

## HURON CONNECT PORTAL GUIDE – THEOLOGY APPLICANTS

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### Welcome to Huron University's Applicant and Student Connect Portal!

Your Huron Connect Portal allows you to manage your applications, complete action items and engage with Huron Services!

#### I WANT TO APPLY TO HURON

If you would like to submit an Application to Huron University, please

[APPLY NOW](#)

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#### I HAVE APPLIED TO HURON AND AM AN APPLICANT

I have applied to Huron University (via OUAC or Huron's Internal Application) and would like to review my application and submitted documents

[LOGIN](#)

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#### I AM A CURRENT STUDENT

I would like to login to access student services available to me!

[LOGIN](#)


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#### LOGIN TROUBLE?

[Please click here for help!](#)

1. If this is your first time using the Portal, click “Apply Now” to create your account.

## Huron Connect Portal Guide – Theology Applicants



The logo for Huron AT WESTERN, featuring the word "Huron" in a large red serif font, "AT WESTERN" in a smaller black sans-serif font below it, and a red shield crest to the right.

First Name

Last Name

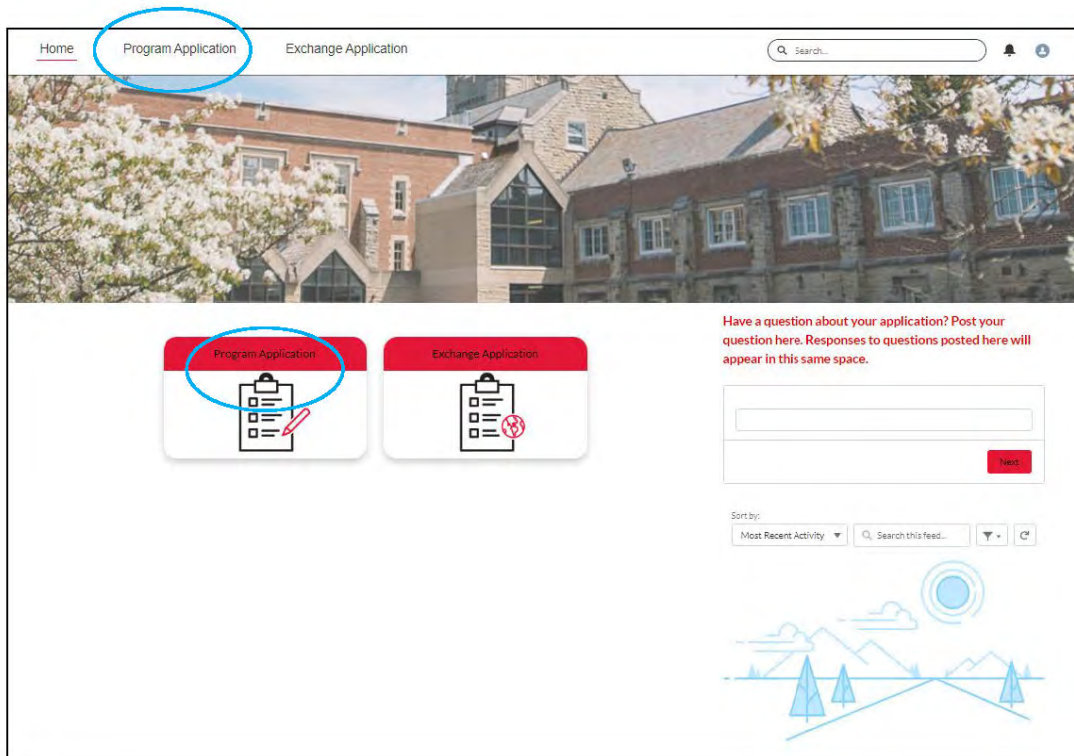
Email

Password

Confirm Password

**2.** Fill in your information, create a password, and click “**Sign Up**”.

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3. From the Home page, select “Program Application”.

4. Fill in your information, selecting “Next” to continue to each page of the application.

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### Education

Complete all sections listed below. If you require support with your application, please contact [admissions@huron.uwo.ca](mailto:admissions@huron.uwo.ca)

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Number of years in a Canadian School?

**Educational Institution**

Please list the educational institution you currently attend or most recently attended, in addition to any other educational institutions you have attended in the past. You can use the "+add item" button to add additional educational institutions.

