**Nominal Roll Student and Education Staff Census Report (DCI 462572)**

**What is New?**

For the last two years, INAC has used Encrypted USB Keys to transmit Annual Register of Post-Secondary Students DCI files to recipients.

For the **2017-2018 Annual Register of Post-Secondary Students** reports, recipients will be introduced to 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.

**Obtaining a Portal Access ID and Password.**

2 documents were emailed to Bands:

* EIS Portal Access Form - External
* EIS Portal Access – How to fill out form

**EIS Portal Access Process**

1. Email your signed Portal Access Form back to your Agreement Administrator
2. Forms are signed by Gavin Clifford, Manager for BC Region approval
3. Deanna Paul emails Signed forms to HQ (EIS Production)
4. EIS activation takes between 5 to 10 business days.
5. I.T at HQ emails Approval notification with login User ID and Temporary Passwords to Deanna Paul, Agreement Officer
6. Deanna Paul emails all bands with User ID, Temporary Password, Instructions for login, Job Aid (Processing NR Online), PowerPoint (Processing NR Online)
7. Training: In an effort to assist with learning about the reporting requirements, we are providing some tools and training. Training sessions are available and will be 1.5 hours in duration and will allow participants to ask questions in a conference call format. (Adobe Connect)

**INFORMATION THAT IS EMAILED TO BANDS TO NOTIFY OF INAC PORTAL ACCESS, USER ID, PASSWORD, STEP-BY-STEP INSTRUCTIONS:**

Good morning/afternoon:

Your INAC Services Portal access has been set-up.

Attached is the information that you require to use the portal.

Your user ID and temporary password is:

 USERID:

Password:

You will be prompted to change your password immediately.  Our recommendation is for the naming convention and ease of remembering some suggestions are:

 **NrBand#BandName = Nr1234AbcFN**

**Nr2017BandName**

- please keep your password in a safe place

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          Link to the INAC Services Portal:

<https://services.aadnc-aandc.gc.ca/iap>

         To log on to the INAC Services Portal, please use the following credentials:

o   Your User Name: <Your Network User ID>

o   Password: <Your Network Password> Once you enter the INAC Services Portal you will be asked to change your password.

We have to make sure that your access works :)

Please email INAC right away if there are any problems that we need to troubleshoot.

Next steps:

1. Please save the Portal onto your Favorites Bar or onto your desktop for easier access
2. Please save the 2 attached documents onto your desktops
3. For the PowerPoint presentation, just fyi, it does not print well; as there are many animations and screen shots that phase in and out.
	* In order to move through the PowerPoint, you will have to click on the "Slide Show" on the top menu bar (called the ribbon)
	* Then you have to click on Start Slide Show "From Beginning" button
	* To move to next screen, you have to use your mouse and click to move through each section of the slides
	* my mouse has a roller to move easier through the slides - easiest option to move through the slides
4. Reminder, only one person can work on a School at a time.  There will be difficulties in saving and ensuring the entries will be completed.

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**Nominal Roll Due Date:  October 15, 2017     (due on Monday, Oct 16)**

Are you comfortable working with the computer?

Following is a list of instructions - step by step - to follow for the EIS Portal.

We have so many people that probably don't need the training just need to know what they need to do.

Email INAC if you get stuck in any of the steps.

the EIS Portal link is:

<https://services.aadnc-aandc.gc.ca/iap>

INAC PORTAL INSTRUCTIONS TO DO YOUR NOMINAL ROLL:

1.     did you enter your User ID and set up a new password?

2.     when you have entered a password, you should be at the main screen

3.     There should be a heading called Recipient Report Status (in orange)

4.     for Fiscal year - choose 2017-2018

5.     for Recipient No.   - enter **your band #   (don’t forget the 0)**

6.     your band Name should appear in the Recipient Name field

7.     Status - should be "All (excluding Accepted and Cancelled)

8.     click on Search

9.     A group of Recipient Reports should come up

10.  Look for - Education - Nominal Roll Student and Education Staff Census Report (462572)

11.  There should be a button - Create

12.  click on Create

13.  A new page should come up with **Start** How would you like to start your Nominal Roll Student and Education Staff Census Report?   There are 4 options

14.  Choose - "Rollover data from last year"

15.  click on Next button

16.  It will take a few minutes for the report to load

17.  On the left side of your screen - **Navigation Menu**

18.  the first screen is **Identification**

19.  please enter the Band Telephone # in the Organization Identification section

20.  please check the Mailing Address to make sure this is correct

21.  then click on Next

22.  the next screen is the **Contacts**

23.  please check that all of the information is entered for the Primary Contact

24.  please check that all the information is correct for the Secondary Contact

25.  click on Next

26.  the next screen is **Reporting Organizations**  - this shows your Band info  - click on Next

