

Ministry of Education
Information Management Branch



Educator Administration

User Guide

February 2007

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Purpose of the OnSIS Application

Educator Administration User Guide

This guide has been developed as a resource to help users understand the **Educator Administration** features of the Ontario School Information System (OnSIS) application. The guide combines step-by-step instructions along with a comprehensive look at each of the functions.

Users are strongly encouraged to read this user guide and all supplemental documents, posted on the *What's New?* section of the OnSIS application, to ensure that they are aware of all aspects of OnSIS and related policies and procedures.

Ministry Support

Inquiries regarding the Ontario School Information System and related policies and procedures should be directed to:

Ontario School Information System (OnSIS) Coordination Group
Information Management Branch
Ministry of Education
Suite 422, 777 Bay Street
Toronto, ON M5G 2E5

Telephone: 1-888-275-5934 or 416-212-6366

Monday to Friday (excluding holidays)

8:30 am to 4:30 pm

Email: onsis_sison@ontario.ca

Fax: 416-212-2763

Extranet website: <http://onsisinfo.edu.gov.on.ca>

Logging on to OnSIS

1) To logon to OnSIS go to the following extranet URL:

<https://www.gsa.gov.on.ca>

2) Click **English**.

3) Enter your user name and password.

4) Under **Education/Éducation**, click **OnSIS**.

5) Click **Enter**.

6) Click **Agree** to the OnSIS Privacy Impact Assessment Page.

7) The OnSIS Home Page will be displayed, including a blue function menu bar.



8) A user with access to more than one school will have to use the dropdown menu to select the appropriate school.



Overview of the Educator Administration Module

The **Educator Administration** module allows a user to request a Ministry Educator Number (MEN) and maintain a base of biographical information on Ontario educators.

Business processes that are included in the **Educator Administration** application are:

- Request New Ministry Educator Number (MEN)
- Update Educator Information (including Career Experience)
- Upload Batch File
- View/Download Batch Results

When a new graduate from a faculty of education or a teacher from out-of-province is hired, the board or school must add the educator to OnSIS by requesting a Ministry Educator Number.

The OnSIS application will perform a search for the possible prior existence of the person in the system based on the biographical information submitted (i.e., names, including former names, date of birth, and gender). If no potential matches are found or if the user confirms that none of the potential matches displayed are that educator, OnSIS will then generate a unique identifier that will be assigned to and remain with that educator as an identifier for all OnSIS activities connected with that person.

When adding or changing biographical educator data, the user must validate the legitimacy of the transaction by checking off a verification field indicating that an appropriate source document was provided (e.g., Birth Certificate, Marriage Certificate).

Once a user has created an MEN, OnSIS will not allow it to be deleted. A user can only terminate an MEN and provide a reason for the MEN status change.

Who is assigned a Ministry Educator Number (MEN)?

A Ministry Educator Number (MEN) is a unique identifier that is assigned to an educator.

For public school boards, those requiring an MEN include qualified “teachers” (excluding assistants) and also the following:

School Educators (reported through School Educator Data Submission)

- classroom teachers (an individual in charge of a class)
- teacher librarians
- guidance counsellors
- special education teachers
- itinerant teachers
- subject-specific/rotary teachers
- specialty teachers (e.g., physical education)
- long-term occasional (LTO) teachers assigned to a school for a longer, specified time who are substitutes for absent teachers
- teachers on a letter of permission
- teachers who are on leave
- teachers visiting on exchange
- teachers away on exchange
- principals
- vice-principals
- instructors (private schools only)

For private schools, instructors also require an MEN.

