

# Online Application System for International Students (OASIS) User Guide



*Updated November 2018*

learning | **as unique** | as every student



**Calgary Board  
of Education**

# Online Application System for International Students (OASIS) User Guide | Table of Contents

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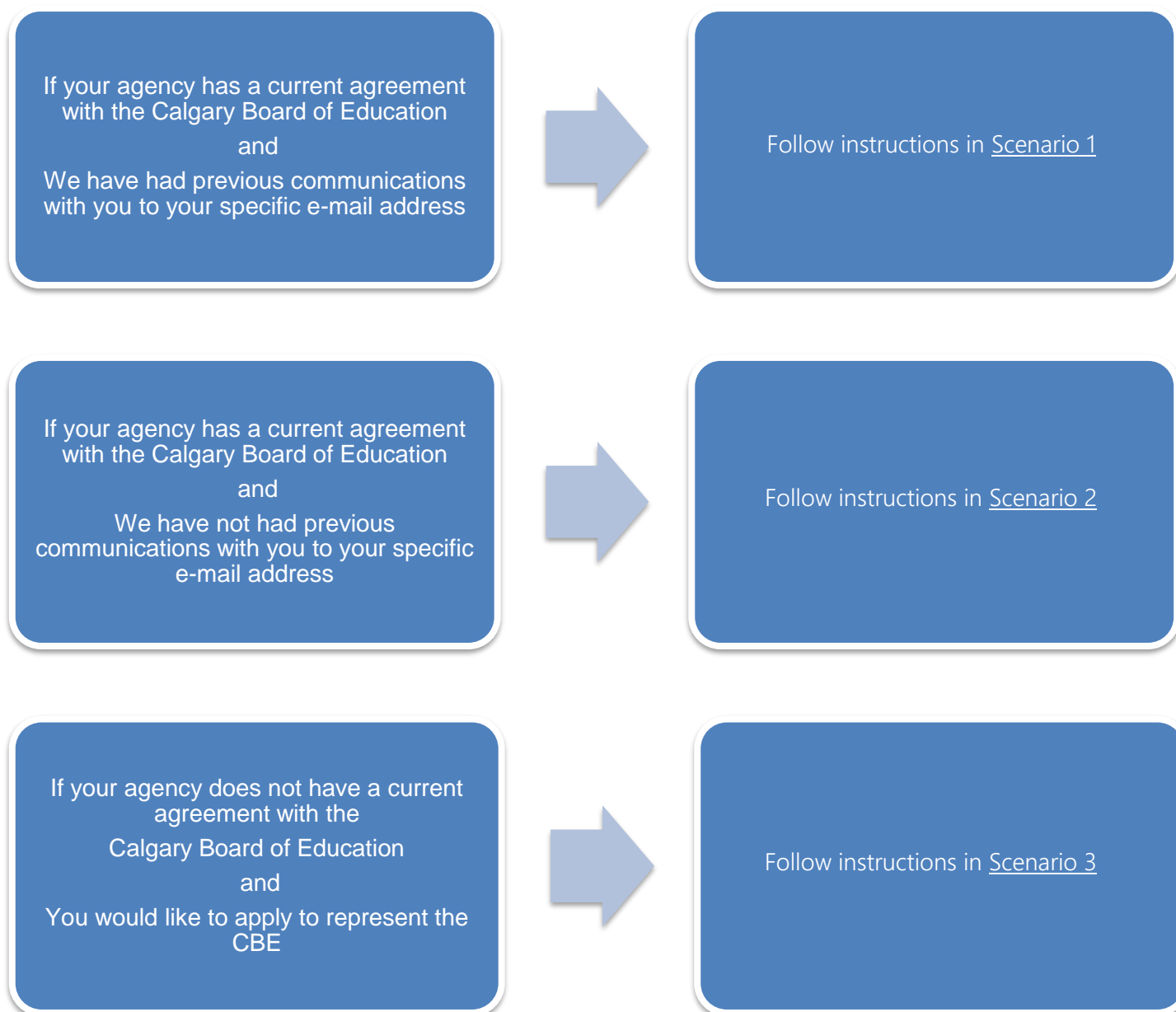
# INTRODUCTION

The Calgary Board of Education is pleased to introduce a new online application system for submitting applications electronically. We are confident this will make applying easier and faster for you and your clients.

This new platform will allow you to communicate with Global Learning staff during the application process as well as access all admission documents (e.g., invoice, receipts, acceptance letter, health insurance cards) through the system.

We are happy to work closely with you as you start to work within this system and welcome any feedback you may have.

## STEP 1: CREATE YOUR ACCOUNT




# Scenario 1: Create a User Account as a Current Agent

1. Go to the OASIS website: <https://oasis.cbe.ab.ca/>
2. Click [Create an Account](#).



Log in.

 **Click here**

**New Users:** [Create An Account](#) here to register for your Online Application System for International Students account.

**Existing Users:** Log in with your email.

Email

Password

☐ Remember me?

Create Your Account

Please enter the information below and follow the next steps to create your account.

**First Name**


**Last Name**

**Email Address**


**Confirm Email Address**

**Password**

**Confirm Password**

**Verification Code**  
  
Try another  
Enter the text you see above

☒ I accept the Calgary Board of Education [Terms Of Use](#) and [Privacy Statement](#)


 **Click here**

In order to be connected to your information in OASIS, click **Yes** and **Submit** button. Once you are connected, you will be able to access your previous students' information. Please note it will take a few days to be connected but you can submit an application while you wait

## Create Your Account

There appears to be existing contact information that matches your email address.

Would you like to be connected to this record?

 **Click here**


3. Log off OASIS and check your email.


## Thank you for registering!

You should receive a confirmation email shortly. Please follow the instruction within the email to complete your registration.

4. Find an email from [oasis-no-reply@cbe.ab.ca](mailto:oasis-no-reply@cbe.ab.ca) and click [Complete Process](#) or Direct Link in your email. It will take you back to the OASIS page.

- Registration confirmation for Online Application System for International Students account

 **oasis-no-reply@cbe.ab.ca** <oasis-no-reply@cbe.ab.ca>  
To: cbegloballearning@yahoo.com

**Click here** 

Thank you for creating your Online Application System for International Students account, please click here: [Complete Process](#) (direct link: <https://oasis.cbe.ab.ca/code=K1s%2BKkzleWmTzaPeNCD%2FvOLWxIfD5JcNKAf5dNcOihs%3D>) to activate your account. If you did not sign up for a Online Application System for


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Calgary Board of Education  
1221 - 8 Street S.W.  
Calgary, AB T2R 0L4

5. Click [Click here to Log in](#).

## Confirm Email.

Thank you for confirming your email. Please [Click here to Log in](#)

 **Click here**

6. Enter your Email and Password and click the **Log in** button



Log in.

**New Users:** [Create An Account](#) here to register for your Online Application System for International Students account.

**Existing Users:** Log in with your email.


Email

Password

☐ Remember me?


 **Click here**

7. After logging into your account, you will see the following page.

 **Online Application System for International Students**


[About Global Learning](#) Messages cbegloballearning@yahoo.com Log Off


[Dashboard](#)  
[Students](#)  
[Invoices](#)  
[User](#)






**International Students** Calgary Board of Education

Welcome to Global Learning. If you require assistance, contact Global Learning 1-403-917-7711 or email [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca)

  
**Apply**  
create a new student application

  
**Students**  
view existing students or applications

  
**Invoices**  
view student invoices

  
  
For more information visit  
<http://www.cbeinternational.ca/>  
For Agencies: [Click Here](#)

8. Congratulations! You have set up your account in OASIS. Once you are connected to your information in OASIS, you will be able to see your previous and current students' records. You will know you are connected when you see the **Agent** panel added to the home page when login. If you would like to create a student application, go to [Step 2](#) on page 13 of this user guide. We suggest you bookmark this site for future use.



## Scenario 2: Create a User Account as a New Agent Connected to an Authorized CBE Agency

1. Go to the OASIS website: <https://oasis.cbe.ab.ca/>
2. Click [Create an Account](#).



Log in.

 **Click here**

**New Users:** [Create An Account](#) here to register for your Online Application System for International Students account.

**Existing Users:** Log in with your email.

Email

Password

☐ Remember me?

### Create Your Account

Please enter the information below and follow the next steps to create your account.

**First Name**

**Last Name**

**Email Address**

**Confirm Email Address**

**Password**

**Confirm Password**

**Verification Code**  
  
Try another  
Enter the text you see above

☒ I accept the Calgary Board of Education [Terms Of Use](#) and [Privacy Statement](#)

 **Click here**

3. Log off OASIS and check your email.

## Thank you for registering!

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4. Find an email from [oasis-no-reply@cbe.ab.ca](mailto:oasis-no-reply@cbe.ab.ca) and click [Complete Process](#) or Direct Link in your email. It will take you back to the OASIS page.

