



# Quick Reference


## Annual Register of Post-Secondary Students

### Before You Begin

You can obtain a rolled-over Report DCI from the INAC Services Portal or from your INAC Regional Office upon request.

Adobe® Acrobat Reader® X (version 10), or higher (such as Adobe DC), is required to open and complete this PDF form, also known as a Data Collection Instrument (DCI). Previous versions of Acrobat Reader, and other PDF readers (including Adobe Acrobat Pro®), may produce unexpected results and are therefore not supported by the Education Information System (EIS). Please verify the version of your Acrobat Reader before you begin. If you have questions, contact your Regional Office.

Using the command **File > Save As**, save your file to a location where it can be easily retrieved. Remember to save your file frequently.

 **Tip:** It is recommended that you perform all your reporting requirements using the INAC Services Portal.

### Confirm and/or Enter the Following Information First

#### Report Identification



- Verify the fiscal year
- Verify the reporting period

#### Organization Identification

- Ensure all mandatory data fields are completed.



**Important:** This document shows all the possible sections in the Report form. The form displays only those sections that are relevant to you, based on how you completed the identification sections. Once you have completed the *Report Identification* and *Organization Identification* sections and performed a validation by selecting the **Organization Validation, Correct and Continue** button, click the **Expand All** button in order to fully display all sections that must be completed before submission.

### Confirm and/or Enter the Following Information at Any Time

#### Contact Information



- Verify the primary contact information.
- Verify the secondary contact information.
- If a secondary contact was not included in the Proposal, and you wish to add one, answer **Yes** to the question “Do you want to specify a secondary contact?” and complete the details.



#### Supporting Documents (Optional)

- To attach a supporting document click the **Add Document** button and complete all mandatory data fields.

### Shortcuts for Updating a Rolled-Over Report

If you are completing a PSE Report that contains rolled-over data from last year's report, much of your work is already done. Make sure to verify information and update as required.

The DCI displays Student Information fields in the order you need as you complete them. Therefore, you must enter the Semester and the student's Full-time/Part-time attendance in order to enable Enrolment Information.

If you are already familiar with the *Annual Register of Post-Secondary Education Students*, use these steps to refresh your memory:

1. List all post-secondary institutions where students were accepted into a program of study.
2. For each school, list all students that applied for PSE funding and were eligible.
3. Enter information for each semester the student was planning to attend school and was eligible to receive PSE funding regardless of whether they were funded.
4. Enter the Student Achievement Information.



- 5. Enter the funds that were provided to each student.
- 6. Enter administration costs for PSE funding.

If a student did not pursue post-secondary education during this fiscal year, click the blue **X** next to the student record to remove this student from the list.



**Important:** When you remove a student, you also remove the related information.

## Complete the Following Information if Institutions and/or Students Need to be Added



### Step 1: Add Institution

- Click **Add Institution** to make a selection from a list of schools where students were accepted into a program of study and eligible for PSE funding.



### Step 2: Add Student

- Click **Add Student** and complete all mandatory data fields in the *Student Information* section for students that applied to you and were eligible for PSE funding.
- Select a **Semester** and the student's **Full Time/Part Time** attendance to activate the **Enrolment Information** section.
- Complete all mandatory data fields in the **Enrolment Information** section.



### Step 3: Students Funded This Semester

- If the Student was not funded this semester, de-select the check box "Student Funded This Semester".
- Continue by adding any of the following (if applicable):
  - **Add Semester**
  - **Add Student**
  - **Add Institution**



### Step 4: Student Achievement Information

- If the student was funded this semester, complete both the **Student Achievement** and **Student's Academic Year of Study Just Completed** fields using the drop down menus. If the student has graduated, you must also indicate the **Graduation Date**.



**Note:** The **Student's Academic Year of Study Just Completed** field refers to the total number of years of the program which have been fully completed. For example, if you are reporting on the 1<sup>st</sup> semester of their 1<sup>st</sup> year then your response to this question will be 0 as they have not yet completed a full year.



### Step 5: Expenses by Semester

- Click **Add Expense** for each type of expense for which the student received funding.
- Choose the **Expense Type**, and enter the **Funds Provided** for each expense type.

### Step 6: Adding Additional Semesters



- Click **Add Semester** and select the **Semester** and the student's **Full Time/Part Time** attendance.
- If the student was funded this semester complete both the **Student Achievement** and **Student's Academic Year of Study Just Completed** fields using the drop down menus. Repeat this step for each semester the student was planning to attend school and was eligible to have received PSE funding regardless of whether they were funded.



**Tip:** To view all semesters click on the blue minus sign (—) located to the left of the current semester. This will collapse the current semester and reveal all previously added semesters.



### Step 7: Initial Validation

- Click the **Initial Validation** button to verify that all mandatory data fields have been completed in all sections of the DCI.
- If successfully validated, a window will appear stating "Initial validations were successful."
- If not successfully validated, an *Initial Validation Report* window is displayed. Click on the **Return to PDF** button and the missing mandatory data fields will be outlined in **red**.



### Step 8: Declaration

- Enter the identification details of the person who has reviewed the information provided in this Report.

## What's New

1. All mandatory data fields are marked with an asterisk\*. They are now aligned with the EIS validations.
2. The **Initial Validation** button has been added in order to assist you with the review process (this replaces the **View PDF Errors** button). This action will generate a report listing mandatory data fields which are not complete. It is highly recommended that you check your Report DCI for missing data prior to submitting it to INAC.

## Things to Remember

Although the winter semester ends in April the data must be entered on the previous fiscal year. For example, the Winter 2017 semester must be entered on the 2016/2017 PSE Report.

## Frequently Asked Questions

- Q:** Why do I have to enter an Institution first and then list students in that school?
- A:** Reporting on schools and students now works the same way for Nominal Roll Census, Special Education Program, and Post-Secondary Education which all organize data by school/institution.
- Q:** What happens when I search for an Institution and it is not displayed?
- A:** Contact your INAC Regional Office to have the Institution added to the database.
- Q:** Who do I contact for more information or for technical support?
- A:** Please see the *Contacting INAC* document attached to the DCI by clicking the **View Instructions** button.
- Q:** I have attached Supporting Documents to my Report DCI. However, I do not see them when I select the paper clip.
- A:** Supporting Documents can no longer be viewed using the paper clip. Only Instructional Documents will be available when you click on the paper clip. Supporting Documents, when attached to a Report DCI, must first be saved locally before viewing.



### Workflow Diagram