Board Educators (reported through Board Educator Data Submission)

- educational/board consultants who are teachers

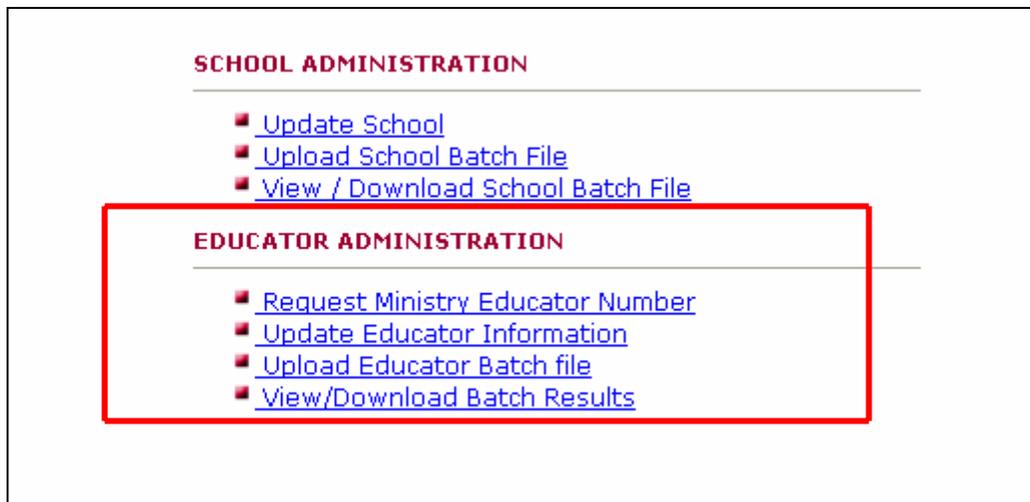
Board Personnel (reported through OnSIS Administration - Board Personnel)

- supervisory officers (academic and business), including Directors of Education and Secretaries of School Authorities

Note: Trustees do not require an MEN and are reported through Board Personnel.

Accessing the Educator Administration Menu

- 1) From the blue main menu bar, select **Administration** to access the **Educator Administration** menu.



Requesting a Ministry Educator Number

The **Request Ministry Educator Number Form** allows a user to add a new Ontario educator to the database.

- 1) To access the **Request Ministry Educator Number Form**, click **Request Ministry Educator Number** from the **Educator Administration** menu.



The following form will be displayed.

REQUEST MINISTRY EDUCATOR NUMBER FORM

* indicates that this data must be provided
(Search includes search on Former Names)

Salutation --Select a Saluta ▾	* Last Name [Text Field]	Suffix [Text Field]
* First Name [Text Field]	Second Name(s) [Text Field]	Initial [Text Field]
* Date of Birth (YYYY/MM/DD) [Text Field] [Calendar Icon]	* Gender <input type="radio"/> Male <input type="radio"/> Female	
* Source Document Verified? <input type="checkbox"/>	OCT Registry # [Text Field]	
Comments [Text Area]		

The following mandatory field checklist highlights the information that a user will require before completing the form.

Mandatory Field Checklist – (red asterisk)

Educator Information	
Last Name	Gender
First Name	Source Document Verified?
Date of Birth	
OCT Registry # is also required. See note below.	

Note that OCT Registry # must have a valid value, unless:

- a) the educator is on a Letter of Permission (i.e. is NOT Ontario College of Teachers certified and has received a Letter of Permission from the Ministry) OR
- b) is newly qualified and his/her OCT Registry # is pending issuance from the Ontario College of Teachers
- c) is a private school teacher

In the above scenarios, enter 000000.

In the case of b), ensure that the OCT Registry # is updated if and when one is issued.

Notes

- a) Check the **Source Document Verified?** field only if a valid source document was provided (e.g., Birth Certificate, Marriage Certificate). The name must be entered into OnSIS according to the source document.
- b) OnSIS retains the information exactly as entered, including upper and/or lower case entries. For example,

Entered	Retained As
Mary Ann Jones	Mary Ann Jones
MARY ANN JONES	MARY ANN JONES
Mary Ann JONES	Mary Ann JONES

- c) If the educator has multiple middle names, these should be entered under the **Second Name(s)** field. For example,