- Registration confirmation for Online Application System for International Students account



oasis-no-reply@cbe.ab.ca <oasis-no-reply@cbe.ab.ca>  
To: cbegloballearning@yahoo.com

Click here



Thank you for creating your Online Application System for International Students account, please click here: [Complete Process](#) (direct link: <https://oasis.cbe.ab.ca/code=K1s%2BKkzieWmTzaPeNCD%2FvOLWxlfD5JcNKAf5dNcOih%3D>) to activate your account. If you did not sign up for a Online Application System for

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1221 - 8 Street S.W.  
Calgary, AB T2R 0L4

5. Click [Click here to Log in.](#)

## Confirm Email.

Click here



Thank you for confirming your email. Please [Click here to Log in](#)

6. Enter your Email and Password and click the **Log in** button



## Log in.

**New Users:** [Create An Account](#) here to register for your Online Application System for International Students account.

**Existing Users:** Log in with your email.

Email

Password

☐ Remember me?

Click here



Calgary Board  
of Education




7. After logging into your account, you will see the following page.

The screenshot shows the dashboard of the Calgary Board of Education's Online Application System for International Students. The header is green with the logo and title. A sidebar on the left contains links to Dashboard, Students, Invoices, and User. The main content area features a banner with a Calgary skyline and the word 'calgary'. Below the banner, there's a welcome message and three main action buttons: 'Apply' (create a new student application), 'Students' (view existing students or applications), and 'Invoices' (view student invoices). On the right, there are two images: a Canadian flag and a cityscape. At the bottom right, there's a link to 'Click Here' for more information.

8. Congratulations! You have set up your account in OASIS. We suggest you bookmark this site for future use. Now you can connect to your agency information in OASIS. Click the **Click Here** button.

This screenshot is identical to the one above, showing the same dashboard. However, a red arrow points to the 'Click Here' button in the bottom right corner, which is labeled 'For Agencies'. The text 'Click here' is written in red above the arrow.

9. Click the **Connect me to Agency** button.



[Back to Dashboard](#)

## Working with Authorized Service Providers

If you or your company have an **existing contract** with Global Learning and want to get connected to your Agency:

[Connect me to my Agency](#) **Click here**

If you have **never had a contract** with Global Learning and want to apply to become an Authorized Service Provider:

[Apply to become a Service Provider](#)

Interested in becoming an Authorized Service Provider? You must meet the following criteria:

- Documented proof of educational agency which must have been in business for at least two years (business license, certificate, business plan, or certificate of incorporation);
- Documented proof of successful recruitment of students for at least 2 years (e.g., student testimonials, marketing literature);
- References from two Canadian institutions;
- For agencies operating in Canada:
  - Proof of insurance in the form of a certificate of insurance, a copy of the insurance policy and/or copies of any renewal certificates of insurance as follows:
    - Commercial General Liability insurance with a limit of not less than Two Million Canadian Dollars (\$2 million CAD) for any one loss or occurrence with respect to bodily injury (including death resulting there from), personal injury and property damage, including loss of use thereof. Such policy shall cover non-owned automobile liability coverage, employers liability coverage and blanket contractual liability coverage.
  - Proof that you are a member in good standing with the Immigration Consultants of Canada Regulatory Council (ICCRC).

10. Type in your agency name and click the **Request to Connect to my Agency** button.

## Have an existing contract with Global Learning?

Connect me to my Agency (Authorized Service Provider)

Please enter the agency name you are connected to. You must spell the agency name exactly as it appears in the contract with Global Learning. Your request will be reviewed by Global Learning.

AgencyName

[Request to Connect to my Agency](#) **Click here**

**Note:** Please enter the agency name exactly as it appears in the contract with Global Learning.

11. We will review your linking request. Once your request is approved, you will have access to your agency information. You will know you are connected when you see the **Agent** panel added to the home page when login. If you would like to create a student application, go to [Step 2](#) on page 13 of this user guide.

Your request to be linked is being reviewed. Check the message section for updates.

You can submit applications anytime.

## Scenario 3: Create a User Account as a New Agent/Agency

1. Go to the OASIS website: <https://oasis.cbe.ab.ca/>
2. Click [Create an Account](#).



Log in.



**Click here**

**New Users:** [Create An Account](#) here to register for your Online Application System for International Students account.

**Existing Users:** Log in with your email.

Email

Password

☐ Remember me?

Create Your Account

Please enter the information below and follow the next steps to create your account.

**First Name**

**Last Name**

**Email Address**

**Confirm Email Address**

**Password**

**Confirm Password**

**Verification Code**  
  
[Try another](#)  
Enter the text you see above

☒ I accept the Calgary Board of Education [Terms Of Use](#) and [Privacy Statement](#)



**Click here**

3. Log off OASIS and check your email.

## Thank you for registering!

You should receive a confirmation email shortly. Please follow the instruction within the email to complete your registration.

4. Find an email from [oasis-no-reply@cbe.ab.ca](mailto:oasis-no-reply@cbe.ab.ca) and click [Complete Process](#) or Direct Link in your email. It will take you back to the OASIS page.

- Registration confirmation for Online Application System for International Students account



**oasis-no-reply@cbe.ab.ca** <oasis-no-reply@cbe.ab.ca>  
To: cbegloballearning@yahoo.com

**Click here**



Thank you for creating your Online Application System for International Students account, please click here: [Complete Process](#) (direct link: <https://oasis.cbe.ab.ca/code=K1s%2BKkzleWmTzaPeNCD%2FvOLWxlfD5JcNKAf5dNcOihs%3D>) to activate your account. If you did not sign up for a Online Application System for

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Calgary, AB T2R 0L4

5. Click [Click here to Log in](#).

## Confirm Email.

Thank you for confirming your email. Please [Click here to Log in](#)

**Click here**



6. Enter your Email and Password and click the **Log in** button



Log in.

**New Users:** [Create An Account](#) here to register for your Online Application System for International Students account.

**Existing Users:** Log in with your email.

Email

Password

☐ Remember me?

**Click here**

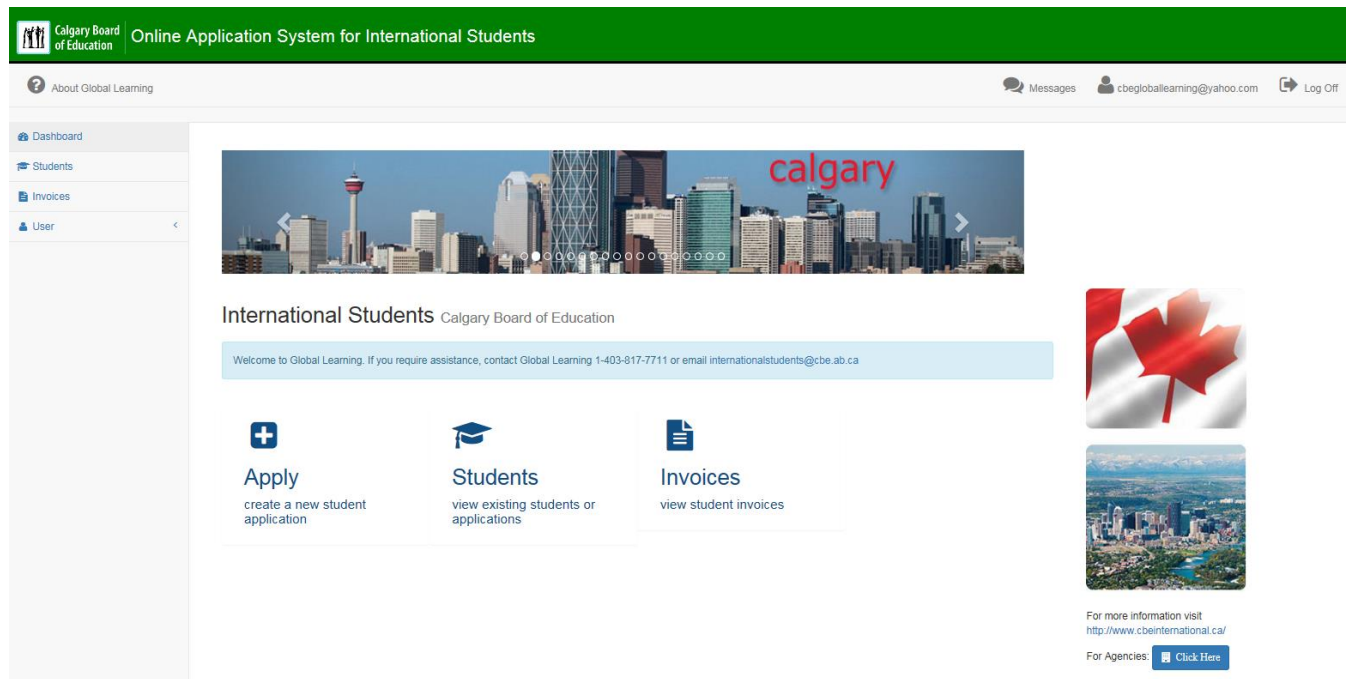


[Forgot your password?](#)



Calgary Board  
of Education

7. After logging into your account, you will see the following page.



8. Congratulations! You have set up your account in OASIS. We suggest you bookmark this site for future use.

- If you would like to apply to represent the CBE, go to the [Create Agency Application](#) on page 25 of this user guide.
- If you have a student application to submit, you can submit now (we would connect the student application to the agency application upon approval) or you can wait to see if your application is approved. If you would like to create a student application, go to the [Step 2](#) on page 13 of this user guide.

