



May 16, 2018

VAN-E 4727-1 UNC

All First Nations Education Authorities
British Columbia Region

Attention: Post-Secondary Education Coordinators

**RE: 2017-2018 Annual Register of Post-Secondary Education (PSE)
Students Reporting and Training – PDF OPTION**

The 2017-2018 Annual Register of PSE Students (DCI 4016769) is due on
August 31, 2018.

The purpose of this letter is to provide instructions on how to submit your PSE
DCI using the fillable PDF.

You will be entering data for the students funded between April 1, 2017 – March
31, 2018 which includes the following semesters:

Spring (May 2017 – June 2017)
Summer (July 2017 – August 2017)
Fall (September 2017 – December 2017)
Winter (January 2018 – April 2018)

To assist in completing your PSE DCI the following have been attached:

- A PDF pre-populated with accepted 2016-2017 data **OR** a blank fillable PDF DCI if your 2016-2017 PSE DCI has not been accepted
- A PowerPoint presentation – Completing the Annual Register of PSE Students DCI
- Job Aid – Areas of Study
- Job Aid – Completing the Annual Register of PSE Students - DCI



Protecting Confidential Information

The Department takes the protection of confidential information very seriously. PSE DCIs contain personal information and is classified as a “**Protected B**” document when the report is fully completed. This means that the following precaution should be taken:

- Leave the “Indian Registry No.” data field blank for all students when submitting your report via email.

Training

In addition to the attached Job Aids and Presentation, we are offering training that will provide you with interactive, step-by-step instructions through Adobe Connect on how to complete your fillable PDF PSE. **Training sessions will be available most mornings starting the week of May 14, 2018 through June 15, 2018.** They will be 1.5 hours in duration and will allow participants to ask questions in a conference call format.

New this year we are also pleased to offer training for recipients that may be interested using the Education Information system (EIS) through the AANDC (INAC) Services Portal. The AANDC Portal provides secure web based access to departmental data systems like EIS and has been designed to modernize and simplify the paper-based processes for reporting.

***Please note** that use of the Portal will require a user access ID to login to the system. If you do not already have a Portal Access ID but would like to submit your PSE data using this method, please contact Deanna Paul, Agreement Officer Deanna.Paul@canada.ca

Once you have been granted Portal and EIS access you will receive your login user ID and password, along with instructions on how to login. You will then be enrolled in a PSE training session specifically designed for new online Portal account holders.

Should you have any questions about this process, or would like to sign up for an Adobe Connect training session on how to complete and submit your PSE report (PDF) or to request EIS access on line through the Portal, please contact **Deanna Paul**, Agreement Officer by email Deanna.Paul@canada.ca or by phone at **(604) 764-8592**.

Should you have questions about Post-Secondary Education funding please contact your Funding Services Officer.

Yours truly,



Gavin Clifford
Manager – Agreement Services
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Attach.

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