

# Ellucian PowerCampus Self Service

Student Guide

COLLÈGE AURORA COLLEGE

Aurora College

2/13/20

Student Guide



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#### Accessing Ellucian PowerCampus Self Service

The PowerCampus Self Service application is accessible by clicking this link <u>Self Service</u>.

The website address (url) is <u>https://myac.auroracollege.nt.ca</u>

The home screen of Self Service has a LOG IN button on the left as shown below



On clicking the 'LOG IN' button, you will be redirected to the organizational account sign in screen.

Sign in w	ith your organizational account
email@n	nyauroracollege.ca
Passwor	d

Use your @myauroracollege.ca email id and password to sign in.



#### First-Time Login

If this is your first time logging in to Self Service -

- Click Log Out
- Log back in using the URL: https://myac.auroracollege.nt.ca

#### Account Verification

If this is your first time using PowerCampus Self Service, you may be asked to verify your account.



The System ID is your student id number. If your student id number has less than 9 digits, add zeros before the number to make it 9 digits (For example, if your student id number is '12345', the system id would be '000012345'). Contact the Office of the Registrar if you do not have a student id.

Welcome svtest (CALVAGEDATION Education AURORA COLLEGE For Our North	Cart   Halp    Leg Dut
Verify an Account To continue, you must first verify your account. Please enter your legal name and the rest of the information, and then sele Account.   * System ID 000012345  * First Name Joe + Last Name 0e + Date of Birth	ct Venify
01/31/1950 Verify Account	

Enter the First Name, Last Name and Date of Birth as stated in the college records. Click 'Verify Account'

If your account gets verified successfully you would be redirected to the below screen:



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Click the 'Log Out' link on the top right.

Re-login to Self Service using the URL: <u>https://myac.auroracollege.nt.ca</u>



#### **Student Home Screen View**





## Registration

Meet with your advisor prior to registration to decide on the courses to register for the term.

Navigate to the 'Register' tab and select 'Traditional Courses'

Welcome sytest	ucation r Our No	orth	-	-	-	Cart	Help Log Out	Catalog	~	Search
Home Register	Classes	Finances	Grades	Search	My Profile	Consents & Reports				
Traditional Courses	Continuing Edu	ster								
	You can to com	n register for pare your cur	Continuing E rent coursev	ducation co vork against	urses. After you the degree req	log in, you can also regis uirements for a different	ter for Traditional course major or minor.	es, view your ac	ademic plan, and cr	eate What If? plans

The term which is open for registration will be displayed with an open green book icon.

Welcome svtest (MYAUROBACOLLEGE) svte COLLEGE AURORA COLLEGE FO	ucation r Our N	า orth				OH	Help Log Out	Catalog	×	Search
Home Register	Classes	Finances	Grades	Search	My Profile	Consents & Reports	1			
Traditional Courses	Continuing Ed	ducation								
Related Links	Trad	litional Co	urses							
Section Search	(• s	elect Period	Review S	chadula	Finalize	Complete				
View Schedule	In ord	ler to begin the	e registratio	n process, p	lease select a r	egistration period.				
			Period				Status			
			2020/Winter				OK to register			

#### Select the Period or Term

Welcome svtest (MYAUROPACOLLEGE Svtee AURORA COLLEGE Edu AURORA COLLEGE FOR	our North	_		Cart Help Log	Catalog	×	Search
Home Register	Classes Finances	Grades Search	My Profile	Consents & Reports			
Traditional Courses	Continuing Education						
Related Links A	Courses to Add Your cart is em Vou must add courses to Use the Section Se You can review you	Review Schedule      Review Schedule      pty,      o your cart before proceeding w      ard to find courses to a      ar degree requirements a	Finalize Finalize th registration. dd to your cart. nd find required	Complete			



Section Search

Click on the 'Section Search' hyperlink. Section Searches could also be accessed through the 'Section Search' menu item under the 'Search' tab

Enter Course ID in 'Course Code' and search

Welcome svtest (MVAURORACOLLEGE svtest) COLLEGE Educe AURORA COLLEGE FOR (C	ation Dur North	Mu Destila	Cart	Help Log Out	Catalog ~	Search
Course Catalog Section	Search	Ry Prome	consents a keports			
Related Links	Section Search Basic Search Course ENSC 0 Period Search Clear Clear	ed Search Code Regi 103 ®	istration Type Traditional () Continuing I	• Education () Both	Back to Registration	
				Resu	lts Per Page 10 🗸	

The example course has two components – Lecture and Lab.