Mary	First Name
Ann Elizabeth Catherine	Second Name(s)
Jones	Last Name

Adding a New Educator

- 1) Enter the educator's biographical information, ensure that all of the mandatory fields indicated by an asterisk (*) are completed.
- 2) Verify that the information entered reflects that of the source document (e.g., Birth Certificate, Marriage Certificate, etc.) Click the **Source Document Verified?** field, if it does.
- 3) Enter the correct six-digit Ontario College of Teachers' (OCT) Registry Number for the educator. If the educator is not an OCT member or does not yet have an OCT Registry Number, enter six zeroes (000000).
- 4) Click **Submit MEN Request**.
- 5) If an error message is displayed, follow the instructions on the screen to correct the data, and click **Submit MEN Request** again.
- 6) If a warning message is displayed, check to ensure that what has been entered is correct. If it is not, click **Cancel**, make any necessary changes, and then click **Submit MEN Request** again. If the information is correct, click **Continue**.

Note: When a form is submitted, OnSIS matches the data on the form to all educator records in the database to see if that person is already on file with a Ministry Educator Number (MEN).

- 7) If the submission is successful, the screen will be refreshed with the form **New Ministry Educator Number Assigned For** and the message “**MEN Assignment Successful**” will appear at the top of the screen along with a unique identifier for that educator. Three buttons will also be displayed at the bottom of the screen.

MEN Assignment Successful
MEN: 0275-6-4210

NEW MINISTRY EDUCATOR NUMBER ASSIGNED FOR

Salutation	Last Name Teapralis	Suffix
First Name Electra	Second Name(s)	Initial
Date of Birth 1960/01/27		Gender Female
Source Document Verified? <input checked="" type="checkbox"/>		OCT Registry # 000000
Comments		

Print Add Career Experience Request Another MEN

- 8) Click **PRINT** as it is recommended that this page be kept on file in hard copy.

Note: Once an MEN has been assigned, the user can **Add Career Experience** information or **Request Another MEN**. **Add Career Experience** is described in a following section.

To return to the **Educator Administration** menu, select **Administration** from the blue menu bar at the top of the screen.

New Educator Match Form

As previously mentioned, when a user submits the **Request Ministry Educator Number Form**, OnSIS matches the data on the form to all educator records in the database to see if that person is already on file with a Ministry Educator Number (MEN).

If similar records are found, the **Educator Information Submitted** screen will be displayed. This screen lists possible matching records found, based on the information supplied by the user. (See next page.)

The upper part of the screen under the heading **Educator Information Submitted** displays the educator's name, date of birth, gender, and OCT Registry Number as entered by the user. The lower part of the screen, under the heading **Matches Found**, displays a list of matching records, separated by **Active** and **Terminated** MEN matches. The MEN column provides hyperlinks to read-only MEN details for the user to view before determining if a new MEN is required for the educator.

The number of matching records is displayed in the **Matches Found** title bars (**Active/Terminated**) and the list is ordered by best match criteria -- high/medium/low. The best match criteria are determined by a combination of matches between:

- Last/first/second name(s)
- Date of birth
- Gender

The different levels of best match criteria are colour-coordinated:

- strong match – **burgundy**
- medium match – **green**
- weak match – **blue**

Note: Potential matching records may show the individual's former name, if he or she changes his or her name for any reason (marriage or divorce, for example).

Note: In the example below, the first two active matches are burgundy (strong matches) and the last two are green (medium matches). Those matches displayed in burgundy may be a potential match for the educator information that was submitted. The names are similar and the birth dates are an exact match.

EDUCATOR INFORMATION SUBMITTED				
Name	Date of Birth	MF	OCT #	
Purton-Tsapralis, Brooklyn Emily	1980/01/27	Female		
(Click on the MEN to view additional information)				
MATCHES FOUND - ACTIVE - 4				
<u>MEN</u>	<u>Name</u>	<u>Date of Birth</u>	<u>MF</u>	<u>OCT #</u>
0426-7-4911	Purton, Brooklyn Emily	1980/01/27	F	000000
0432-8-6103	Tsapralis, Brooklyn Emily	1980/01/27	F	000000
0263-7-6319	Purton, Madison Emily	1975/06/26	F	000000
0320-7-6341	Tsapralis, Madison Emily	1975/08/20	F	000000
MATCHES FOUND - TERMINATED - 0				
<u>MEN</u>	<u>Name</u>	<u>Date of Birth</u>	<u>MF</u>	<u>OCT #</u>
No potential matches found for Educator				

In this example, searching for a hyphenated name, Purton-Tsapralis, results in matches for a former name (Purton).