Educational Institution

Educational Institution name if not found above

Start Date\*

End Date\*

[+ add item](#)

\*- required

[Back](#) [Next](#)

5. If your Educational Institution is not found, please type it manually in the second "Educational Institution" field.

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### MTS Documents & Reference

Complete all sections listed below. If you require support with your application, please contact [admissions@huron.uwo.ca](mailto:admissions@huron.uwo.ca)

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Once the application is submitted please visit the [My Application Status](#) Section to upload the below documents.

1. Resume
2. Statement of Interest

Please provide the contact information for the following reference(s). After submission of contact details, your contact(s) will receive an email to the supplied email address with instructions on how to submit the reference(s).

MTS Reference Name

MTS Reference Email

\*- required

6. If you're applying as an MTS or MDiv applicant, you will be prompted to submit Reference contact information. Once your application is submitted (steps 17-18), your referee(s) will be emailed with the request and instructions to upload their reference letter(s).

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### Transcript(s)

Complete all sections listed below. If you require support with your application, please contact [admissions@huron.uwo.ca](mailto:admissions@huron.uwo.ca)

Once the application is submitted please visit [my application status](#) to check the status of your application. **Note: The application will not be considered complete until you upload your most recent educational transcript or your predicted grades.**

Personal Information Disclosure\*

I certify that the personal information and documents submitted, or to be submitted, in this application, are true, complete and correct, including my declarations of citizenship and immigration status in Canada. I certify that all information requested in this application has been disclosed.

\*. required

[Back](#) [Submit Form](#)

7. Once you have completed your application, click “Submit Form”.

8. Please allow for the page to redirect to the “My Application Status” page.

Home My Application Status Program Application More ▾

### MY APPLICATIONS

You can monitor this page to view your application status. If your application status says “started” or “incomplete” but not “submitted”, this means that you must upload the required documents in order for your application to be complete; please click the “Open” button next to the Application Name and upload the required documents. If you receive an offer of admission, you will see your status updated to “Admit” under the “Decision” Column. To view your Letter of Acceptance (LOA) as well as other details including any scholarships awarded, please click the “Open” button next to the Application Name and then select “Letters”.

Name : John Smith  
Student Id : 123456789

	APPLICATION NAME	TYPE OF APPLICATION	PROGRAM	TERM	AREA OF INTEREST	STATUS	DECISION	SUBMISSION DATE
<a href="#">Open</a>	APP-9210	Program Application	Master of Theological Studies	September 2023		Started	Application	

9. From the “My Application Status” page, you will find a summary list of all applications and their admission statuses. You can open each application by selecting “Open”.

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Admission Letters  
Please note that your Admission Letters will be posted in this section after a decision has been made.

FILE NAME	VIEW	DOWNLOAD
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**Note:** Please upload the requested documents below. Once added, the status will show as "Pending Approval". When you are ready to submit and have confirmed all documents are accurate, please click the red "Submit Application" button. Documents will then be updated to "Approved" status and can no longer be amended. If you have any questions about your application, please contact [admissions@huron.uwo.ca](mailto:admissions@huron.uwo.ca).

Master of Theological Studies - September 2023 Submit Application

Status: Started

Checklist Progress 0% Complete

- Program Application
- MTS Information
- Additional Information
- Academic History
- English Language Proficiency
- English Language Proficiency Docu...
- MTS References
- MTS Documents
- Transcripts

MTS Documents

\* Resume: Not Submitted

No document yet  
When a document is uploaded, you'll see it here.

Upload Files  
Upload Files Or drop files

\* Statement of Interest: Not Submitted

10. If the Checklist Progress bar is not at 100%, there are outstanding documents to submit.
11. Expand sections to view outstanding requirements and upload accordingly (anything without a green checkmark is incomplete).
12. You can **drag and drop** your document(s) in each section.

Upload Files Or drop files

13. If you wish to replace an uploaded document before submission, just select "Upload Files" again (underneath your document) and upload your replacement.

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Master of Theological Studies - September 2023

Status: Started

Submit Application

Checklist Progress: 0% Complete

- Program Application
- MTS Information
- Additional Information
- Academic History
- English Language Proficiency
- English Language Proficiency Docu...
- MTS References
- MTS Documents
- Transcripts
- Additional Documents**
  - Additional Document 1
  - Additional Document 2
  - Additional Document 3
  - Additional Document 4
  - Additional Document 5

**Additional Documents**

Additional Document 1: Not Submitted

No document yet

Please upload any additional documents that you would like included in your application

Upload Files

Or drop files

Additional Document 2: Not Submitted

No document yet

Please upload any additional documents that you would like included in your application

Upload Files

- 14.** If you have more than one document to submit per section, please add additional ones in the “Additional Documents” section.



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Search...