MYAURORACOLLEGE Svitest)	cation Our North					art Help	Log Out	Catalog	~	Search
Home Register	Classes Fina	nces Grades Sea	arch My P	rofile Cons	ents & Report	5				
Course Catalog Sectio	n Search									
Options A	Section S	earch								
Open Sections Only								<ul> <li>Back to F</li> </ul>	tegistration	
> New Search	Found 2 resu	Its for Course Code = 'EN	ISC 0103' and	Registration Ty	pe = 'Tradition	al' and Perio	d = '2020 Winte	er'.		
P Refine Search	Subtype	-								
Sort By	Chausing 4	2.42								
Course ID V Sort	Showing 1	2012						Augulable		
Results Per Page		Course	Date	Session	Credits	Fees	Schedule	Seats		
10 V Show	ji)	Wildlife Biology ENSC 0103/Lab/TF51	1/6/2020 - 2/7/2020	2020 Winter Main	3			16 of 16	Add	
Legend Open Closed	Instructors:	Tba								
Related Links	Ø	Wildlife Biology ENSC 0103/Lecture/TFS1	1/6/2020 - 2/7/2020	2020 Winter Main	3			16 of 16	Add	
Registration	Instructors:	Tba								



#### **Register for Courses**

Click 'Add' button to add the course section to your schedule.

Welcome svtest (MYAURORACOLLEGE svtest) COLLEGE Educ AURORA COLLEGE FOR (	cation Our North					Cart   +	Help Log Out Catalog ~	5	earch
Home Register C	lasses Fina	nces Grades Sea	Irch My Pr	rofile Cons	ents & Repor	rts			
Course Catalog Section	Search								
Options A	Section S	earch							
Open Sections Only							<ul> <li>Back to Registration</li> </ul>	My Cart	
> New Search	Found 2 resu	Its for Course Code = 'EN	SC 0103' and	Registration Ty	pe = 'Traditio	nal' and P	eriod = '2020 Winter'.	Cart Items	
P Refine Search	Subtype	-						ENSC 0103/TFS1 1/6/2020 - 2/7/2020	3 Cr.
Sort By								Tba	
Course ID v Sort	Showing 1	- 2 of 2					Course Added	► Hide	
Results Per Page		Course	Date	Session	Credits	Fees	ed to your shopping cart		
10 V Snow	D	Wildlife Biology	1/6/2020 -	2020 Winter	3		View Cart Proceed to Registration		
Legend	Instructors:	: Tba	27772020	Piditi					
Related Links	Ø	Wildlife Biology ENSC 0103/Lecture/TFS1	1/6/2020 - 2/7/2020	2020 Winter Main	3		16 of 16		
Registration	Instructors:	тьа							

Search and add all the courses to register for the term and 'Proceed to Registration'

The registration screen allows for changes on the course section selections. Continue to the next screen and confirm the selections. The registration request will then be sent to your advisor for approvals.

Welcome svtest (MYAUROBACOLLEGE/svtes COLLEGE Edu AURORA COLLEGE FOR	Cart Help Log Out Catalog V Search
Home Register	Classes Finances Grades Search My Profile Consents & Reports Continuing Education
Related Links A Section Search View Schedule	Traditional Courses - 2020/Winter         Image: Complete       Image: Complete         You have successfully submitted your 2020/Winter schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.
	• Modify your schedule for 2020/Winter • Select another Registration Period