Click on the MEN hyperlink of any records that are strong potential matches to see more detailed information.

Looking at the detailed information provided, it appears that the first and second MEN records are matches for this educator.

In cases such as this, when it appears that the same educator has been issued more than one MEN, a user should cancel the request and contact the ministry to assist in resolving the problem.

EDUCATOR MATCH FORM		
MEN 0432-8-6103		STATUS Active
Salutation	Last Name Tsapralis	Suffix
First Name Brooklyn	Second Name(s) Emily	Initial
Date of Birth 1980/01/27		Gender Female
Source Document Verified? <input checked="" type="checkbox"/>		OCT Registry # 000000
Former Name(s)		
Last Name Purton	First Name Brooklyn	Second Name(s) Emily
		Changed 2006/02/22
Board/School of MEN Request		
B66060 - 038164 - Beaverton PS		
Disagreement(s)		
Type	Description	Date Opened
Information on this MEN		
Created 2006/02/22	Date Changed 2006/02/22	Reason for Change Update Name(s)
MEN Status Active	Date Status Changed 2006/02/22	Reason for MEN Status Change
Information on Related MEN(s)		
MEN	MEN Status	
Career Experience List		Total Career Experience: 3.00
School Level Elementary school	# of Years 3.00	Province/Country Ontario
Assignment List		
Board/School	Position	Start Date
		End Date
		Withdrawal/Leave
<input type="button" value="Print"/>	<input type="button" value="Modify Submitted Information"/>	<input type="button" value="Issue MEN"/>
		<input type="button" value="Educator Match List"/>

The first part of the form lists former names and the board/school of the MEN request.

The second part lists information on changes to the MEN, information on related MENs, career experience, and assignments.

From this screen, a user can:

- 1) Click **Print** to create a printable version of the screen.
- 2) Click **Modify Submitted Information** and modify the data previously entered on the **Request Ministry Educator Number Form**.
- 3) Click **Issue MEN** to force a request for an MEN, if it has been verified that the educator does not match an existing MEN.
- 4) Click **Educator Match Form** to return to the list of potential matches.

To return to the **Educator Administration** menu, select **Administration** from the blue menu bar at the top of the screen.

Overview of Career Experience

All teaching career experience, both within and outside of Ontario, is to be recorded in OnSIS, including post-secondary and private school teaching experience.

Career Experience can be added at the time that a Ministry Educator Number (MEN) has been newly requested (e.g., if an educator is new to Ontario but has experience outside of Ontario), or through **Update Educator Information** (e.g., to correct an existing record or add a new one).

The maximum total career experience is 60 for public school educators.
The maximum total career experience is 70 for private school educators.

Full Time Equivalency (FTE) is not a factor in determining the amount of career experience. For example, an educator with an FTE of 0.50 who has worked for the entire school year has one year of experience.

Career experience should be reported for all active educators, including those on leave (e.g., health, parental, sabbatical).

If an educator taught both elementary and secondary levels simultaneously, the school level for this career experience is **Elementary/Secondary**, to avoid double reporting of experience in both the elementary and secondary panels.

The school level **Other** could include post-secondary teaching experience or teaching in an ungraded school.

For convenience, all **Career Experience** records are also displayed (read-only) when an educator is linked to a board or school through board or school **Educator Data** submission. It is the responsibility of the board or school to ensure that the displayed **Career Experience** records are accurate. Correct any inaccuracies through **Update Career Experience** (via **Update Educator Information**) in **Educator Administration**. Some boards or schools may choose to correct/update or add **Career Experience** records via batch file submission.