### Admission Letters

Please note that your Admission Letters will be posted in this section after a decision has been made.

FILE NAME	VIEW	DOWNLOAD
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**Note:** Please upload the requested documents below. Once added, the status will show as "Pending Approval". When you are ready to submit and have confirmed all documents are accurate, please click the red "Submit Application" button. Documents will then be updated to "Approved" status and can no longer be amended. If you have any questions about your application, please contact [admissions@huron.uwo.ca](mailto:admissions@huron.uwo.ca).

### Master of Theological Studies - September 2023

Status: Started

**Submit Application**

Checklist Progress 100% Complete

Upload New Version  
Uploading a new version removes the previous document.

Upload Files  
Upload Files Or drop files

\* Statement of Interest: Pending Approval

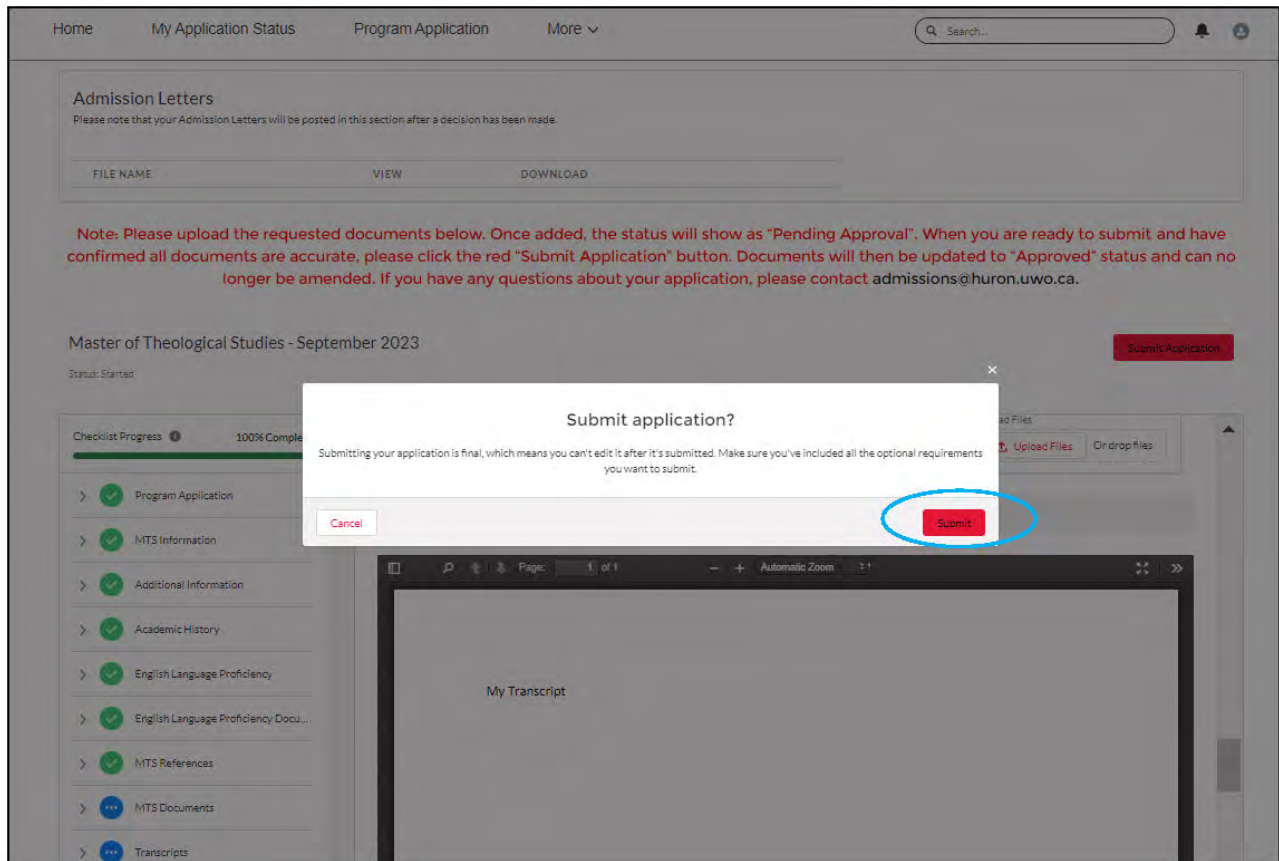
My Transcript

**15.** Once uploaded, your documents will be marked "Pending Approval".

**16.** Once all required sections are complete, your "Checklist Progress" bar will update to 100% (this does not include references which are only visible by administration).