# STEP 2: CREATE STUDENT APPLICATION

1. Click the **Apply** panel.

The screenshot shows the 'Online Application System for International Students' dashboard. On the left is a sidebar with links to Dashboard, Students, Invoices, and User. The main content area has a header with the Calgary Board of Education logo and a welcome message. Below the header are three panels: 'Apply' (create a new student application), 'Students' (view existing students or applications), and 'Invoices' (view student invoices). A red arrow points to the 'Apply' panel with the text 'Click here'. On the right side, there is a Canadian flag and a cityscape image with a 'Click Here' button.

2. Enter student information and click the **Next** button (Step 1).

## Application

The screenshot shows the 'Application' form with a progress bar at the top indicating steps 1 through 9. The 'Student Info' section is active, showing fields for Surname (LOPES), First Name (Maria), English Name, Date of Birth (2003-05-20), Gender (Female), Email Address (maria@email.com), Language (Spanish), and Can act as Agent (Joe Smith). There are also fields for Phone Number (52-1234-5678), Address (Schiller 123, Polanco, Polanco V Secc, 123456 Ciudad de México, CDMX, Mexico), and Country (Mexico). At the bottom, there are 'Save' and 'Delete' buttons, and a 'Next' button highlighted with a red arrow and the text 'Click here'.

**Note:** If you want to leave the page, click the **Save** button. To continue with the application, return to <https://oasis.cbe.ab.ca/> and click the **Students** panel on the front page to resume your application.



Click the **Students** panel to resume your application.

Calgary Board of Education Online Application System for International Students

About Global Learning Messages cbe.globallearning@gmail.com Log Off

Dashboard Students Invoices User

International Students Calgary Board of Education

Welcome to Global Learning. If you require assistance, contact Global Learning 1-403-817-7711 or email [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca)

**Apply**  
create a new student application

**Students**  
view existing students or applications

**Invoices**  
view student invoices

Click here

For more information visit: <http://www.cbeinternational.ca/>

For Agencies [Click Here](#)

Click the **View** button for the application you want to resume.

Students + Add New Student

Show 10 entries Search:

Name	Agent	Date Of Birth	Email	Status	Create Date	View	Edit
RODRIGUES, Samuel	Joe Smith	7/10/2002	sam@email.com	Draft	11/21/2018	<a href="#">View</a>	
LOPES, Maria	Joe Smith	5/20/2003	maria@email.com	Accepted (Pending Payment)	11/21/2018	<a href="#">View</a>	

Showing 1 to 2 of 2 entries

Click here

Previous 1 Next

You can continue your application.

### Application

Fill out the information from Steps 1 through 9. Clicking "Next" or "Save" saves the current page. You may leave and come back anytime to resume your application.

1 Step 1 Student Profile 2 Step 2 Parent Information 3 Step 3 Living Arrangement 4 Step 4 Education Plan 5 Step 5 Health Information 6 Step 6 Upload Documents 7 Step 7 Participation Disclosure 8 Step 8 Application Fees 9 Step 9 Review & Confirm

Student info please enter the student's information:

Surname: LOPES

First Name: Maria

English Name:

Date of Birth: 2003-05-20

Gender: Female

Email Address: maria@email.com

Language: Spanish

Can act as Agent: Joe Smith

Phone Number: 52-1234-5678

Address: Schiller 123, Polanco, Polanco V Sect, 123456 Ciudad de México, CDMX, Mexico

Country: Mexico

Save Delete Next

### 3. Enter parent information and click the **Next** button (Step 2).

#### Application

Fill out the information from Steps 1 through 9. Clicking "Next" or "Save" saves the current page. You may leave and come back anytime to resume your application.

1 Step 1 Student Profile 2 Step 2 Parent Information 3 Step 3 Living Arrangement 4 Step 4 Education Plan 5 Step 5 Health Information 6 Step 6 Upload Documents 7 Step 7 Participation Disclosure 8 Step 8 Application Fees 9 Step 9 Review & Confirm

Parent means father, mother or person who is legally responsible for the student in the home country.

**Parent One**

Relationship: Father

Surname: LOPES

First Name: Mario

Email Address: mario@email.com

Phone Number: 52-1234-5678

Address: Schiller 123, Polanco, Polanco V Seco, 123456 Ciudad de México, CDMX, Mexico

Country: Mexico

**Parent Two**

Relationship: Mother

Surname: LOPES

First Name: Isabella

Email Address: isabella@email.com

Phone Number: 52-1234-5678


Address: Schiller 123, Polanco, Polanco V Seco, 123456 Ciudad de México, CDMX, Mexico

Country: Mexico

[Copy Student Address](#)

[Copy Student Address](#)

[Save](#) [Delete](#) [Next](#)

**Click here** 

**Note:** Enter information for at least one parent.

### 4. Enter living arrangement information and click the **Next** button (Step 3).

#### Application

Fill out the information from Steps 1 through 9. Clicking "Next" or "Save" saves the current page. You may leave and come back anytime to resume your application.

1 Step 1 Student Profile 2 Step 2 Parent Information 3 Step 3 Living Arrangement 4 Step 4 Education Plan 5 Step 5 Health Information 6 Step 6 Upload Documents 7 Step 7 Participation Disclosure 8 Step 8 Application Fees 9 Step 9 Review & Confirm

**Living Arrangement**

Is the student applying for Canada Homestay Network (CHN) placement? [No](#) [Yes](#) [Apply Here](#)

Who is the student's custodian? Other

Whom will the student live with in Calgary? Custodian

**Custodian Info**

Relationship: Relative

Surname: FLORES

First Name: Victoria


Email Address: victoria@email.com

Phone Number: 403-123-4567

Address: 1221 - 8 Street SW, Calgary, Alberta, Canada T2B 0L4

Country: Canada

[Save](#) [Delete](#) [Next](#)

**Click here** 

## 5. Enter education plan information and click the **Next** button (Step 4).

### Application

Fill out the information from Steps 1 through 9. Clicking "Next" or "Save" saves the current page. You may leave and come back anytime to resume your application.

Step 1 Student Profile   Step 2 Parent Information   Step 3 Living Arrangement   **Step 4 Education Plan**   Step 5 Health Information   Step 6 Upload Documents   Step 7 Participation Disclosure   Step 8 Application Fees   Step 9 Review & Confirm

Please note:  
School placement is based on the following:  
• Address in Calgary  
• Space availability at the school  
CBE will make every effort to place the student as requested, however, this is not always possible. The CBE reserves the right to make the final school and grade placement decision.

What grade is the student currently in?  
Grade 10

What grade is the student applying for?  
Grade 11

Have the student taken any international English language testing/training (e.g., TOEFL, IELTS)? ☐ No ☐ Yes

If yes, please indicate which course/test the student has taken? What grade did he receive?

Does the student plan to complete high school graduation requirements in Canada? ☐ No ☐ Yes

Is it mandatory that the student receive credits for the courses studied in Canada? ☐ No ☐ Yes

Will the student need to co-validate his/her transcripts at the end of their stay (e.g. Brazil/Spain/Italy)? ☐ No ☐ Yes

Please list any specific courses that the student will need to take in order to co-validate their transcript (the school will do their best to match as many as possible):


Preferred School #1  
Western Canada High School

Preferred School #2  
Select School

Preferred School #3  
Select School

Desired School Year  
2019-2020

Desired Program  
Full Year (September - June)

[< Prev](#)   [Save](#)   [Delete](#)   **Click here**    [Next >](#)

## 6. Enter health information and click the **Next** button (Step 5).

### Application

Fill out the information from Steps 1 through 9. Clicking "Next" or "Save" saves the current page. You may leave and come back anytime to resume your application.

