

Online Application User Guide

FOR APPROVED AGENTS ONLY

Step 1: Visit our home page at continuingstudies.uvic.ca and sign in.



Step 2: Sign in to your account using the email address that is on file. If you don't have an account, please contact elcreg@uvic.ca.

My account

Sign in with your UVic Netlink ID to access your account and online courses with Continuing Studies.

[SIGN IN WITH NETLINK ID](#)

New to UVic?

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

[CREATE ACCOUNT](#)

If you have registered in a Continuing Studies course (online, in-person or by phone), but do not yet have a UVic Netlink ID, you can sign in to your account here:

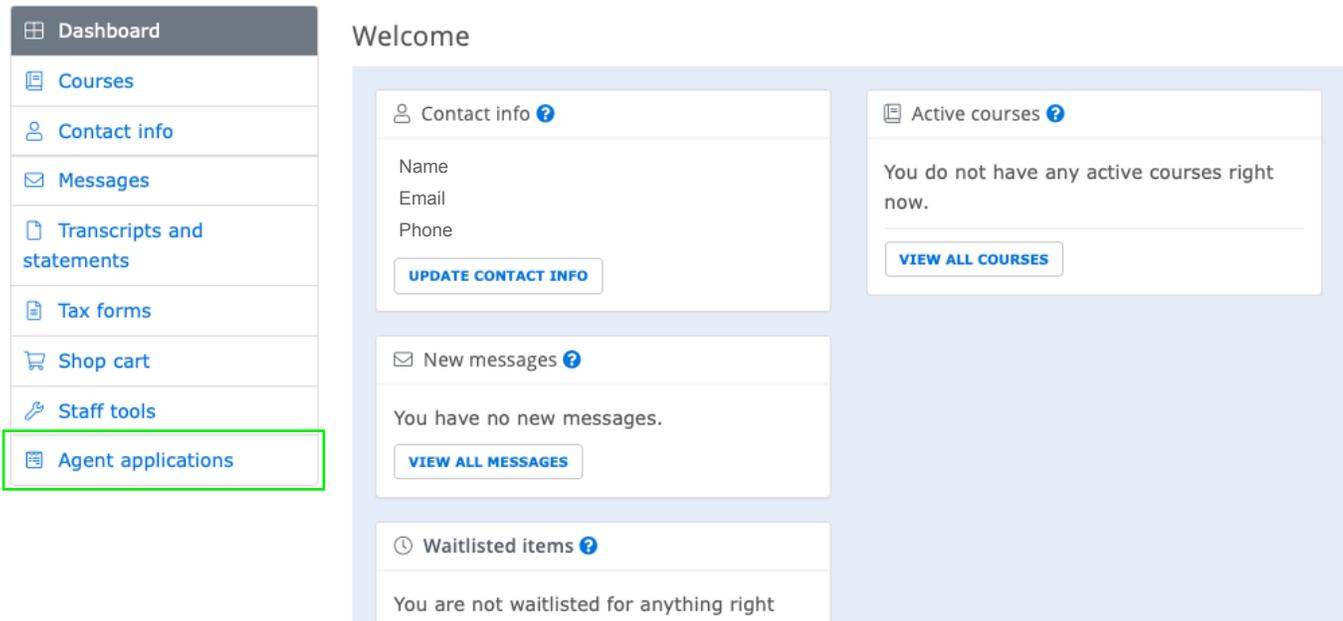
[SIGN IN WITH EMAIL](#)

Stay signed in

[SIGN IN](#)

Step 3: Once you have signed in, you will be brought to your “My account” page. To submit a new application or view existing applications, click on “Agent Applications” in the left sidebar.

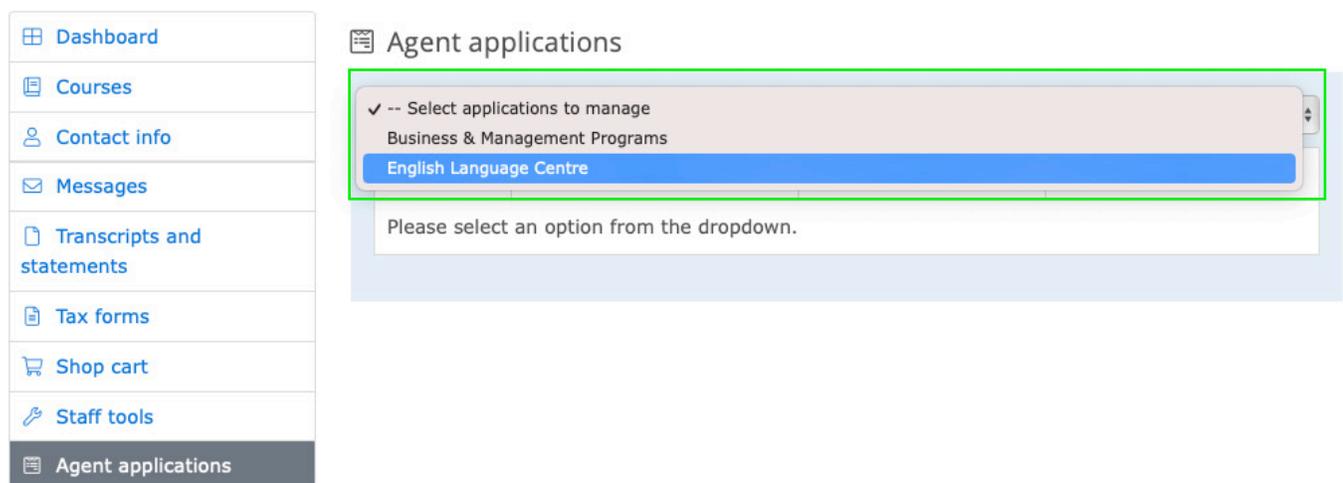
My account



The screenshot shows the 'My account' page. On the left is a sidebar with a list of menu items: Dashboard, Courses, Contact info, Messages, Transcripts and statements, Tax forms, Shop cart, Staff tools, and Agent applications. The 'Agent applications' item is highlighted with a green border. The main content area is titled 'Welcome' and contains four sections: 'Contact info' (with fields for Name, Email, and Phone, and an 'UPDATE CONTACT INFO' button), 'Active courses' (with the message 'You do not have any active courses right now.' and a 'VIEW ALL COURSES' button), 'New messages' (with the message 'You have no new messages.' and a 'VIEW ALL MESSAGES' button), and 'Waitlisted items' (with the message 'You are not waitlisted for anything right now.').

Step 4: In the dropdown menu, select “English Language Centre” or “Business & Management Programs” to start a new application.

My account



The screenshot shows the 'My account' page with the 'Agent applications' menu item selected in the sidebar. The main content area is titled 'Agent applications' and features a dropdown menu. The dropdown menu is open, showing a search bar with the text 'Select applications to manage' and two options: 'Business & Management Programs' and 'English Language Centre'. The 'English Language Centre' option is highlighted in blue. Below the dropdown menu is a text box with the message 'Please select an option from the dropdown.'