Automatic Increment of Career Experience

At the beginning of each school year, OnSIS will automatically increment all active educator **Career Experience** records based on the school level(s) for which data was submitted in the previous school year through board or school Educator Data submission.

Active educators with board personnel assignments which require an MEN (e.g., Supervisory Officers) will also have their career experience incremented, under the school level **Other**.

If a **Career Experience** record does not exist for Ontario for a given school level and if the board or school **Educator Assignment** data was submitted in the previous school year, the system will automatically create the appropriate school level record, if required, and increment the record accordingly.

Note: If an educator's career experience is not provided, the experience will default to 0 (zero) and show 1 (one) year in the appropriate school level for the following school year. This may result in inaccurate data, if left uncorrected. Always ensure that **Career Experience** is accurate and complete.

To simplify the OnSIS career experience auto-increment process, the following rules are applied:

1. Only **Active** assignments are used to calculate the career experience increment, (i.e., educator data was submitted during the previous school year via board or school **Educator Data** submission). Active Supervisory Officer assignments (from board personnel) are also used to calculate career experience increments.
2. Leave Assignments (e.g., health, parental, sabbatical) are **Active** and are used to calculate the career experience increment.
3. Withdrawal Assignments (e.g., retired) are **Inactive** and are not used to calculate the career experience increment (i.e., educator data was not submitted during the previous school year via board or school Educator Data submission or existing assignments were ended). Any existing **Career Experience** records will remain unchanged.
4. Full Time Equivalency (FTE) is not used to calculate the career experience increment.

The following provides examples of how the automated career experience increments are calculated by the OnSIS system:

Scenario	Action
Educator has elementary school assignment only	Ontario "elementary" experience is incremented by 1.00
Educator has secondary school assignment only	Ontario "secondary" experience is incremented by 1.00
Educator has elementary and secondary school assignment	Ontario "elementary/secondary" experience is incremented by 1.00 (includes mixed panel schools such as junior high schools)
Educator has board personnel assignment only	Ontario "other" experience is incremented by 1.00
Educator has board educator assignment only	Ontario "other" experience is incremented by 1.00
Educator has board personnel and board educator assignment	Ontario "other" experience is incremented by 1.00
Educator has elementary school assignment and board educator assignment	Ontario "elementary" experience is incremented by 1.00
Educator has secondary school assignment and board educator assignment	Ontario "secondary" experience is incremented by 1.00

Career Experience Form

This form allows the user to add an Ontario educator's previous teaching career experience (number of years at a specific school level and country or province).

Adding Career Experience

As previously mentioned, once a new Ministry Educator Number has been successfully assigned, two buttons will appear at the bottom of the screen – **Add Career Experience** and **Request Another MEN**.

- 1) Click **Add Career Experience** on the form **New Ministry Educator Number Assigned For** to add career experience for a new educator.

NEW MINISTRY EDUCATOR NUMBER ASSIGNED FOR		
Salutation	Last Name	Suffix
	Hamilton-Piercy	
First Name	Second Name(s)	Initial
Jonathon	Briggs	
Date of Birth		Gender
1968/05/16		Male
Source Document Verified?		OCT Registry #
<input checked="" type="checkbox"/>		000000
Comments		

Print **Add Career Experience** Request Another MEN

- 6) If the submission is successful, the form will be refreshed with the updated information, the message “**Submit Successful**” will appear at the top of the screen, and the career experience that was just entered will be displayed in the **Career Experience List**.

Submit Successful

Career Experience for:
Riley-Smith, Dawn Leigh
0528-9-6461

CAREER EXPERIENCE	
* indicates that this data must be provided	
* Country AUSTRALIA	* Province
* School Level Secondary school	* Number Of Years 37.00
Comments	
Career Experience List	Total Career Experience: 37.00
<u>School Level</u>	<u># of Years</u>
<u>Province/Country</u>	
Secondary school	37.00
AUSTRALIA	

Information on how to update and delete career experience is presented in the next section, **Update Educator Information**.