Step 1 Student Profile   Step 2 Parent Information   Step 3 Living Arrangement   Step 4 Education Plan   **Step 5 Health Information**   Step 6 Upload Documents   Step 7 Participation Disclosure   Step 8 Application Fees   Step 9 Review & Confirm

Our primary concern is for the health and safety of our students. Because of the unique situation of being an international student in secondary school, it is vital that any physical, emotional, or behavioural conditions (perceived or confirmed) be disclosed so that we can ensure we are able to offer an appropriate program. Please note: Failure to disclose the following information or any other information that can affect programming may result in immediate dismissal from the Calgary Board of Education.

Within the last 24 months, has this student experienced any:

Physical conditions, such as: surgeries, deafness, sight impairment, asthma, diabetes, autism, anemia, mononucleosis, hepatitis, ADHD, mobility difficulties, epileptic seizure, etc.? ☐ No ☐ Yes


Emotional conditions, such as: mood instability (depression, anger, mania), self-injury (suicide attempts, cutting, etc.), anxiety (test, separation, etc.), eating disorders (binge eating, restriction of food), traumatic experience (divorce, accident, death), etc.? ☐ No ☐ Yes

Behavioural conditions, such as: suspension/expulsion from school, addictions (computer, drug, alcohol, gaming), etc.? ☐ No ☐ Yes

Learning conditions, such as: difficulties with math, writing, reading or memory, failure of classes, etc.? ☐ No ☐ Yes

The list above is not a complete list. If there are other conditions that are not listed, you are still required to list them. Are there any conditions that could impact programming?

If you have answered yes to any of the questions above, please provide a detailed summary and resolution below:

[< Prev](#)   [Save](#)   [Delete](#)   **Click here**    [Next >](#)

**Note:** If you click **Yes** to one of those questions, provide detailed information in the specified areas.

## 7. Upload the required documents and click the **Next** button (Step 6).

### Application

Fill out the information from Steps 1 through 9. Clicking "Next" or "Save" saves the current page. You may leave and come back anytime to resume your application.

Step 1 Student Profile   Step 2 Parent Information   Step 3 Living Arrangement   Step 4 Education Plan   Step 5 Health Information   **Step 6 Upload Documents**   Step 7 Participation Disclosure   Step 8 Application Fees   Step 9 Review & Confirm

Based on your application, we require the following documents:  
You can also add additional documents by clicking [Add Other Document](#).

**Required Documents**

Name	File	
Academic Records - School/academic transcripts from the past two years with grade scale, translated into English with an official school stamp.	Academic Records.pdf	<a href="#">Delete</a>
Letter of Recommendation - Letter of recommendation from the current teacher or principal with an official school stamp, translated into English.	Recommendation letter.pdf	<a href="#">Delete</a>
Passport - Copy of passport (picture page)	Drop files here to upload	
Student Essay - Students in junior and senior high school (grades 7-12) must submit an essay in English without assistance (upload document in Word or PDF). In your essay, tell us about yourself. Why do you want to study in Calgary? What are your goals? Anything else you want us to know?	Drop files here to upload	
Custodianship Documents - For living arrangement information and templates. ( <a href="#">Click here to download form</a> )	Drop files here to upload	

[Add Other Document](#)

[Prev](#) [Save](#) [Details](#) **Click here** [Next](#)

**Note:** Click the upload boxes or drop the documents into the boxes to upload the documents. Use common document file format (e.g., DOC, DOCX, PDF, JPG, etc.) for uploading.

## 8. Read and discuss the Student and Parent Participation Disclosures with the student and parents and check the box below signifying the family understands the expectations. Click the **Next** button (Step 7).

### Application

Fill out the information from Steps 1 through 9. Clicking "Next" or "Save" saves the current page. You may leave and come back anytime to resume your application.

Step 1 Student Profile   Step 2 Parent Information   Step 3 Living Arrangement   Step 4 Education Plan   Step 5 Health Information   Step 6 Upload Documents   **Step 7 Participation Disclosure**   Step 8 Application Fees   Step 9 Review & Confirm

**Student and Parent Participation Disclosures**

The CBE reserves the right to withdraw a student and return him/her home, at the parent's expense and without refund of tuition and other fees, for violating the following guidelines.

The student must read and agree to the following section:

- I will obey the laws of Alberta and Canada and I will not purchase or consume alcohol, legal or illegal (not medically prescribed by a physician) drugs regardless of my age.
- I will follow all policies of the CBE, the school, and my homestay family.
- I will attend all CBE classes and hand in all homework and assignments. I understand that "skipping" classes is never permitted.
- I will put forth my best effort academically and behaviourally at all times while attending a CBE school.
- I will inform my CBE school of any changes in assigned custodianship, homestay or living arrangements.
- I will live with a responsible adult who is a Canadian Citizen or a permanent resident and over the age of 25 for the duration of my studies with the CBE.
- I understand that, once I turn 18 years of age, I will be considered an independent student according to the Freedom of Information and Protection of Privacy Act (FOIP Act) of Alberta. In order for the CBE to be able to share information such as grades, attendance records, etc. with others, I understand that I must complete the Independent Student Information form. Even though I am considered independent, I agree to abide by bullet number 9.
- I will not accept employment while enrolled in a CBE educational program.
- I understand that Canada is a diverse country. Discrimination and bias based on gender, colour, race, religion, sexual orientation or cultural background, physical disability, place of origin or ancestry will not be tolerated.

\*Independent means "adult student"

The parent must read and agree to the following section:

- I declare that my child has no history of criminal behaviour, no criminal or civil law charges, no history of sexual impropriety, behavioural problems, or mental illness.
- I have disclosed to CBE any medical or physical problems concerning my child.
- I am aware that as part of the school curriculum, my child may participate in field trips outside of the school and I authorize the custodian to provide the necessary permissions.
- CBE is not liable for losses/expenses incurred as a result of being unable to provide education owing to labour disputes, inclement weather or other causes beyond its control.
- I agree to provide sufficient funding for my child's personal spending, living and travel expenses.
- I understand that if my child's educational or homestay needs are greater than disclosed in the application, CBE may send my child home at my expense with no refund of tuition or other fees.
- I understand that Calgary and CBE schools are safe by world standards. While my child will be generally supervised, such supervision cannot be continuous and CBE cannot guarantee my child's safety. Therefore, should my child be injured while living/studying in Canada, CBE does not assume liability.
- I understand that CBE does not guarantee the results of my child's participation in the homestay program or studies at the CBE.
- I hereby waive, release, absolve and agree to indemnify and save harmless The Calgary Board of Education, its trustees, employees, agents and the homestay family from all liability, losses and costs arising from my child's participation in the educational and homestay program except such as results solely from its or their willful neglect or willful default.
- Any disputes will be governed by the laws of Alberta, Canada and the Courts of Alberta shall have exclusive jurisdiction.
- I understand that, once my child turns 18 years of age, he/she will be considered an independent student according to the Freedom of Information and Protection of Privacy Act (FOIP Act) of Alberta. In order for the CBE to be able to share information such as grades, attendance records, etc. with me or my agent, I understand that he/she must complete the Independent Student Information form to give permission to release information.

☒ I declare that parent(s) and student have read, understood and agree to these guidelines and expectations. I verify that all information provided in this application is complete, true and accurate.

[Prev](#) [Save](#) [Details](#) **Click here** [Next](#)

**Check the box**

9. Read the payment instructions for Application fee. We will review your application once we receive the application fee. Click the **Next** button (Step 8).

#### Application

Fill out the information from Steps 1 through 9. Clicking "Next" or "Save" saves the current page. You may leave and come back anytime to resume your application.

1 Step 1 Student Profile 2 Step 2 Parent Information 3 Step 3 Living Arrangement 4 Step 4 Education Plan 5 Step 5 Health Information 6 Step 6 Upload Documents 7 Step 7 Participation Disclosure 8 Step 8 Application Fees 9 Step 9 Review & Confirm

#### Application Fee

Application Fee is non-refundable.  
You are required to pay the application fee before your application can be reviewed.  
Please note payment options and details before submitting.

**Amount Owning: \$250.00**

#### Payment Methods

Payment can be made to the Global Learning office (refer to letterhead for address and contact information) by any of the following:

**Direct Wire Transfer**  
Calgary Board of Education (outside of Canada only)  
Royal Bank of Canada, Main Branch – Calgary  
330 – 8th Avenue S.W., Calgary, Alberta T2P 1C4  
Transit: 00009 Branch: 003 Account: 122-245-4 Swift Code: ROYCCAT2

**\*\*\*Important:**

- When making the wire transfer, include student's full name and date of birth in the Comment Section.
- Send a copy of the wire transfer receipt to our office at the time of transfer.

**Visa or Mastercard (in person only)**

Cheque or Money Order payable to "Calgary Board of Education."

[Save](#) [Delete](#) [Next](#)

Click here



10. Review and confirm the information. Click the **Student Profile** tile, it will expand and show the information you entered. Do the same for other tiles. Once you confirm the information, click the **Submit** button (Step 9).