Click on 'View Schedule' to check the status of the registration

Welcome svtest (MYAUROPACOLLEGE)svtest) COLLEGE Educ AURORA COLLEGE FOR	cation Our North	Cart Help Leg Out Catalog	~ Search
Home Register	Classes Finances Grades Search Ny Profile Con-	sents & Reports	
Schedule Permission Re	equests		
1	Student Schedule		
Student Schedule Options A Text   Grid Period 2020/Winter Courses in Cart Waitlisted Courses Con Ed Courses Submit	Traditional 2020/Winter/Main Awaiting Advisor Approval ENSC 0103/Lecture/TFS1 - Wildlife Biology Credits 3 Type 50 Grade passing Schedule Instructors Tba, ENSC 0103/Lab/TFS1 - Wildlife Biology Credits 3 Type 50 Grade passing Schedule Instructors Tba,		Duration 1/6/2020 - 2/7/2020 CEUs 0.00 Duration 1/6/2020 - 2/7/2020 CEUs 0.00
	Total Registered Courses 0 Total Awaiting Approval 2 Academic Information for 2020/Winter Program/Degree/Curriculum Post Secondary /Diploma/Dip ENRT Advisor Test, Advisor	Class Level Level 1	Total Registered Credits 0 Total Registered CEUs 0 Total Awaiting Approval Credits 6 Full/Part Time Full Time



#### **Bills and Payments**

The 'Finances' tab has the options to view the charges and fees by term and make online payments.

#### **Charges and Fees**

Select 'Balance' menu item under the 'Finances' tab

Welcome svtest (MYAURORACOLLEGE\svtest AURORA COLLEGE Edu	our N	n orth			-	Cart	Help Log Out	Catalog	~	Search
Home Register	Classes	Finances	Grades	Search	My Profile	Consents & Reports				
Balance Statement										
Options 🔺	Bala	ince								
Period 2019/Fall > View	Here i 2019 Sum	is a summary o /Fall mary Type	of your accou	int balance f	or the selected	Period.				Amount
Charges/Credits	Fees									\$100.00
O Detail by Summary Type	Tuitio	'n								\$1,800.00
Balance Summary     Change Make a Payment							Summary Total: Balance Due:			\$1,900.00 \$1,900.00
Apply Payment To 2019/Fall ~ Amount Make a Payment										

Select the Period / Term, change the view options and click the 'Change' button on the left panel to view the charge details

Welcome sv (MYAURORAC	ILEGE Ed RORA Ed LLEGE FO	ucation r Our N	n Iorth				Cart	Help Log Out	Catalog		Search
Home	Register	Classes	Finances	Grades	Search	My Profile	Consents & Reports				
Balance	Statement										
Options		Bala	ince								
Period 2019/Fall ~ View	)	Here 2019 Sumr	is your Accoun /Fall mary Type: Fe	t History for I es	the selected	Period.				Total:	\$100.00
Charges/0	Credits	Date	e	Period			Туре	Descriptio	n		Amount
Detail by :     Type	Summary	11/1	4/2019	2019/Fall			Charge	Computer L Campus	ab Fee - Thebacha		\$50.00
O Balance S	Summary	11/1	4/2019	2019/Fall			Charge	Recreation Campus	Fee - Thebacha		\$25.00
Change		11/1	4/2019	2019/Fall			Charge	Full Time St Thebacha C	udent Fee - Campus		\$25.00
Make a Payr	ment A	Sumr	mary Type: Tu	tion						Total: \$	1,800.00
2019/Fall v	ciii ro	Date	e	Period			Туре	Descriptio	n		Amount
Amount		11/1	4/2019	2019/Fall			Charge	Full Time Tu Campus	iition - Thebacha	\$	1,800.00
Make a Pa	syment	l								Summary Total: \$ Balance: Balance Due: \$	\$1,900.00 \$0.00 \$1,900.00



#### Payments

You will need a Credit / Debit card with VISA or Mastercard sign to make payments online.

Select the 'Balance' menu item under the 'Finances' tab.

In the 'Make a Payment' section of the left panel select the Period / Term, enter the payment amount and click the 'Make a Payment' button.

			7		
Home Register	Classes Finance	Grades Search	My Profile Consents & Reports		
Balance Statement					
ptions A	Balance				
ariod 019/Fall ~	Here is your Acc 2019/Fall Summary Type:	ount History for the selecte Fees	d Period.		Total: \$100.00
Charges/Credits	Date	Period	Туре	Description	Amount
Detail by Summary Type	11/14/2019	2019/Fall	Charge	Computer Lab Fee - Thebacha Campus	\$50.00
) Balance Summary	11/14/2019	2019/Fall	Charge	Recreation Fee - Thebacha Campus	\$25.00
Change	11/14/2019	2019/Fall	Charge	Full Time Student Fee - Thebacha Campus	\$25.00
nke a Payment 🛛 🔺	Summary Type:	Tuition			Total: \$1,800.00
2019/Fall V	Date	Period	Type	Description	Amount
mount	11/14/2019	2019/Fall	Charge	Full Time Tuition - Thebacha	\$1,800.00

You will receive a warning message stating that you will be redirected to a website outside Self-Service; click the OK button to go to the payment website.