27.  the next screen shows **Delivery Organizations** - this shows your Schools and Students

28.  click on Next

29.  Your First School will come onto the screen   - you will have to answer the question:   Does the Recipient have a Tuition Agreement with the administering organization for this school?    In the drop down menu choose:  **Yes, signed Tuition Agreement in place     or    No arrangement in place**

30.  click on Next

31.  the next screen shows all of the students in the school

32.  you can make changes to the student by clicking on their last name:               -     look at all of the information on the screen for Student #1.  Is he/she in the Grade listed?  is he/she full time  1.0 FTE?  is he/she living on the same reserve?  do you need to add a School Bus for him/her?      if all the information is correct - click on Close

33.  make any changes to students   - if they have transferred or Moved you need to change the Student Enrolment Status from "Fully"   to  "Not At All"  and choose a reason they are not enrolled from the drop down menu

34.  when you have finished all of your students, you need to fill in the Declaration - it is on the Navigation Menu close to the bottom of the options

35.  enter your name and title, then click on Next

36.  The final steps are to Validate your report, click on Validate button

37.  this will show you if you have any Errors to fix

38.  You need to see 0 errors or you will not be able to Submit your report

39.  click on the light blue Errors and Warnings in the Navigation Menu to show you what you need to fix

40.  the screen will come up and there will be red numbers in a circle to show what you need to fix

41.  click on the first one you see, it will tell you what the error is and when you click on what is underlined, it will bring you right to the Error

42.  when you have fixed all the errors, click on Re-Validate

43.  then you can click on Submit, the report will be sent to us :)

**QUESTIONS:**

**EIS log in, password re-set, system errors**

Call I.T at **1-866-795-6465 Email:** **aadnc.sti-its.aandc@canada.ca**

Give them:

* your User ID and Band #
* Report and Fiscal Year: Nominal Roll 2017-2018
* Issue

**How to complete the report**

Contact your Agreement Administrator

* + Andrew Chan Andrew.Chan@aandc.gc.ca
	+ Bahar Farahbakhsh Bahar.Farahbakhsh@aandc.gc.ca
	+ Shelley Pardiac Shelley.Pardiac@aandc.gc.ca
	+ Simon Hui Simon.Hui@aandc.gc.ca

**Training, EIS Access, Job Aids/PowerPoints, Student Errors/IRS/Historical Revisions**

Contact Deanna Paul, Agreement Officer

Email: Deanna.Paul@aandc.gc.ca

**Funding, Block Funded Questions:**

Contact your Funding Services Officer

**Nominal Roll Education Policy, Accommodation, Addition of Schools/Grades, Eligible Schools/Programs:**

Contact Alexis Fells, Program Advisor

Email: Alexis.Fells@aandc.gc.ca

 **Annual Register of Post-Secondary Students (DCI 4016769)**

**What is New?**

For the last two years, INAC has used Encrypted USB Keys to transmit Annual Register of Post-Secondary Students DCI files to recipients.

For the **2017-2018 Annual Register of Post-Secondary Students** reports, recipients were introduced to 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.

Bands that have completed their 2017-2018 Nominal Roll using the EIS Portal may already have their User ID and password. They will not have to re-apply. (Only apply if you do not have Portal Access)

**Obtaining a Portal Access ID and Password.**

If you do not have a User ID and Password, INAC can provide you with:

* EIS Portal Access Form - External
* EIS Portal Access – How to fill out form

**EIS Portal Access Process**

1. Email your signed Portal Access Form back to your Agreement Administrator
2. Forms are signed by Gavin Clifford, Manager for BC Region approval
3. Deanna Paul emails Signed forms to HQ (EIS Production)
4. EIS activation takes between 5 to 10 business days.
5. I.T at HQ emails Approval notification with login User ID and Temporary Passwords to Deanna Paul, Agreement Officer
6. Deanna Paul emails all bands with User ID, Temporary Password, Instructions for login, Job Aid (Processing PS Online), PowerPoint (Processing PS Online)
7. Training: In an effort to assist with learning about the reporting requirements, we are providing some tools and training. Training sessions are available and will be 1.5 hours in duration and will allow participants to ask questions in a conference call format. (Adobe Connect)

**INFORMATION THAT IS EMAILED TO BANDS TO NOTIFY OF INAC PORTAL ACCESS, USER ID, PASSWORD, STEP-BY-STEP INSTRUCTIONS:**

Good morning/afternoon:

Your INAC Services Portal access has been set-up.

Attached is the information that you require to use the portal.