#### Application

Fill out the information from Steps 1 through 9. Clicking "Next" or "Save" saves the current page. You may leave and come back anytime to resume your application.

1 Step 1 Student Profile 2 Step 2 Parent Information 3 Step 3 Living Arrangement 4 Step 4 Education Plan 5 Step 5 Health Information 6 Step 6 Upload Documents 7 Step 7 Participation Disclosure 8 Step 8 Application Fees 9 Step 9 Review & Confirm

#### Review and Confirm

Please click on the tiles below to review each section of your application. You can go back to a section if you want to change it by clicking on the steps above or Prev (previous).  
Click Submit once you are done.

**Click here**

**Student Profile**

Surname: LOPES  
First Name: Maria  
English Name:  
Date of Birth: 5/20/2003  
Gender: Female  
Email Address: maria@email.com  
Language: Spanish  
Can act as Agent: SMITH, Joe

Phone Number: 52-1234-5678  
Address: Schiller 123, Polanco, Polanco V Seco, 123456 Ciudad de México, CDMX, Mexico  
Country: Mexico

Go to Step 9

Parent Information  
Living Arrangement  
Education Plan  
Health Information  
Upload Documents

[Prev](#) [Save](#) [Delete](#) [Submit](#)

**Note:** If you want to change the information, go back to the Step you want to make a change before you submit the application.

## 11. Click the **OK** button (Step 9).

### Application

Fill out the information from Steps 1 through 9. Clicking "Next" or "Save" saves the current page. You may leave and come back anytime to resume your application.

1 Step 1 Student Profile   2 Step 2 Parent Information   3 Step 3 Living Arrangement   4 Step 4 Education Plan   5 Step 5 Health Information   6 Step 6 Upload Documents   7 Step 7 Participation Disclosure   8 Step 8 Application Fees   9 Step 9 Review & Confirm

Thank you for Applying

Your application has been submitted. Once we receive the application fee, we will begin the evaluation process, which takes up to two weeks from the time the application is submitted in full.

All further communication (e.g., questions, invoice, receipts, letter of acceptance) will be through this account so login regularly for updates.

**Payment Methods**

Payment can be made to the Global Learning office (refer to letterhead for address and contact information) by any of the following:

**Direct Wire Transfer**  
Calgary Board of Education (outside of Canada only)  
Royal Bank of Canada, Main Branch – Calgary  
339 – 8th Avenue S.W., Calgary, Alberta T2P 1C4  
Transit: 00009 Branch: 003 Account: 122-245-4 Swift Code: ROYCCAT2

**\*\*\*Important:**

- When making the wire transfer, include student's full name and date of birth in the Comment Section.
- Send a copy of the wire transfer receipt to our office at the time of transfer

Cheque or Money Order payable to "Calgary Board of Education."

**OK**   ← **Click here**

## 12. Congratulations! You have submitted your student application. We will review the application once we receive your application fee. Check back to your account regularly for any updates.

**Important: This account is where all communications, invoices, receipts, acceptance letter and health insurance can be downloaded.**



# STUDENT'S, INVOICE'S AND MESSAGE'S PAGES

You can find your invoices, receipts, acceptance letter and health insurance card on the **Student's Page** or **Invoice's Page**.

- Go to the [Student's Page](#) for information and admission documents for a specific student.
- Go to the [Invoice's Page](#) for invoices and receipts for all the students you are applying for.

## Student's Page

1. Click the **Students** tab on the side bar or **Students** panel.

International Students Calgary Board of Education

Welcome to Global Learning. If you require assistance, contact Global Learning 1-403-817-7711 or email [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca)

**Apply**  
create a new student application

**Students**  
view existing students or applications

**Invoices**  
view student invoices

**Click here**

2. Click the **View** button.

Name	Agent	Date Of Birth	Email	Status	Create Date	View	Edit
RODRIGUES, Samuel	Joe Smith	7/10/2002	sam@email.com	Draft	11/21/2015	<a href="#">View</a>	
LOPES, Maria	Joe Smith	5/20/2003	maria@email.com	In Review	11/20/2015	<a href="#">View</a>	<a href="#">Edit</a>

Showing 1 to 2 of 2 entries

**Click here**

3. Click the **Enrolment** tab where you can download acceptance letter, invoice, receipt and health insurance card.

LOPES, Maria

Enrolment **Click here** Parent Living Arrangement

Click on a school year (ex. 2018-2019) to view your enrolments for that year. Whenever it is ready, your invoice, receipt, Letter of Acceptance and Insurance Card can be downloaded in this page.

2019-2020

September 2019 - June 2020

You have been Accepted.

- Payment Receipt is available for download.
- Letter of Acceptance is available for download.
- Insurance ECARD is available for download.

School	Fees	Insurance
<b>Letter of Acceptance</b>  School: Western Canada High School Grade: Grade placement is based on date of birth and will be finalized upon arrival at the school. In consultation with the school principal. Program: Full Year (September - June)	<b>Invoice</b> <b>Receipt</b>  Date: 11/21/2018 Invoice Number: 7006 Amount: 12500.00 Balance Owning: 0.00 Status: Paid	<b>ECARD</b>  Company: Ingile International Member Id: 123456 Type: Full Coverage Date: 8/15/2019 - 8/14/2020 Status: Active

**Acceptance Letter** **Invoice and Receipt** **Health Insurance Card**

4. Click the **Student** tab. You can update the student information. Click the **Save** button after you update it.

LOPES, Maria

Enrolment Student **Click here** Parent Living Arrangement

When changing student information, please make sure to click Save once you are done.

<b>Surname</b> LOPES	<b>Phone Number</b> 52-1234-5678
<b>First Name</b> Maria	<b>Address</b> Schiller 123, Polanco, Polanco V Sect, 123456 Ciudad de Mé
<b>English Name</b> 	<b>Country</b> Mexico
<b>Date of Birth</b> 2003-05-30	
<b>Gender</b> Female	
<b>Email Address</b> maria@email.com	
<b>Language</b> Spanish	
<b>Can act as Agent</b> Junko Kamimura	

**Click here** **Save** **Close**

5. Click the **Parent** tab. You can update the parent information. Click the **Save** button after you update it.

LOPES, Maria

Enrolment Student **Parent** Living Arrangement

Parent means father, mother or person who is legally responsible for the student.

<b>Parent One</b>	<b>Parent Two</b>
<b>Relationship</b> Father	<b>Relationship</b> Mother
<b>Surname</b> LOPES	<b>Surname</b> LOPES
<b>First Name</b> Mario	<b>First Name</b> Isabella
<b>Email Address</b> mario@email.com	<b>Email Address</b> isabella@email.com
<b>Phone Number</b> 52-1234-5678	<b>Phone Number</b> 52-1234-5678
<b>Address</b> Schiller 123, Polanco, Polanco V Secc, 123456 Ciudad de México, CDMX, Mexico	<b>Address</b> Schiller 123, Polanco, Polanco V Secc, 123456 Ciudad de México, CDMX, Mexico
<b>Country</b> Mexico	<b>Country</b> Mexico

Click here → Save Close

6. Click the **Living Arrangement** tab. You can view the student's living arrangement. If you need to update the information, contact Global Learning.

LOPES, Maria

Enrolment Student Parent **Living Arrangement**

If you change Custodian or Living Arrangements, please contact Global Learning 1-403-817-7711 or email [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca)

**Living Arrangement**

Custodian [Student Lives Here](#)

<b>Relationship:</b> Relative	<b>Phone:</b> 403-123-4567
<b>LastName:</b> FLORES	<b>Address:</b> 1221 - 8 Street SW Calgary, Alberta, Canada T2R 0L4
<b>FirstName:</b> Victoria	<b>Country:</b> Canada
<b>Email:</b> victoria@email.com	

# Invoice's Page

1. Click the **Invoices** tab on the side bar or **Invoice** panel.

Calgary Board of Education Online Application System for International Students

About Global Learning Messages cbe.globallearning@gmail.com Log Off

Dashboard Students Invoices User

International Students Calgary Board of Education

Welcome to Global Learning. If you require assistance, contact Global Learning 1-403-817-7711 or email [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca)

**Apply**  
create a new student application

**Students**  
view existing students or applications

**Invoices**  
view student invoices

Click here

For more information visit <http://www.cbeinternational.ca/>  
For Agencies: [Click Here](#)

