



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 – EIS PORTAL ONLINE 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
report using the EIS Portal. You will be entering data for the period April 1, 2017
– March 31, 2018.

To assist in completing your PSE using the EIS Portal the following have been
attached:

- Job Aid – Rolling Over Data in Reports (NR, PSE) - Recipients
- Job Aid – Areas of Study
- Job Aid – Completing the Annual Register of PSE Students Online –
Recipients
- PowerPoint presentation - Completing the Annual Register of PSE
Students Online - Recipients

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 the PSE report using the EIS Portal. **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.



To log into the Portal, you will require your User Name and Password. If you can't remember your User Name or Password, or if you have difficulty signing into the Portal, please contact our helpdesk at 1-866-795-6465. You may need to provide them with your Full Name and Band # in order to reset your password.

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 on line, 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
Funding Services, British Columbia Region
Indigenous Services Canada, Government of Canada
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Attach.

cc: Thane Bonar, FNEC
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