You will be redirected to the screen as shown below:



VISA

VISA

COLLÈGE AURORA COLLEGE		
Payment N	Aethod Confirmation	Receipt
Transaction	Make Payment	
Amount	CA\$1,000.00	
Card Information		
Card number		
		Cancel Continue
Debit and Credit Cards - W	e accept credit or debit cards with the following logos:	

Enter the credit / debit card number and click 'Continue'.

8			-6	0	-0	
Payment Meth	od		Confir	mation	Réceipt	
ansaction	Make Payment					
mount	CA\$1,000.00					
ard Information				Personal Information		
ard number	****1111		~	Email		
piration date	Month +	Year	٠			
ard security code 🔞						
ame on card						
					Cancel	Continue

Provide the card expiration date, the card security code, the name on card and the email id to receive the payment receipt.



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	0	0
thod	Confirmation	Receipt
Make Payment		
CA\$1,000.00		
	Personal Information	n
****1111	✓ Email	username@myauroracollege. 🗸
01 🗸 🗢 2030	✓ ≑	
125 🗸		
Test Payment	~	
		Cancel Continue
	thod Make Payment CA\$1,000.00	chod Confirmation Make Payment CA\$1,000.00 Personal Information Information Email Information Email Information

VISA 🧲

Click the 'Continue' button. You will be redirected to a screen to review the payment information.



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COLLÉGE AURORA COLLEGE		
Payment Method	Confirmation	Receipt
Review the information below before subm	itting.	
Transaction	Make Payment CA\$1,000.00	
Payment date	10/22/21	
Payment method	Test Payment Visa card ending in ****1111 expires 01/2030	
Billing address	Not provided	
Email	username@myauroracollege.ca	
Return Policy		
Refer to the finance policy at <u>Policies - Aurora C</u> Disclaimer: This policy is currently being update	College for information on refunds.	
Print		
		Cancel Back Submit

Click 'Submit' to confirm the payment. You will see a message "Payment successful! In order to complete your transaction, you must click Finish. A copy of this receipt was emailed to username@myauroracollege.ca."

Click the 'Finish' button to be redirected back to Self Service.

If the Payment was completed successfully, your balance would be updated immediately.



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Welcome sv (NYAURORAC	VIEST COLLEGE Ed JRORA Ed DILLEGE FO	lucation r Our N	n Iorth				Cart	ittelp i Log Out Catalog 🗸	Search
Home	Register	Classes	Finances	Grades	Search	Hy Profile	Consents & Reports		
Balance	Statement								
Options	,	Bala	ance						
Period 2019/Fali > View	9	Here 2019 Sum	is your Accoun 9/Fall mary Type: Fe	t History for I	the selected	Period.			Total: \$100.00
Detail by Charges/	Credits	Dat		Period			Туре	Description	Amount
Detail by     Type	Summary	11/1	14/2019	2019/Fall			Charge	Computer Lab Fee - Thebacha Campus	\$50.00
O Balance S	Summary	11/1	14/2019	2019/Fall			Charge	Recreation Fee - Thebacha Campus	\$25.00
Change		11/1	14/2019	2019/Fall			Charge	Full Time Student Fee - Thebacha Campus	\$25.00
Make a Pay	ment /	9		_					and a second second
Apply Paym	ent To	Sum	mary Type: Pa	yments					Total: (\$1,000.00)
2019/Fall ~		Dat	e	Period			Туре	Description	Amount
Amount		10/2	22/2019	2019/Fall			Cash Receipt	Online Payment via Self Service	\$1,000.00
Make a Pa	ayment	Sum	mary Type: Tui	ition					Total: \$1,800.00
-		Dat	e	Period			Туре	Description	Amount
		11/1	14/2019	2019/Fall			Charge	Full Time Tuition - Thebacha Campus	\$1,800.00
									Summary Total: \$900.00 Balance: \$0.00 Balance Due: \$900.00