2. Click the **Invoices** and **Receipt** button to download.

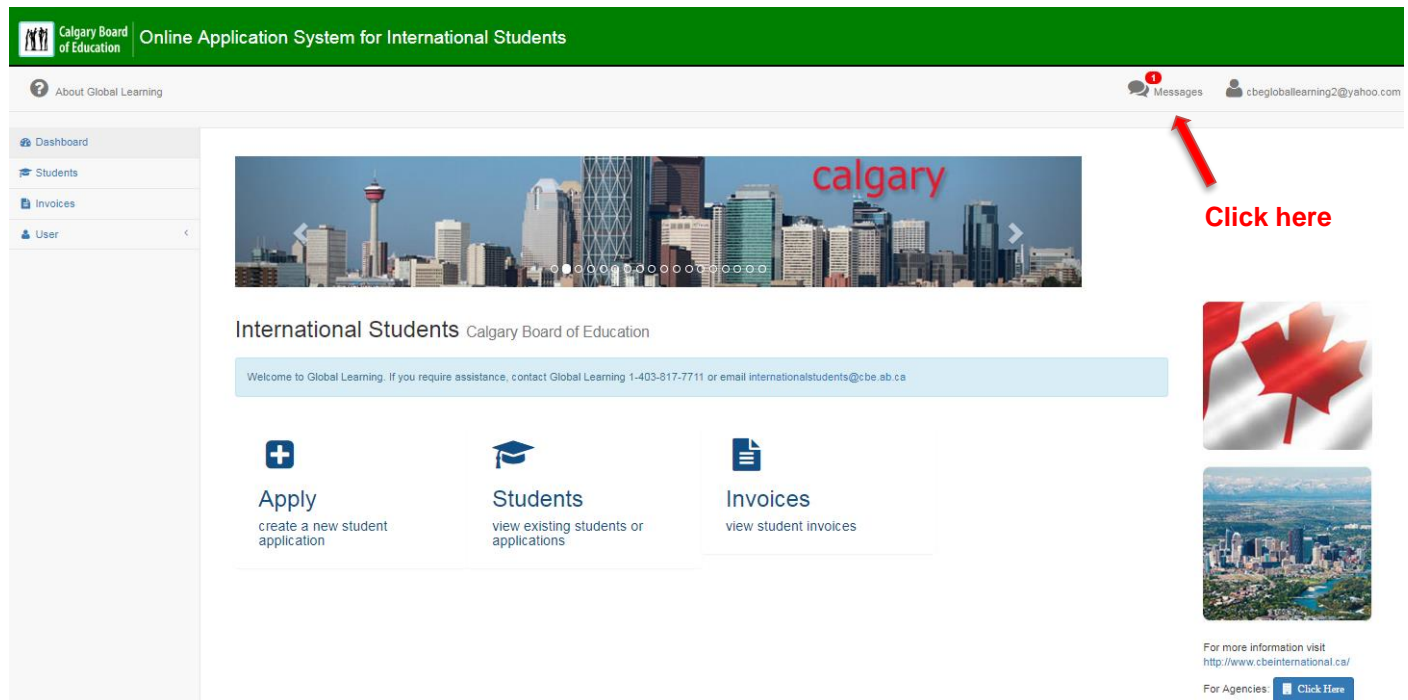
Invoices									
Show 10 entries		Search:							
Issue Date	Invoice Number	Invoice To	Student	Amount	Balance Owing	Status	Invoice	Receipt	
11/21/2016	7006	Mario LOPES	LOPES, Maria	\$12500.00	\$0.00	Paid	<a href="#">Invoice</a>	<a href="#">Receipt</a>	
11/21/2016	7007	Mario LOPES	LOPES, Maria	\$250.00	\$0.00	Paid	<a href="#">Invoice</a>	<a href="#">Receipt</a>	
Showing 1 to 2 of 2 entries									
								Previous	1 Next

Click here

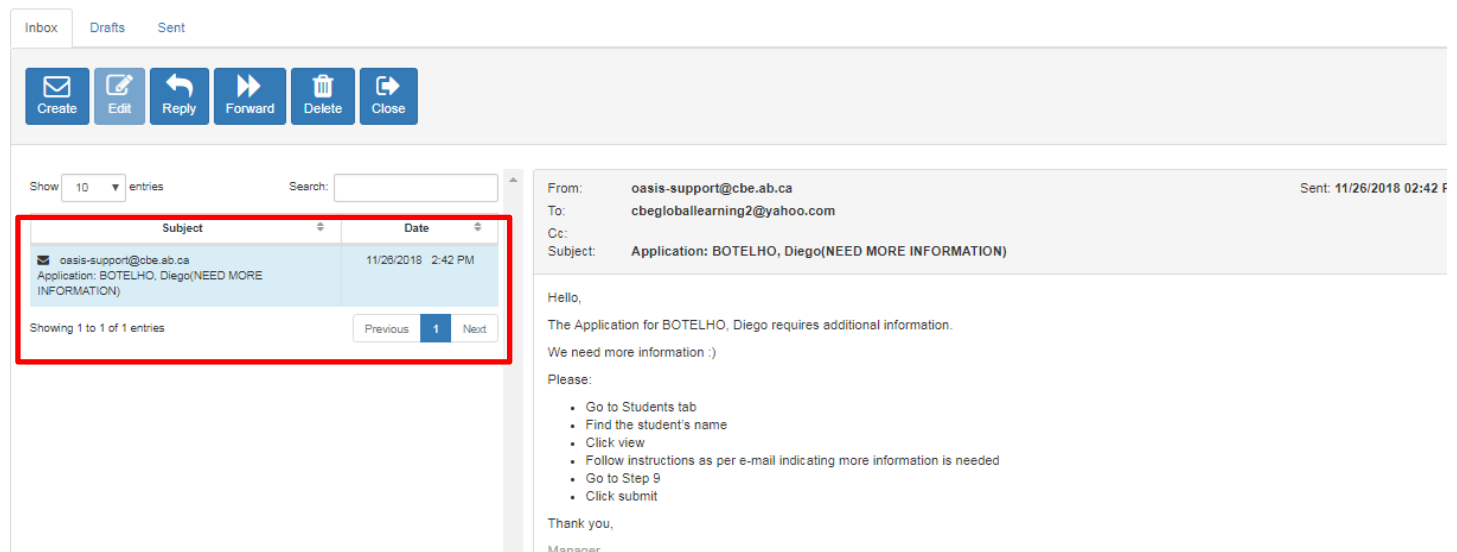
# Message's Page

You will receive notifications for acceptance, invoices, payment receipts, and health insurance card from Global Learning. This section is also a two way communication tool where we can communicate together for questions, clarification, etc.

1. If you have unread messages, you will see the red notification for the **Messages**. Click the **Messages** icon and check your message.



2. You can check your email in the Messages page. You can also create, reply and forward a message. Your sent messages will be saved under the **Sent** tab.



# CREATE AGENCY APPLICATION

1. Click the **Click Here** button on the right side at the bottom.

The screenshot shows the 'Online Application System for International Students' dashboard. On the left is a sidebar with links: Dashboard, Students, Invoices, and User. The main content area features a banner with the Calgary skyline and the word 'calgary'. Below the banner, it says 'International Students Calgary Board of Education' and provides a welcome message with contact information. There are three main buttons: 'Apply' (create a new student application), 'Students' (view existing students or applications), and 'Invoices' (view student invoices). On the right side, there are two images: a Canadian flag and a cityscape. Below the cityscape, there is a link 'For more information visit http://www.cbeinternational.ca/' and a button labeled 'Click Here' for agencies. A red arrow points to this button with the text 'Click here'.

2. Read the detailed criteria for Service Providers. If you meet the required criteria, click the **Apply to become a Service Provider** button.

The screenshot shows the 'Working with Authorized Service Providers' page. It features a banner with a cityscape and a red bridge. Below the banner, there is a link 'Back to Dashboard'. The page is divided into two sections. The first section is for existing contracts, with a button 'Connect me to my Agency'. The second section is for new applications, with a button 'Apply to become a Service Provider'. A red arrow points to this button with the text 'Click here'. Below the buttons, there is a section titled 'Interested in becoming an Authorized Service Provider? You must meet the following criteria:' followed by a list of requirements. On the right side, there are two images: a Canadian flag and a cityscape. Below the cityscape, there is a link 'For more information visit http://www.cbeinternational.ca/'.

[Back to Dashboard](#)

## Working with Authorized Service Providers

If you or your company have an **existing contract** with Global Learning and want to get connected to your Agency:

[Connect me to my Agency](#)

If you have **never had a contract** with Global Learning and want to apply to become an Authorized Service Provider:

[Apply to become a Service Provider](#) **Click here**

Interested in becoming an Authorized Service Provider? You must meet the following criteria:

- Documented proof of educational agency which must have been in business for at least two years (business license, certificate, business plan, or certificate of incorporation);
- Documented proof of successful recruitment of students for at least 2 years (e.g., student testimonials, marketing literature);
- References from two Canadian institutions;
- For agencies operating in Canada:
  - Proof of insurance in the form of a certificate of insurance, a copy of the insurance policy and/or copies of any renewal certificates of insurance as follows:
    - Commercial General Liability insurance with a limit of not less than Two Million Canadian Dollars (\$2 million CAD) for any one loss or occurrence with respect to bodily injury (including death resulting therefrom), personal injury and property damage, including loss of use thereof. Such policy shall cover non-owned automobile liability coverage, employers liability coverage and blanket contractual liability coverage.
  - Proof that you are a member in good standing with the Immigration Consultants of Canada Regulatory Council (ICCRC).



