can expect their forms to be processed anywhere between 2-7 days depending on whether or not further information is required from the Applicant. Please note that during the period between **October and March**, there may be a longer delay in processing access forms due to the high volume received during that time of year.

If the **Applicant already holds an Evaluator role in eVision** and he/she wishes to hold another Evaluator role within a different department or faculty, he/she can be instantly granted this access without having to submit an eVision Access Form.



To add an Evaluator to your program, the Graduate Program Admin staff who have access to eVision can simply log into the system, select "*Setup & Manage Your Evaluation Processes*" under your Grad Studies – Administration page and then choose *Add or Remove Program Evaluators*. The Graduate Program Administrator can then choose the evaluator from the drop-down list of individuals who already have Evaluator access in eVision.

Grad Program Application System Access Form INSTRUCTIONS

Department/Faculty List of eVision Users

Graduate Program Admin staff are able to view the list of individuals who have access to their eVision programs, as well as the roles assigned to these individuals.

To view this list, Graduate Program Admin staff will need to do the following:

- 1) On the Grad Studies – Admin page, select **Setup & Manage Application Forms**:

Graduate Program Office (GPO) Administrator Tasks

Click help icon for more information

Sep. 2019 - Aug. 2020 applications

Sep. 2018 - Aug. 2019 applications

Sep. 2017 - Aug. 2018 applications

Search Applicants

Export Version 1 (click ? for details) ?

Export Version 2 (click ? for details) ?

Setup & Manage Your Application Form(s) ?

Setup & Manage your Evaluation Processes ?

Get e:Vision Training Materials

- 2) If you have access to multiple groups, select a group:

Administration Department Group **GRAD - Philosophy**

- 3) Select a program:

Home Grad Studies - Administration

Select the Program from the List for VKINE (GRAD - Kinesiology) : VANCOUVER

Program Code	Program Title	Select
VGDPHD-OI	Ph.D. in Kinesiology	Select..
VGMMAA-OI	M.A. in Kinesiology	Select..
VGMMHPCTL	Master of High Performance Coaching and Technical Leadership	Select..
VGMMKI	Master of Kinesiology	Select..
VGMMSC-OI	M.Sc. in Kinesiology	Select..

Exit

Grad Program Application System Access Form INSTRUCTIONS

4) Choose List of Authorized Users

Department and Program Administration Options

DEPARTMENT-LEVEL SETTINGS for GRDO - Applications (OCOGS) : OKANAGAN

List of Authorized Users

Department Group Contact Information (Default Contact Information for all Programs)

5) Click Select

Select

Back

6) This will give you a list of users for the entire Department Group, as well as their roles.

Home Grad Studies - Administration

Suggestions and information on submitting system access forms:

- Ensure completed forms are sent in for processing at least 2 full weeks before the first Evaluators need to be reviewing files in the system
- Don't batch forms. Send form as they are made available to you as a GPO - this helps the management of the requests by the access team
- Forms are processed only once a week on Wednesday mornings

List of Users for GRAD - Kinesiology (VKINE): VANCOUVER					
Role	Name	Email	Campus	Faculty	Dept.
<input type="radio"/>	Vancouver GPO Administrator	CASUMPANG, DEIDRA			
<input type="radio"/>	Vancouver GPO Administrator	LUK, HELEN			
<input type="radio"/>	Grad Advisor	HODGES, NICOLA	Vancouver	EDUC	HKIN
<input type="radio"/>	Grad Advisor	KENNEDY, PAUL			
<input type="radio"/>	Grad Advisor	VERTINSKY, PATRICIA A	Vancouver	EDUC	HKIN
<input type="radio"/>	Evaluator	BEAUCHAMP, MARK	Vancouver	EDUC	HKIN
<input type="radio"/>	Evaluator	BLOUIN, JEAN-SEBASTIEN	Vancouver	EDUC	HKIN
<input type="radio"/>	Evaluator	BOUSHEL, ROBERT	Vancouver	EDUC	HKIN
<input type="radio"/>	Evaluator	BREDIN, SHANNON	Vancouver	EDUC	HKIN
<input type="radio"/>	Evaluator	BUNDON, ANDREA	Vancouver	EDUC	HKIN
<input type="radio"/>	Evaluator	CARPENTER, MARK	a Vancouver	EDUC	HKIN

Grad Program Application System Access Form INSTRUCTIONS

Instructions on How to Add Users to eVision:

eVision Access forms are located on the G&PS website:

(<https://www.grad.ubc.ca/forms/addremove-program-contact-grad-program-system-addchange-access>)

There are two forms available on the website:

Add or Remove Program Contact Form (word and PDF format)	This form is used to add or remove a program contact to/from the G&PS contact list of graduate advisors and program staff, G&PS email lists and the G&PS website (as a contact person for admissions to your program)
eVision System Access Form	This form is used to add or remove an user's access to/from eVision as either a Graduate Program Officer (GPO), Graduate Advisor (GA) or Evaluator.

