

## Elevate – New Students - Apply

Use the link provided for you to access the Elevate Portal otherwise, click the link below

<https://us-elevate.elluciancloud.com/app/ub/>

### Important Note to Students

**"Applicants seeking entry to certification and licensure programmes must allow two work-days for entry approval before enrolling in the desired programme".**

The screenshot shows the 'Create Account' page of the University of The Bahamas Elevate portal. At the top left is the university's logo. The main heading is 'Create Account'. A welcome message states: 'Welcome new students! Please create your new account and complete the application form. You will be asked to submit a non-refundable application fee of \$50 when you complete the application form. Applicants seeking entry to certification and licensure programmes must allow two work-days for entry approval before enrolling in the desired programme.' Below this are three input fields labeled '\* First Name', '\* Last Name', and '\* Email Address'. A blue 'New Account' button is positioned below the email field. Further down, there is a section for 'Existing Users' with a prompt to enter username and password, and a section for 'New Users' with a prompt to click 'NEW ACCOUNT'. A grey 'Sign In' button is at the bottom of this section. On the right side, a 'YOU ARE HERE' breadcrumb trail shows the path: 'Apply Online' > 'General Application for Non Traditional Courses' > 'Flexible Learning' > 'Starts on 01-JAN-20'. The footer contains the text: 'UB Home Page · Student Gateway · Contact Us · © University of The Bahamas 2020'.

- At the Create Account page, Select **New Account**

## Your Details

FOR THE SSN FIELD, PLEASE ENTER A ZERO AND YOUR NATIONAL INSURANCE (NIB) NUMBER (EG. 012345432). IF YOU DO NOT HAVE A BAHAMIAN NATIONAL INSURANCE NUMBER, PLEASE ENTER 000000000.

Title

\* First Name

Middle Name

\* Last Name

\* SSN

\* Email

\* Date of Birth

\* Gender

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- Your Details: Complete the required personal information. Click **Next**.

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● Create Account Page: The email populates from the previous form as the username. *Please note that you have the option to change the username.*

- Choose password
- Confirm password
- Choose security question and enter answers. Click **Next**.

**Note** – Please remember your user name and password for later access to the Elevate portal.



### Choose Username & Password

Please create your unique account by choosing a username and password.  
Also please choose a security question in case you have to reset your password.

\* Choose a Username

soniatest@gmail.com| x

\* Password

\* Confirm Password

\* Security Reminder Question

Please select v

\* Answer

\* Confirm Your Answer

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\* Answer

\* Confirm Your Answer

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- Address Details: Fill in required fields. Click **Next**.

You also have the option to **Save & Exit** from this form and return to complete your application at a later date. If you desire to continue, Click **Next**

## Address

Please enter your Home address in the address section at the top of the screen.

Please note that a Mobile (cell phone) number is required. If you do not have one, please enter 000-0000.

If your mailing address is different than your current address, please complete the section at the bottom of the screen. If it is the same, please click the box "Same as Home Address"

### Home Address

\* Country Bahamas, The

\* Address Line 1

Address Line 2

City

Address Line 4

\* Email soniatest@gmail.com

Zip code

Phone

\* Mobile

### Mailing Address (Optional)

☐ Same as Home Address

\* Country Bahamas, The

\* Address Line 1

Address Line 2

City

Address Line 4

Zip code

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### Home Address

* Country	Bahamas, The
* Address Line 1	50 Sunset way
Address Line 2	
City	
Address Line 4	
* Email	soniatest@gmail.com
Zip code	UNIVERSITY DRIVE
Phone	2423024300
* Mobile	2423024300

### Mailing Address (Optional)

☒ Same as Home Address

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● **Emergency Contacts:** Please provide the necessary contact information. It will be kept confidential. Click **Next**

You also have the option to Save & Exit from this form and return to complete your application at a later date. If you desire to continue, Click **Next**

## Emergency Contacts

Please enter contact information for the individual you want contacted in event of an emergency. If you have more than one, click "Add" to enter additional information.

Click "Next" when finished.