3. Enter information and click the **Next** button (Step 1).

## Agency Registration

[Delete Registration](#) If you no longer wish to register your agency, please click "Delete Registration" to cancel.

1  
Step 1  
Agency Profile

2  
Step 2  
Agency Info

3  
Step 3  
Main Contact

4  
Step 4  
Upload Documents

5  
Step 5  
Review & Confirm

Please fill out your agency information and Click Next to proceed to the next page.

**Name**

ABC School Agency

**Email Address**

cbegloballearning@yahoo.com

**Phone Number**

1-403-817-7711

**Fax Number**

1-403-817-7711

**Web Site Address**

www.abcschoolagency.com


**Address**


1221 - 8 Street SW, Calgary, Alberta, Canada T2R 0L4

**Country**


Canada

Save

Click here 

Next 

**Note:** Enter **your company name** for the Name field. If you want to leave the page saving the information, click the **Save** button. Return to <https://oasis.cbe.ab.ca/> and click the **Agency** panel on the front page to resume your application.

 **Calgary Board of Education**

Online Application System for International Students

About Global Learning

Messages

cbegloballearning@yahoo.com

Dashboard


Agency Profile

Students

Invoices

Commissions

User




a great place to learn

International Students


Calgary Board of Education

Welcome to Global Learning. If you require assistance, contact Global Learning 1-403-817-7711 or email [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca)




Apply

create a new student application




Students

view existing students or applications




Invoices



view student invoices




Agency

view agency profile, contacts, documents, etc.

Click here 



For more information visit  
<http://www.cbeinternational.ca/>

 **Calgary Board of Education**

Page 26 | 35

4. Enter information and click the **Next** button (Step 2).

Agency Registration

[Delete Registration](#) If you no longer wish to register your agency, please click "Delete Registration" to cancel.

1

Step 1  
Agency Profile

2

Step 2  
Agency Info

3

Step 3  
Main Contact

4

Step 4  
Upload Documents

5

Step 5  
Review & Confirm

Tell us more about your agency and Click Next to proceed to the next page.

What countries do you recruit students from?  
Mexico, Brazil and Columbia

When was your agency established?  
1995

How many students do you refer each year?  
20

Does your company charge a service fee to clients? If so, what services are provided as part of this fee?  
No, our company does not charge a service fee.

What types of programs do you refer students to?  
Elementary, Junior High, High school and University programs

How many offices do you have? Where are they located?  
1 Head office in Calgary, 1 branch office in Mexico, 2 branch offices in Brazil and 1 branch office in Columbia.

How many people work for you? (describe)  
35

Prev

Save

Click here →

Next >

5. Enter information and click the **Next** button (Step 3).

Agency Registration

[Delete Registration](#) If you no longer wish to register your agency, please click "Delete Registration" to cancel.

1

Step 1  
Agency Profile

2

Step 2  
Agency Info

3

Step 3  
Main Contact

4

Step 4  
Upload Documents

5

Step 5  
Review & Confirm

The main contact person of the agency will act as the administrator of the account. Once the agency is approved, other agents can be added by the administrator.

Main Contact Person

Copy Agency Address

Surname  
Smith

Address  
1221 - 8 Street SW, Calgary, Alberta, Canada T2R 0L4

First Name  
Joe

Email Address  
cbegloballearning@yahoo.com

Country  
Canada

Phone Number  
1-403-817-7711

Prev

Save

Click here →

Next >

**Note:** If the phone number, address and country for the Main Contact Person are the same as the ones for their agency, please click the **Copy Agency Address** button. It will copy the Agency information in the fields.

6. Upload required documents and click the **Next** button (Step 4).

### Agency Registration

Delete Registration If you no longer wish to register your agency, please click "Delete Registration" to cancel.

Step 1 Agency Profile Step 2 Agency Info Step 3 Main Contact Step 4 Upload Documents Step 5 Review & Confirm

Click the boxes or drop documents into the boxes to upload

Based on your application, we require the following documents:

Name	File	
<b>Business Information</b> - Documented proof of educational agency which must have been in business for at least two years (business license, certificate, business plan, or certificate of incorporation);	Business License.pdf	Delete
<b>Recruitment Proof</b> - Documented proof of successful recruitment of students for at least 2 years (e.g., student testimonials, student fair documentation, digital brochures)	Student testimonials.pdf	Delete
<b>Canadian Institution Reference</b> - References from two Canadian institutions	Drop files here to upload	
<b>Certificate of Insurance</b> - For agencies operating from Canada: Proof of insurance in the form of a certificate of insurance, a copy of the insurance policy and/or copies of any renewal certificates of insurance as follows: Commercial General Liability insurance with a limit of not less than Two Million Canadian Dollars (\$2 million CAD), for any one loss or occurrence with respect to bodily injury (including death resulting there from), personal injury and property damage, including loss of use thereof. Such policy shall cover non-owned automobile liability coverage, employers' liability coverage and blanket contractual liability coverage.	Drop files here to upload	
<b>ICCRC Proof</b> - Proof that you are a member in good standing with the Immigration Consultants of Canada Regulatory Council (ICCRC).	Drop files here to upload	

« Prev Save Click here Next »

**Note:** Use common document file format (e.g., DOC, DOCX, PDF, JPG, etc.) for uploading.

7. Review and confirm the information. Click the **Agency Profile** tile, it will expand and show the information. Do the same for other tiles. Once you have confirmed the information, click the **Submit** button (Step 5).

### Agency Registration

Delete Registration If you no longer wish to register your agency, please click "Delete Registration" to cancel.

Step 1 Agency Profile Step 2 Agency Info Step 3 Main Contact Step 4 Upload Documents Step 5 Review & Confirm

Please review your information and confirm that everything is correct. Once you are finished, click Submit. Your application will be reviewed as soon as possible.

Agency Profile Click here

Name: ABC School Agency  
Email Address: cbegloballearning@yahoo.com  
Phone Number: 1-403-817-7711  
Fax Number: 1-403-817-7711  
Web Site Address: www.abcschoolagency.com  
Address: 1221 - 8 Street SW, Calgary, Alberta,  
Canada T2R 0L4  
Country: Canada

Agency Information +

Main Contact +

Upload Documents +

« Prev Save Click here Submit »

8. Click the **OK** button.

## Agency Registration

1

Step 1  
Agency Profile

2

Step 2  
Agency Info

3

Step 3  
Main Contact

4

Step 4  
Upload Documents

5

Step 5  
Review & Confirm

Thank you for applying to represent the Calgary Board of Education

We are now reviewing your application. Please check back to this account regularly for any updates. We will also notify you of any change to the status of your application or if we require additional information.

OK

 **Click here**

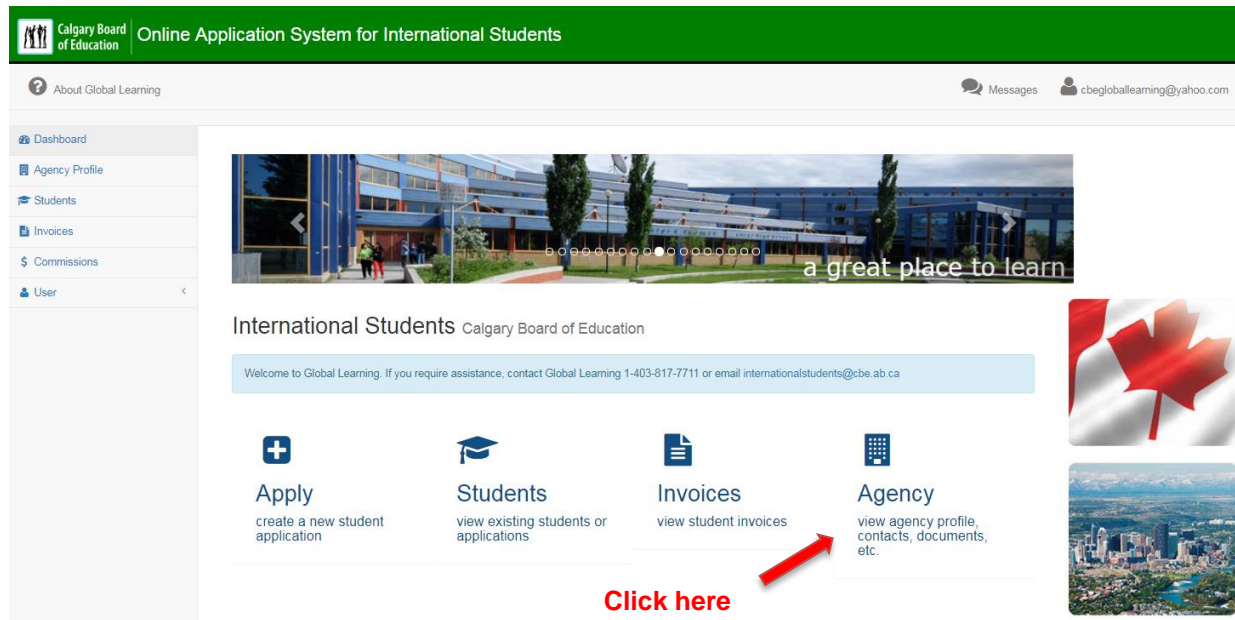
9. Congratulations! You have submitted your agency application. Check back to your account regularly for any updates. Once your application has been approved, we will send a Service Provider Agreement for your sign.