## Transcripts

#### **Unofficial Transcript**

Select 'Unofficial Transcript' under the 'Grades' tab

Welcome (MYAUROR		lucation					Cart.	Help Log Out	Catalog	×	Search	
Home	Register	Classes Finar	ices Grades	Search My	Profile	Consents & Repo	rts					
Unofficia	al Transcript	Request Transcript	Grade Report									
Options		Unofficial	Transcript									
📇 Print Tr	enscript	Here is your u	nofficial transcrip	t, sorted by academ	ic year ai	nd term.						
		Unofficial Transcript										
							llege Sy he Regi lege 90 , NT NT :	ystem istrar X0E 0P0				
		Name: Doe, J	oe							DOB:Jan 31		
		Program/Deg	ree/Curriculum:		De	gree Awarded:			Date Granted			
		Post Seconda Resources Te	ary/Diploma/Envir chnology	onment and Natural	No	Degree Awarded Ye						
		Honors:			Cu	mulative GPA: 0.00						
		Previous Inst	itution:									
		2019 Fall	(8/18/2019	9-1/24/2020	)							
		Thebacha C	ampus									
		Course	Title			Sub T	ype	Grade	(	Credits	Quality Points	
		ENSC 0101	Com	munications & Tec		Lectur	e			3	0.00	
		ENSC 0102	Ecolo	gy		Lectur	e			3	0.00	
		ENSC 0104	Appli	ed Mathematics		Lectur	e			3	0.00	
		ENCC 0107	Anali	d Computer Ann		Lastin				2	0.00	

Use the 'Print Transcript' option on the left to print the transcript





#### **Request for Official Transcript**

Select the 'Request Transcript' menu item under the Grades tab

Fill the online form and click 'Submit Request'

ome Register	Classes Finances	Grades Sea	rch My Profile	Consents & Reports			
official Transcript	Request Transcript Gr	ade Report	and the second				
	Request Tran	script					
	Please specify whe for Request.	re you want us to s	end your transcript. I	if you do not want us to p	rocess your transcript	request now, please inclu	de the date with the Reas
	* = Required						
	Name of Recipient	*		7			
				.d			
	House Number						
	Address Line 1	*		1			
	Address Line 2	-					
	Address Line 3			_			
	Address Line 4			1			
	city	*		_			
	State/Province		~				
	State/Province						
	State/Province Postal Code Country	*					
	State/Province Postal Code Country Number of Copies	*	-				
	State/Province Postal Code Country Number of Copies	*	4	_			
	State/Province Postal Code Country Number of Copies Reason for Reque	*					

You will be redirected to the confirmation page along with the Billing Information for the request.

Click 'Continue' button to pay the amount online.

The request is confirmed once the payment is made.

The Office of the Registrar will process the request and send the official transcript to the address on the request.



## Updating Your Contact Information

Go to the 'My Profile' tab to update your contact information.

#### **Update Phone Numbers**

Select the 'My Profile' tab and click on the 'Phone Numbers' menu item

Velcome s MYAURORA	ACOLLEGE System OLLEGE EC OLLEGE FO	lucation r Our N	n orth			Cart	Help Log Out	Catalog	Search		
Home	Register	Classes	Finances	Grades	Search	My Profile	Consents & Reports				
Account I	Information	Personal Inf	ormation A	ddresses	Phone Num	bers	4				
		Phone Numbers List the phone numbers that you want us to use to contact you. You can add a new phone number, edit or delete a phone number that is already listed, or select your primary phone number.									
		т	nere are ci	urrently	no phone	e numbers.					
		Add	l a Phone Num	iber							

To add new numbers click on 'Add a Phone Number and enter the phone number along with the phone type and description.

Velcome svtest	ducation	Cart	Help Log Out	Catalog	Searc
Home Register	Classes Finances Grad	es Search My Profile	Consents & Report	5	
	Add Phone Number	hone number, which is not as	sociated with any of your	r addresses, that you want us	to use to contact you.
	Phone Information Phone Type	Cell V			
	Country	Canada ~			
	Phone Number (Exclude Country Code) Do Not Call Reason	8678720000			
	Save Cancel				

Click the 'Save' button to add the phone number to your profile.



