

OFFER OF ADMISSION: ACCEPT STEPS

Please find below the steps required to accept your Offer of Admission from Trent University:

- Go to: <https://www.ouac.on.ca/teas/>.
- Select “Go to application” or “Log in” which will open the TEAS application in a new window.
- Enter your Username and Password then select “Log in”
- To view and/or respond to your Offer(s) of Admission, select “Choices/Offer(s)” from the Application Links menu.
- You will see your offers, or alternate offers, in the Offers of Admission column.
- Select an offer to read the details of your offer and to respond.
- Select “Accept” or “Decline”.
- You will then be prompted to either select “I want to make more changes” which will return you to your application page OR “I’m ready to submit my response/changes”.
 - If you return to your application to make other changes you will see your response status listed as “Unsubmitted Acceptance”.
 - When you are done making edits to your application, select “Review and Submit Changes/Responses” to submit your decision.
 - Select “I’m ready to submit my response/changes”.
- You will see your response in the Amendment Summary. Review and verify your application information; if correct, select “I Verify and Agree” at the bottom of the page. To submit your response.
- Once you submit your response you will be sent an Amendment Summary email with a confirmation number,
 - If you do not receive an email with a confirmation your response was not submitted, please log in and try again.
- Note: You will be locked out of your account for 1-3 business days after submitted an offer response. It is recommended to log in after that time to ensure your responses have been saved.

For further assistance with this process, visit <https://www.ouac.on.ca/teas-tutorials/>