**17.** You must then click "Submit Application" in order to complete your application. If you do not submit from this page, your application will not fall in queue for review.

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**18.** Hit “Submit” once more, keeping in mind that your application cannot be altered after submission.

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The screenshot shows the 'Admission Letters' section of the Huron Connect Portal. At the top, there are navigation links: Home, My Application Status, Program Application, and More. A search bar is located on the right. Below the navigation, there is a section for 'Admission Letters' with a note: 'Please note that your Admission Letters will be posted in this section after a decision has been made.' Below this note is a table with columns for 'FILE NAME', 'VIEW', and 'DOWNLOAD'. A red note follows: 'Note: Please upload the requested documents below. Once added, the status will show as "Pending Approval". When you are ready to submit and have confirmed all documents are accurate, please click the red "Submit Application" button. Documents will then be updated to "Approved" status and can no longer be amended. If you have any questions about your application, please contact admissions@huron.uwo.ca.' Below the note, the application details are shown: 'Master of Theological Studies - September 2023' with a status of 'Submitted' and a submission date of 'Submitted: Nov 24, 2022'. A checklist on the left shows '100% Complete' with items like 'Program Application', 'MTS Information', 'Additional Information', 'Academic History', 'English Language Proficiency', 'English Language Proficiency Docu...', 'MTS References', 'MTS Documents', and 'Transcripts'. The 'Transcripts' section is expanded, showing a document viewer for 'Official Transcripts: Approved' with a page number of '1 of 1' and a zoom level of 'Automatic Zoom: 1'. The document content is 'My Transcript'.

19. Refresh your page and you will see that your documents have now been marked approved and your submission date posted.

The screenshot shows the 'My Applications' section of the Huron Connect Portal. At the top, there are navigation links: Home, My Application Status, Program Application, and More. A search bar is located on the right. Below the navigation, there is a section for 'MY APPLICATIONS' with a note: 'You can monitor this page to view your application status. If your application status says "started" or "incomplete" but not "submitted", this means that you must upload the required documents in order for your application to be complete. please click the "Open" button next to the Application Name and upload the required documents. If you receive an offer of admission, you will see your status updated to "Admit" under the "Decision" Column. To view your Letter of Acceptance (LOA) as well as other details including any scholarships awarded, please click the "Open" button next to the Application Name and then select "Letters".' Below the note, the user's name and student ID are shown: 'Name: John Smith' and 'Student id: 123456789'. Below this is a table with columns: 'APPLICATION NAME', 'TYPE OF APPLICATION', 'PROGRAM', 'TERM', 'AREA OF INTEREST', 'STATUS', 'DECISION', and 'SUBMISSION DATE'. The table contains one row with the following data: 'APP-9210', 'Program Application', 'Master of Theological Studies', 'September 2023', 'Submitted', 'application', and 'Nov 24, 2022'. The 'Submitted' status is circled in red.

20. Upon returning to the "My Application Status" page, you will see the status of your application posted here.

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MY APPLICATIONS

You can monitor this page to view your application status. If your application status says "started" or "incomplete" but not "submitted", this means that you must upload the required documents in order for your application to be complete; please click the "Open" button next to the Application Name and upload the required documents. If you receive an offer of admission, you will see your status updated to "Admit" under the "Decision" Column. To view your Letter of Acceptance (LOA) as well as other details including any scholarships awarded, please click the "Open" button next to the Application Name and then select "Letters".

Name: John Smith  
Student Id: 123456789

APPLICATION NAME	TYPE OF APPLICATION	PROGRAM	TERM	AREA OF INTEREST	STATUS	DECISION	SUBMISSION DATE
<a href="#">Open</a>	APP 9210	Program Application	Master of Theological Studies	September 2023	Submitted	<a href="#">Admit</a>	Nov 24, 2022

21. Once an admission decision has been made, you will see the update under “Decision”.
22. If admitted, you can respond directly on the application and click “Open” to view your official Admission Letter(s).

Home My Application Status Program Application More ▾

Admission Letters

Please note that your Admission Letters will be posted in this section after a decision has been made.

FILE NAME	VIEW	DOWNLOAD
Smith, John - Letter of Acceptance - Conditional.pdf	<a href="#">View</a>	<a href="#">Download</a>

23. You will find your Admission Letter(s) at the top of the page. You can view it online or download it to your computer.

If you have any questions please contact, Michael Bodkin, Coordinator, Academic and Enrolment Services, Faculty of Theology, by email [michael.bodkin@huron.uwo.ca](mailto:michael.bodkin@huron.uwo.ca) or call 519-438-7224 ext 723.