### Contact Details

\* First Name

\* Last Name

\* Relationship

☐ Same as Home Address

\* Country

\* Address

Zip code

\* Phone

Add

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\* Relationship

☒ Same as Home Address

\* Phone

Add

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**"Applicants seeking entry to certification and licensure programmes must allow two work-days for entry approval before enrolling in the desired programme".**

● **Document Upload:** Applicants seeking entry to the certification and licensure programmes must upload all supporting documentation including academic qualifications, professional certificates and professional licenses. Click **Next**

**All other applicants please click Next to advance the process.**

You also have the option to Save & Exit from this form and return to complete your application at a later date. If you desire to continue, Click **Next**



### Document Upload

If you are applying for Certification or Licensure programmes, please upload supporting documentation including copies of academic qualifications, professional certificates and professional licenses presently held. If you are not applying for one of these programmes, please click "Next"

The following format maybe uploaded: pdf, jpg, png.

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### Additional Details

Please complete the requested information.

#### Applicant advice

\* I am intending to register for a Certification or Licensure programme (if Yes, please complete the following question on employment history and upload supporting documents)

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- Additional Details: Fill in required fields. Click **Next**.
- Employment History: This field is a requirement for applicants seeking entry to certification and licensure programmes. Applicants to the certification and licensure programmes must allow two work-days for entry approval before enrolling in the desired programme".

### Additional Details

Please complete the requested information.

#### Employment History

What is your current job classification? (only complete if you are applying for a Certification or Licensure programme)

Please select

Cumulative years of work experience to the nearest year (only complete if you are applying for a Certification or Licensure programme):

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You also have the option to **Save & Exit** from this form and return to complete your application at a later date. If you desire to continue, Click **Next**

### Additional Details

Please complete the requested information.

#### Settlement & Island

\* If you live in The Bahamas, what is your city, town or settlement? (Write NB if you do not live in The Bahamas)

\* Island (Select Not Bahamas if you do not live in The Bahamas)

Please select

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- Additional Details: Fill in required fields. Click **Next**.



## Additional Details

Please complete the requested information.

### Settlement & Island

\* If you live in The Bahamas, what is your city, town or settlement? (Write NB if you do not live in The Bahamas)

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## Additional Details

Please complete the requested information.

### Declaration of Applicant

\* By clicking "I AGREE" below, I confirm the following:  
I hereby attest that the information given on this application is complete. I acknowledge that any omission or falsification will result in denial of admission or dismissal from University of The Bahamas. I understand that all documents filed in support of this application become the property of University of The Bahamas and will not be copied or returned to me and that the fee submitted with this application is non-refundable. If admitted, I pledge to comply with all requirements and regulations set forth by University of The Bahamas. By clicking "I AGREE" below, I confirm the statements above.