From this screen, a user can:

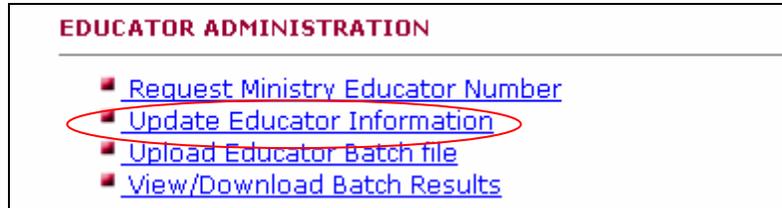
- 1) Click **Add Another Career Experience** to add additional experience in another school level.
- 2) Click **Request Another MEN** to obtain an MEN for another new educator.

To return to the **Educator Administration** menu, select **Administration** from the blue menu bar at the top of the screen.

Update Educator Information

Note: Information on an educator can be updated only by the original requestor of the MEN or an authorized user who has previously submitted educator data via a board or school educator data collection.

To access the **Update Educator Information Form**, click **Update Educator Information** from the **Educator Administration Menu**.



The **Educator Search Form** will be displayed.

Educator Search Form

This form allows an authorized user to search the database for an educator in order to make updates to the educator's biographical information, including career experience.

Note: Some users may have read-only access to this information, depending on their level of authorization.

EDUCATOR SEARCH FORM

MEN (XXXX-X-XXXX)

OR

(Search includes search on Former Names)

Last Name <input type="text"/>	First Name <input type="text"/>
Second Name(s) <input type="text"/>	Initial <input type="text"/>
Date of Birth (YYYY/MM/DD) <input type="text"/> 	Gender <input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Either

Searching for an Educator

a) Search by Ministry Educator Number (MEN)

Enter the entire MEN and click **Search**. The search result will display detailed biographical information for that individual on the **Update Educator Information Form**, if an exact match is found.

A search using a partial MEN is also possible.

- 1) Enter an asterisk in the MEN field with a partial Ministry Educator Number and click **Search**. The search result appears on the **Educator Match Form** which displays a list of all matching individuals with the partial MEN, if a match is found.

Note: When searching with partial data, a message will be displayed if over 100 potential matches are found. It will ask the user to narrow the search by adding additional information (i.e., more digits in the MEN or biographical data associated with the educator).

Entered	Potential Matches
123*	1234-5-6789 1235-4-6789 1236-4-5789 etc.
*123	9876-5-4123 6789-4 -5123 etc.
123	4569-1-2378 9812-3-4567 9876-5-4123 6789-4 -5123 etc.

- 2) Click the hyperlink for the educator record that is to be updated, or to verify whether the educator is an actual match. The **Update Educator Information Form** will be displayed.

b) Search by Name, Date of Birth, and/or Gender

- 1) Enter the name and/or date of birth and/or gender. Click **Search**. If a potential match is found, the search result appears on the **Educator Match Form**.
- 2) Click the hyperlink for the educator record that is to be updated, or to verify that the educator is an actual match. The **Update Educator Information Form** will be displayed.

Note: The system also searches former names in the educator database. For this reason, the name displayed in the match list may not reflect the name submitted by the user.

A search based on part of a name is also possible.

- 1) Enter an asterisk (*) in the name field with part of a name. Click **Search**. If a potential match is found, a list of all matching individuals with the partial names will be displayed on the **Educator Match Form**.
- 2) Click the hyperlink for the educator record that is to be updated, or to verify that the educator is an actual match. The **Update Educator Information Form** will be displayed.

Search criteria (partial name)	Potential matches
Beth*	Beth Bethany ...
*Beth	Beth Elisabeth Elizabeth Mary Beth ...
Beth	Beth Bethany Elisabeth Elizabeth Mary Beth Ilisabetha ...

c) Special Characters, Spaces, Segment Names, etc.

