

### **Accepting an Offer of Admission on OUAC**

1. To begin, log in to your account, using the username and password you set up when you created your OUAC profile.
2. To view whether you have received any offers of admission, click "Choices/Offers".
3. University offers of admission will be displayed in the "Offers of Admission" column. To view the details of an offer and/or to respond to an offer, click the link for "Offer" or "Alternate Offer" in the "Offers of Admission" column. You will then see an option to accept or, if applicable, an option to decline the offer.
4. Once you select "Accept", a coloured box will appear to confirm if you are ready to submit your response, or if you have further changes to make.
5. After responding to an offer, you will be taken back to the "Choices/Offers" page where you will see your response listed as "Unsubmitted" in the "Response" column. If you have no further changes to your application information, and are ready to submit your response, go to "Review and Submit".
6. You will see all the changes that you have made to your application during this session listed in the Amendment Summary. Please note: These responses will be saved and sent to the universities only when you complete the submission process.
7. Once you are satisfied with your changes and responses, scroll to the bottom of the screen, and click the "I Verify and Agree" button.
8. If payment is required for any of your program changes, the payment screen will display.
9. When you have completed all of these steps, you will immediately receive a single confirmation number.
10. If you do not receive a confirmation number, your changes and/or responses have not been saved and submitted to the OUAC. Please try again.
11. After submitting your changes, you will be locked out of your account for 12 hours. We recommend that you log back in to your account after that time, to ensure that your responses and changes have been made to your application.