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MYAURORA MYAURORA	SVTEST ACOLLEGE SVTE OLLEGE EC URORA OLLEGE FO	lucation or Our N	n orth			Cart	Help Log Out	Catalo	9 ~	Searc		
Home	Register	Classes	Finances	Grades	Search	My Profile	Consents & Re	ports				
Account I	Information	Personal Infe	ormation A	ddresses	Phone Numb	pers						
		Phone Numbers										
		List th	ne phone num ady listed, or	bers that you select your p	u want us to primary phon	use to contact e number.	you. You can add	a new phone	number, edit or delete a	phone number that		
		Cell	іе Туре	Description	one(Primary	) 86787	Number 20000	Country	Do Not Call Reaso	n Actions		
		Add	l a Phone Nun	nber								

The phone numbers could be updated by clicking the grey 'Edit' button on the right-hand side.

#### **Update Addresses**

Select 'My Profile' tab and click on 'Address' menu item

Welcome (MYAUROR A C	SVtest ACOLLEGE SVte URORA OLLEGE FC	lucation or Our N	n Iorth			Cart	Help Log Out	Catalog	~	Search
Home	Register	Classes	Finances	Grades	Search	My Profile	Consents & Reports			
Account	Information	Personal Inf	ormation Ac	idresses	Phone Numb	ers				
_		My	Address							
My Addres	s					0.0000000000000000000000000000000000000			N	
Add Address		Cu	Current Preferred Nev			Manage			-	
Manage Addresses		Ty 50 Ye Ca	Type: Permanent Address 50 Conibear Yellowknife, NT XOE 0Y0 Canada			g soon? and schedule a address change.	View and I your existi informatio	View and Manage all of your existing address information.		
			Edit Address		de de	d Address	👌 Manag	D Manage Addresses		

You can edit the current address, add new addresses and change preferred addresses through this screen.



Click the 'Add Address' option to add new address.

Home Register	Classes Finances	Grades Search	My Profile	Consents & Reports	
Account Information	Personal Information Ad	Idresses Phone Num	bers		
	Add Address				
ly Address	* = Required				 
Add Address					
fanage Addresses	House Number Address Line 1 Address Line 2 Address Line 3 Address Line 4 City State/Province Postal Code Country Effective Date	* 1350 McDougal * 1350 McDougal * Inuvik WV Territories X0E0C0 * Canada * 11/29/2019	Rd ~ ~		

Click 'Save'. The address change will be sent to the Office of the Registrar for approval. The status will show as 'Pending' until the address is approved.

Welcome svtes MYAURORACOLL COLLE AURO COLLE	t EGE sylest) Educ GE For C	ation Our No	rth				Cart Help Log Out	Catalog ~	Search	
Home Re	gister Cl	asses	Finances	Grades	Search	My Profile	Consents & Reports			
Account Inform	nation Per	sonal Inform	nation Ad	dresses	Phone Numbe	trs				
My Address Add Address		Manag	ge Addre	SSES	iew					
Manage Address	ses	Туре				Status	Address	Active Date	Actions	
		Permanent Address(Preferred)				Approved	50 Conibear	9/1/2019	Edit Add Address	
						Yellowknife, NT X0E 0Y0				
		Home				Pending	1350 McDougal Rd	11/29/2019		
							Inuvik, NT X0E0C0			

Once the address is approved, you would have additional options like 'Edit', 'Delete' and 'Make Preferred'



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Melcome sytest (MYAURORACOLLEGE syte COLLEGE Ed AURORA COLLEGE FOI	ucation r Our North		Cart Help	log Out	Catalog ~	Search
Home Register	Classes Finances Grades	Search My	Profile Consents & Repor	ls		
Account Information	Personal Information Addresses	Phone Numbers				
My Address Add Address	Manage Addresses	iew				
Manage Addresses	Type Permanent Address(Preferred	d) Approved	Address 50 Conibear	Active Date 9/1/2019	Edit Add Address	
			Yellowknife, NT X0E 0Y0			
	Home	Approved	1350 McDougal Rd	11/29/2019	Edit Delete Make Preferred Add A	ddress
			Inuvik, NT X0E0C0			