





The TRUE North secure agent portal supports **simplified sharing** of student applications between agencies and parents and/or students.

How to Share an Application

Step 1: Create the online application exactly as before, entering the students name and birthdate.

Step 2: Click the Share Icon.

	Details	Print	Student Name Birthdate ▼	Application ▼	Status ▼	Created ▼	Share ▼	Remove
			Hope, Blair DEC 1, 2004	Quick App ■■■■■	In Progress FEB 7, 2020	Feb 7, 2020 EXPIRES IN 10 DAYS	  NOT SHARED 	


Step 3: Click **OK** to enable sharing for student application.

Step 4: Copy the **Share URL** and paste into email to parent and/or student.

Shared Application Details

Student Name: Hope, Blair

Copy URL below and email to recipient for shared access.

Share URL: <https://dev.mytruenorth.ca/appshareauth.php?ID=97&auth=5c54c0e87e5883b70dc2488ffad09d9d&db=sandbox&dbauth=e8b6f84e58d299a4f2485689d7732ace> 

[Unshare Application](#)

Step 5: Parent uses the **Share URL** to access the application and complete sections as required.

Step 6: Agent will be notified (via email) when parent has completed application. Note, parents cannot submit directly to your school board. They can only complete required sections. Once the parent completes application, they no longer have access to view or modify.




Step 7: Agent reviews the completed application and submits to the school board.

IMPORTANT: Agents should NEVER share passwords with parents and/or students.

How to Unshare an Application

You may unshare an application at any time.

Step 1: Click the Share Icon.

Details		Print		Student Name		Birthdate		Application		Status		Created		Share		Remove	
		Hope, Blair		Quick App		In Progress		Feb 7, 2020		EXPIRES IN 10 DAYS		 		SHARING			
DEC 1, 2004																	

Step 2: Click **Unshare Application** button.

Unshare Application