The applicant will need to fill out the eVision System Access Form in order to be granted access to eVision. The eVision System Access Form has six sections:

1. Application Contact Details

Every field in this section **MUST be filled out**. Since a number of user records have been created in the new system from SISC, we need to make sure that we are not accidentally creating a second record for the same person. All of the data in this section is used to confirm a match.

UBC Email: This should be the **personal** UBC Email address of the applicant.

Student #: If this is left blank, and the applicant actually DOES have a UBC Student #, then they will get a second record inserted into the system and the two different access-levels will conflict with each other. **If the applicant has a UBC Student #, it MUST be filled in on this form.**

2. Program Details

Enter the SISC codes of every Degree/Program managed by this user. The complete list of existing SISC codes can be found here: https://www.grad.ubc.ca/sites/default/files/forms/evisionaccess_groupcodes.pdf

Programs have been grouped together to allow us to grant access in different ways. Please note that **access is granted by Group, and not by Program**. If you request access for one Program in a Group, you will receive access to EVERY program in that Group.

Group codes ending with “-C” are for Cohorts.

Group codes ending with “-M” are for APSC Programs such as MENG degrees.

Group codes ending with “-D” are for Programs administered by multiple departments such as Dual Degrees.

Programs at UBC-Okanagan have been left off of this list.

Grad Program Application System Access Form INSTRUCTIONS

3. Replacement Details

This section should be filled out if the Applicant is replacing another user who will no longer require access to the role.

You **do not** need to submit a separate form to remove a user's access if you fill in the Replacement Details section when requesting access for a new person in the same role.

4. eVision Access

A. Type of Request

Please ensure you have selected the type of access required.

B. Type of Access

The system that is used on a daily basis is known as the **LIVE system** (or environment), also referred to as the PRODUCTION (PROD) environment.

Examples of other systems that you might request access for are the User Acceptance Testing (UAT) environment or the Training (TRAIN) environment. You should only ask for this additional access if you have been scheduled to take part in a User Acceptance Testing exercise or a Training session, and have been told to fill out this form in order to get access to these additional environments.

C. Level of Access

HIGH - The **Graduate Advisor** role must be filled by a Faculty member.

MEDIUM - **Program Staff** refers to the Grad Program Administrator, formerly known as Grad Secretary. Generally, there is only one of these per program, or possibly a second person that acts as a backup.

LOW - The **Admissions Evaluator** role refers to those individuals who will be reviewing applications and evaluating them for admission. These individuals may form part of an evaluation committee.

5. Manager Approval

This section must be filled out and signed by the Applicant's Manager/Director.

6. G&PS Security Approval

This section is to be filled out by G+PS staff.

Grad Program Application System Access Form INSTRUCTIONS

To Add a New User

If the applicant is replacing another user, please fill out the highlighted sections of the eVision System Access form:

1. Application Contact Details
2. Program Details
3. Replacement Details *(*Please make sure to fill out this section only if the Applicant is replacing another user)*
4. eVision Access *(*Please make sure to check off New Access)*
5. Manager Approval
6. G&PS Security Approval

To Update an Existing User

If the applicant wishes to update his/her program access and/or his/her eVision role, please fill out the highlighted sections of the eVision System Access form:

1. Application Contact Details
2. Program Details *(*Please fill out this section if you wish to update your access to a different program(s))*
3. Replacement Details
4. eVision Access *(*Please fill out this section if you wish to update your role in eVision)*
5. Manager Approval
6. G&PS Security Approval

To Remove an Existing User's Access

If Graduate Program Admin staff wish to remove a user's access to eVision, please fill out the highlighted sections of the eVision System Access form:

1. Application Contact Details
2. Program Details *(*Please make sure to include all Group Codes that the user needs to be removed from)*
3. Replacement Details
4. eVision Access *(*Please make sure to check off Remove Access)*
5. Manager Approval
6. G&PS Security Approval



You **do not** need to submit a separate form to remove a user's access if you fill in the Replacement Details section when