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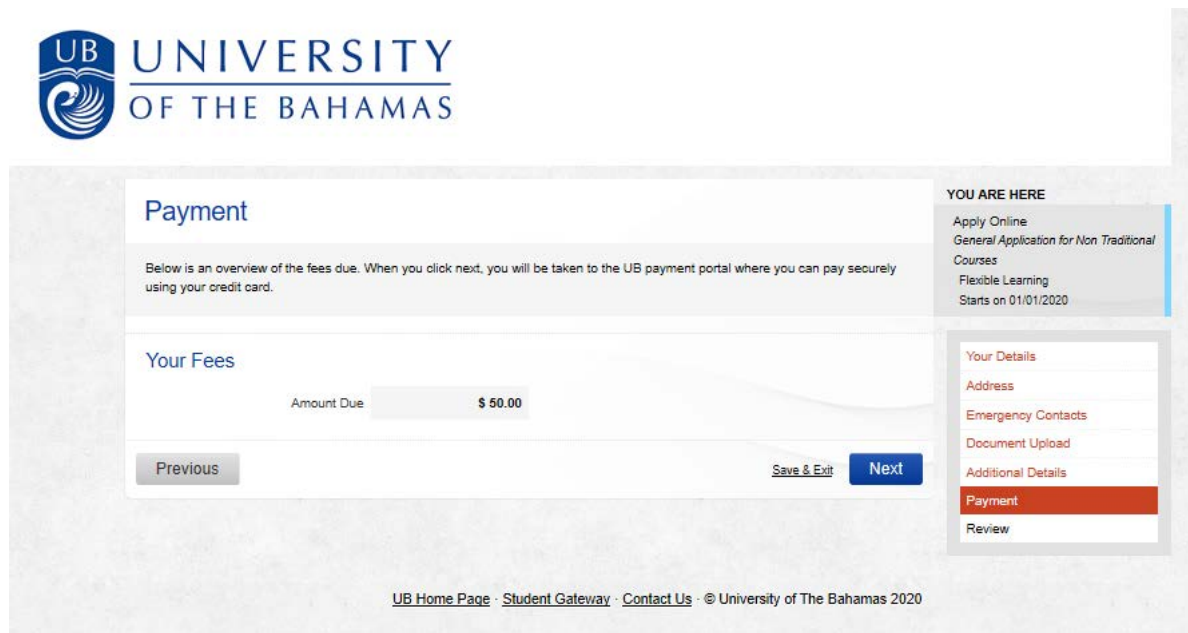
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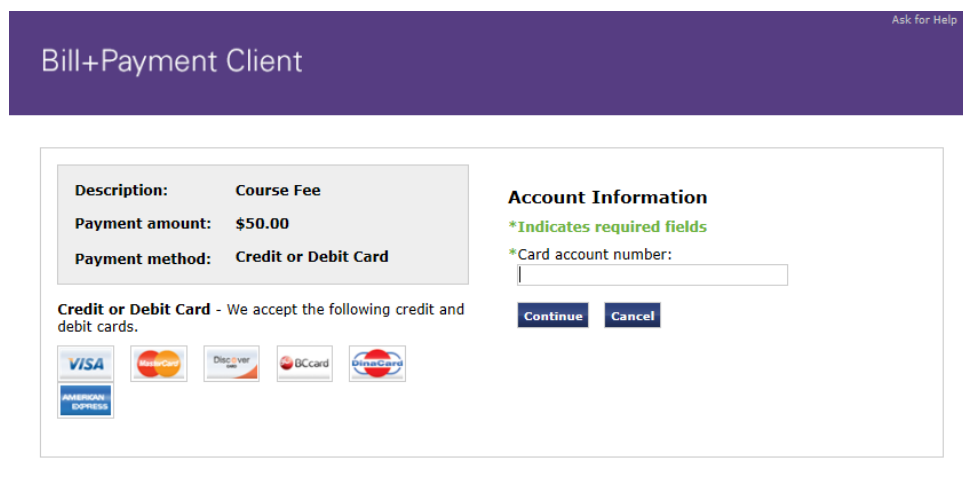
- Additional Details: Fill in required fields, select '**I AGREE**' if you wish to proceed. Click **Next**.



The screenshot shows the 'Payment' section of the University of The Bahamas portal. At the top left is the university's logo. The main heading is 'Payment'. Below it, a message states: 'Below is an overview of the fees due. When you click next, you will be taken to the UB payment portal where you can pay securely using your credit card.' Under the heading 'Your Fees', it shows 'Amount Due' as '\$ 50.00'. At the bottom of this section are three buttons: 'Previous', 'Save & Exit', and 'Next'. On the right side, there is a 'YOU ARE HERE' breadcrumb trail with links: 'Apply Online', 'General Application for Non Traditional Courses', 'Flexible Learning', 'Starts on 01/01/2020', 'Your Details', 'Address', 'Emergency Contacts', 'Document Upload', 'Additional Details', 'Payment' (which is highlighted in red), and 'Review'. At the very bottom, a footer contains links: 'UB Home Page', 'Student Gateway', 'Contact Us', and a copyright notice '© University of The Bahamas 2020'.

- Payment: Fill in required fields. Click **Next**.

You are required to pay an application fee of \$50.00. To process payment, Click **Next**, otherwise click **Save & Exit** to return later to continue with payment.



The screenshot shows the 'Bill+Payment Client' form. The title bar is purple with the text 'Bill+Payment Client' and a small 'Ask for Help' link. The form is divided into two main sections. The left section contains a table with the following information: 'Description: Course Fee', 'Payment amount: \$50.00', and 'Payment method: Credit or Debit Card'. Below this table, a note states: 'Credit or Debit Card - We accept the following credit and debit cards.' followed by logos for VISA, MasterCard, Discover, iCard, and American Express. The right section is titled 'Account Information' and includes a green asterisk note: '\*Indicates required fields'. Below this, there is a label '\*Card account number:' followed by a text input field. At the bottom of the right section are two buttons: 'Continue' and 'Cancel'.

- Enter payment information. Note: If any corrections are to be made during this process, you will need to re-enter expiration date and security code. Click **Continue**.
- Verify information and click **Submit Payment**.

- Review payment amount and click **Next**.
- You will receive an email with your account setup confirmation.