# AGENCY PAGE

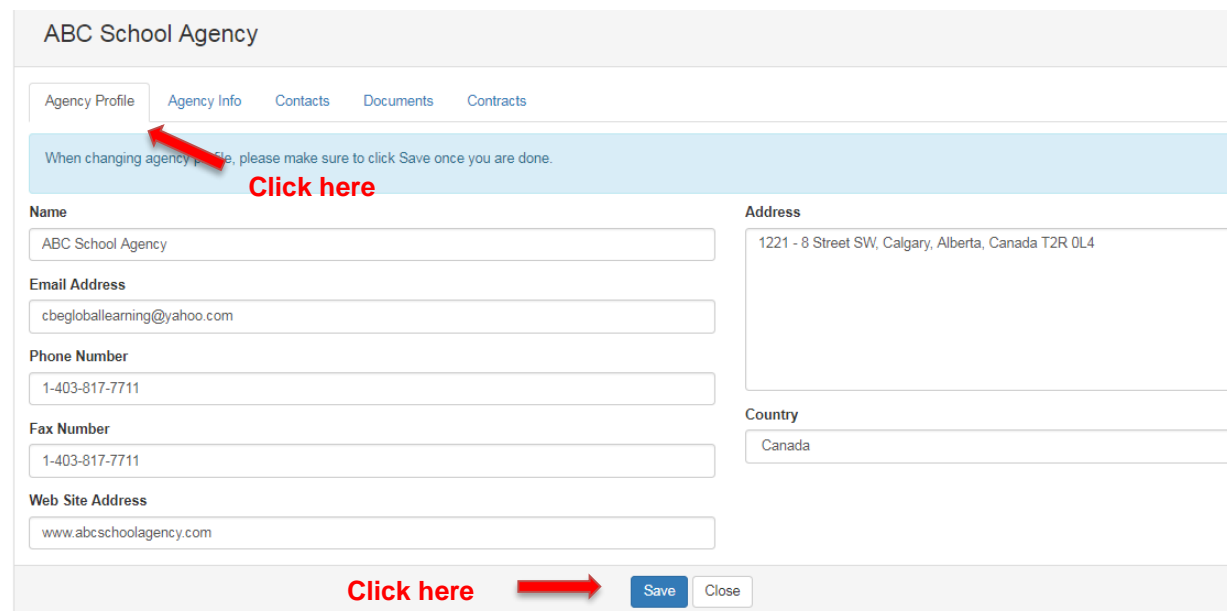
Once you see the Agency icon on the home page, your agency is linked to our system. You can now manage your agency account directly. There are two roles for your employees:

- **Administrator:** The person(s) in this role can update the company profile and access the company information such as the contract with the CBE, as well as accessing information of students who have been/will be enrolled with us.
- **Agent:** The person(s) in this role will have access only to information of the student who he/she is taking care of.

1. Click the **Agency** panel.



2. Click the **Agency Profile** tab. You can update the information. Click the **Save** button after you update it.



3. Click the **Agency Info** tab. You can view the agency information you submitted upon agency application.

ABC School Agency

Agency Profile **Agency Info** [Contacts](#) [Documents](#) [Contracts](#)

If you have any changes to your agency information, please contact Global Learning 1-403-817-7711 or email [internationalstudents@cbe.ab.ca](mailto:internationalstudents@cbe.ab.ca)

Agency Information

What countries do you recruit students from? Mexico, Brazil and Columbia	When was your agency established? 1995
How many students do you refer each year? 20	Does your company charge a service fee to clients? If so, what services are fee?
What types of programs do you refer students to? Elementary, Junior High, High school and University programs	No, our company does not charge a service fee.
How many people work for you? (describe) 35	How many offices do you have? Where are they located? 1 Head office in Calgary, Mexico, 2 branch offices in Brazil and 1 branch office in Columbia.

4. Click the **Contacts** tab to add other agents to your account. Click the **Add** button to add an agent.

ABC School Agency

Agency Profile [Agency Info](#) **Contacts** [Documents](#) [Contracts](#)

You can change the Main Contact of the Agency by selecting a name in the drop down list. You can create a new Contact by clicking + Add. You can edit a Contact by clicking View.

Please pick your main contact person?

Joe Smith

Contacts Click here + Add

Id	Name	Email	Phone	View
1186	SMITH, Joe	cbegloballearning@yahoo.com	1-403-817-7711	<a href="#">View</a>

**Note:** Once you add an agent, ask the agent to create an account in OASIS so that they can create student applications and access the company information in OASIS. For creating an account, go to the [STEP 1](#) on page 2 of this user guide.



Enter information of the agent you want to add and click the **Save** button.

Add Contact?

Email Address

cbegloballearning2@yahoo.com

Title

Salutation

Can act as Administrator

No

Yes

Can act as Agent

No

Yes

Surname

DOE

Notes

First Name

Jane

English Name

Address

+ Add

Phone	Address	Type	Country
1-403-817-7711	1221 - 8 Street SW, Calgary, Alberta, Canada T2R 0L4	Canada	Canada

Click here

Save

Close

**Note:**

‘Can act as Administrator’ means the agent can update the company profile and access the company information such as commission and contract, as well as information of students who have been/will be enrolled in CBE.

‘Can act as Agent’ means the agent has access only to information of the student whom he/she is taking care of.

Click here to add address

Now the agent is added to the contacts.

ABC School Agency

Agency Profile

Agency Info

Contacts

Documents

Contracts

You can change the Main Contact of the Agency by selecting a name in the drop down list. You can create a new Contact by clicking + Add. You can edit a Contact by clicking View.

Please pick your main contact person?

Joe Smith

Contacts

+ Add

Id	Name	Email	Phone	View
1186	SMITH, Joe	cbegloballearning@yahoo.com	1-403-817-7711	<a href="#">View</a>
1190	DOE, Jane	cbegloballearning2@yahoo.com	1-403-817-7711	<a href="#">View</a>

To delete an agent, click the **View** button.

ABC School Agency

Agency Profile Agency Info **Contacts** Documents Contracts

You can change the Main Contact of the Agency by selecting a name in the drop down list. You can create a new Contact by clicking + Add. You can edit a Contact by clicking View.

Please pick your main contact person?

Joe Smith

Contacts

+ Add

Id	Name	Email	Phone	View
1186	SMITH, Joe	cbegloballearning@yahoo.com	1-403-817-7711	<a href="#">View</a>
1190	DOE, Jane	cbegloballearning2@yahoo.com	1-403-817-7711	<a href="#">View</a>

Click here

Click the **Delete** button.

Edit Contact

Email Address

cbegloballearning2@yahoo.com

Title

Salutation

Can act as Administrator

No

Yes

Can act as Agent

No

Yes

Surname

DOE

First Name

Jane

English Name

Notes

Address

+ Add

Phone	Address	Type	Country
1-403-817-7711	1221 - 8 Street SW, Calgary, Alberta, Canada T2R 0L4	Canada	Canada

Click here

Delete Save Close

**Note:**

We appreciate your help in keeping your agency information updated including deleting agents who are attached to your agency but no longer employed there.

5. Click the **Contracts** tab. You can see the contract status and period. Click the **Download** button to view the Service Provider Agreement.

ABC School Agency

Agency Profile Agency Info **Contracts** Documents

Your contract with Global Learning is listed below. If you have multiple contracts in the list, the Active status is the current contract.

Contracts

Id	Status	Start Date	End Date	Commission	
487	New	11/21/2018	11/21/2021	15 %	<a href="#">Download</a>

Click here

## CONTACT US

If you have questions or need an assistance, please contact us by phone or email.

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