



May 19, 2017

Your file - Votre référence

Our file - Notre référence

VAN-E 4727-1 UNC

All First Nations Education Authorities
British Columbia Region

Attention: Post-Secondary Education Coordinators

RE: 2016-17 Annual Register of Post-Secondary Education (PSE) Students Reporting and Training

The 2016-2017 Annual Register of PSE Students (PSE DCI 4016769) is due on **August 31, 2017**.

The purpose of this letter is to provide instructions on how to submit your PSE DCI to the Department and the timelines for collection.

You will be entering data for the following:

- The students funded for the period **April 1, 2016 – March 31, 2017** which includes the following:

Spring Semester (May 2016 – June 2016)

Summer Semester (July 2016 – August 2016)

Fall Semester (September 2016 – December 2016)

Winter Semester (January 2017 – April 2017)

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

- Pre-populated PDF form for recipients with 2015/16 PSE DCIs in Accepted status

OR a Blank Fillable PDF form for recipients that did not submit a 2015/16 PSE DCI

- A PowerPoint presentation
- Job Aid – Areas of Study

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 necessary precautions must be taken when submitting this information.

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

Training:

To assist with learning about the reporting requirements we are providing some tools and training sessions.

For those unfamiliar with the PSE DCI, or those wanting refresher training on how to complete this DCI, a PowerPoint presentation and a Job Aid – Areas of Study have been attached. Training sessions that provide interactive, step-by-step instructions through Adobe Connect on how to complete the PSE DCI will be available most mornings starting the week of **May 29, 2017 through June 16, 2017**. 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 in piloting the use of 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@aandc.gc.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 on Portal account holders.

To sign up for either an Adobe Connect training session (recipients who will complete a PDF report), or an EIS Pilot training session (recipients who will enter their PSE data on line), or if you have questions about training or this reporting process, please contact Deanna Paul, Agreement Officer by email Deanna.Paul@aadnc.gc.ca or by phone at (604) 764-8592. You may also contact your Funding Services Officer.

Yours truly,



Gavin Clifford
Manager – Agreement Services
Funding Services
British Columbia Region
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Attach.

cc: Thane Bonar, FNESC
Wendy Rogers, Director – Funding Services
Jody Kaden, Director – Programs & Partnerships
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