Your user ID and temporary password is:

 USERID:

Password:

You will be prompted to change your password immediately.  Our recommendation is for the naming convention and ease of remembering some suggestions are:

**PSBand#BandName = PS1234AbcFN**

**PS2016BandName**

- please keep your password in a safe place

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          Link to the INAC Services Portal:

<https://services.aadnc-aandc.gc.ca/iap>

         To log on to the INAC Services Portal, please use the following credentials:

o   Your User Name: <Your Network User ID>

o   Password: <Your Network Password> Once you enter the INAC Services Portal you will be asked to change your password.

We have to make sure that your access works :)

Please email INAC right away if there are any problems that we need to troubleshoot.

Next steps:

1. Please save the Portal onto your Favorites Bar or onto your desktop for easier access
2. Please save the 2 attached documents onto your desktops
3. For the PowerPoint presentation, just fyi, it does not print well; as there are many animations and screen shots that phase in and out.
	* In order to move through the PowerPoint, you will have to click on the "Slide Show" on the top menu bar (called the ribbon)
	* Then you have to click on Start Slide Show "From Beginning" button
	* To move to next screen, you have to use your mouse and click to move through each section of the slides
	* my mouse has a roller to move easier through the slides - easiest option to move through the slides
4. Reminder, only one person can work on the report at a time.  There will be difficulties in saving and ensuring the entries will be completed.

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**Post Secondary Due Date:  August 31, 2017**

Are you comfortable working with the computer?

Following is a list of instructions - step by step - to follow for the EIS Portal.

We have so many people that probably don't need the training just need to know what they need to do.

Email INAC if you get stuck in any of the steps.

 the EIS Portal link is:

<https://services.aadnc-aandc.gc.ca/iap>

INAC PORTAL INSTRUCTIONS TO DO YOUR POST SECONDARY REPORT:

1.     did you enter your User ID and set up a new password?

2.     when you have entered a password, you should be at the main screen

3.     There should be a heading called Recipient Report Status (in orange)

4.     for Fiscal year - choose 2016-2017

5.     for Recipient No.   - enter **your band #   (don’t forget the 0)**

6.     your band Name should appear in the Recipient Name field

7.     Status - should be "All (excluding Accepted and Cancelled)

8.     click on Search

9.     A group of Recipient Reports should come up

10.  Look for - Education – Annual Register of Post-Secondary Education Students (4016769) – 20162017 Submission #1

11.  There should be a button - Create

12.  click on Create

13.  A new page should come up with **Start** How would you like to start your Annual Register of Post-Secondary Education Students?   There are 4 options

14.  Choose - "Rollover data from last year"

15.  click on Next button

16.  It will take a few minutes for the report to load

17.  On the left side of your screen - **Navigation Menu**

18.  the first screen is **Identification**

19.  please enter the Band Telephone # in the Organization Identification section

20.  please check the Mailing Address to make sure this is correct

21.  then click on Next

22.  the next screen is the **Contacts**

23.  please check that all of the information is entered for the Primary Contact

24.  please check that all the information is correct for the Secondary Contact

25.  click on Next

26.  the next screen is **Reporting Organizations**  - this shows your Band info  - click on Next

27.  the next screen shows **Delivery Organizations** - this shows your PSE Institutions and Students

28.  click on Next

29.  Your First PSE Institution will come onto the screen   you can make changes to the student by clicking on their last name. Look at all of the information on the screen for Student #1.  Is he/she enrolled? You can delete the student if they are not enrolled. Go through each of the semesters and enter the information required for each student.

30. To go to the Next Student: click on Next

31. When you are at the last student in the Institution, click on Close

32. Click on the next Institution for your next student.

33. To add a new Institution not on your list: Click on the Delivery Organizations tab in the Navigation Menu. At the bottom of the screen there is a button “Add Delivery Organization.

34.  when you have finished all of your students, you need to fill in the Declaration - it is on the Navigation Menu close to the bottom of the options

35.  enter your name and title, then click on Next

36.  The final steps are to Validate your report, click on Validate button

37.  this will show you if you have any Errors to fix

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42.  when you have fixed all the errors, click on Re-Validate

43.  then you can click on Submit, the report will be sent to us

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* + Andrew Chan Andrew.Chan@aandc.gc.ca
	+ Bahar Farahbakhsh Bahar.Farahbakhsh@aandc.gc.ca
	+ Shelley Pardiac Shelley.Pardiac@aandc.gc.ca
	+ Simon Hui Simon.Hui@aandc.gc.ca

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**Post Secondary Education Policy, Addition of Institutions, Eligible Schools/Programs:**

Contact Susan Klinkhamer, Program Advisor

Email: Susan.Klinkhamer@aandc.gc.ca