The search results include any potential matches with:

- accents
- special characters (e.g., hyphen, apostrophe)
- spaces
- segment names (Last Name only)
- mixed upper/lower case

Search criteria:	Example name:	Potential matches:
No spaces in between names	MaryEllen	MaryEllen Mary Ellen Mary-Ellen Note: Ellen-Mary and Ellen Mary would not result in a potential match for the above example.
A name with 3 or more words is in a single name field	Van de Kamp	Van de Kamp VandeKamp Vande Kamp Van deKamp Van De Kamp Note: Van de (only) and de Kamp (only) would not result in a potential match for the above example.
A name with special characters	O'Neil Michèle	O'Neil ONeil O Neil Michèle Michele Michéle

In the above cases, when searching with partial information, the **Educator Match Form** will be displayed. It displays a list of possible matching records found, based on the information supplied in the **Educator Search Form** by the user.

The upper part of the screen under the heading **Educator Search Information Submitted** displays the search information as it was entered by the user. The lower part of the screen under the heading **Matches Found** displays a list of matching records, separated by **Active** and **Terminated** MEN matches.

Strong matches will be displayed in burgundy, medium matches in green, and weak matches in blue.

EDUCATOR SEARCH INFORMATION SUBMITTED				
MEN				
Last Name	Purton		First Name	
Second Name(s)			Initial	
Date of Birth (YYYY/MM/DD)			Gender	E
MATCHES FOUND - ACTIVE - 5				
MEN	Name	Date of Birth	M/F	OCT #
0426-7-4911	Purton, Brooklyn Emily	1980/01/27	F	000000
0367-5-8837	Purton, Eileen	1975/06/26	F	000000
0343-4-9589	Purton, Keegan Sean	1962/08/11	M	000000
0263-7-6319	Purton, Madison Emily	1975/06/26	F	000000
0432-8-6103	Tsapralis, Brooklyn Emily	1980/01/27	F	000000
MATCHES FOUND - TERMINATED - 0				
MEN	Name	Date of Birth	M/F	OCT #

Update Educator Information Form

The **Update Educator Information Form** is accessed either directly from the **Educator Search Form**, if an exact match occurred, or from the **Educator Match Form** by clicking the hyperlink for the educator.

This form allows an authorized user to update biographical data related to an educator on the database. Some users may have read-only access to an educator's biographical information, depending on their level of authorization.

Note: An authorized user can update an educator's record only if that user is part of the organization that:

- a) requested the educator's MEN or
- b) previously submitted Board or School Educator Data Submission(s) for the educator.

The following mandatory field checklist highlights the information that a user will require before completing the form.

Mandatory Field Checklist – (red asterisk)

Educator Information	
Last Name	Gender
First Name	Source Document Verified?
Date of Birth	MEN Status
OCT Registry # is also required. See note below.	

Note that OCT Registry # must have a valid value, unless:

- a) the educator is on a Letter of Permission (i.e. is NOT Ontario College of Teachers certified and has received a Letter of Permission from the Ministry)
OR
- b) is newly qualified and his/her OCT Registry # is pending issuance from the Ontario College of Teachers
- c) is a private school teacher

In the above scenarios, enter 000000.

In the case of b), ensure that the OCT Registry # is updated once issued.

Note: A change to any mandatory field and/or to **Second Name(s)** requires that the **Source Document Verified?** check box be checked. That is, the user must ensure that supporting documentation is provided prior to updating these fields. A value in **Reason for Change** drop-down menu must also be provided.

UPDATE EDUCATOR INFORMATION FORM

* indicates that this data must be provided

MEN 0256-0-0867		STATUS Active
Creation Date of MEN 2006/01/19	Last Update of Record 2006/05/11	
Salutation --Select a Saluta ▾	* Last Name Bailey	Suffix
* First Name Peter	Second Name(s) Crozier	Initial
* Date of Birth (YYYY/MM/DD) 1962/08/20 	* Gender <input checked="" type="radio"/> Male <input type="radio"/> Female	
Source Document Verified? <input type="checkbox"/>	OCT Registry # 000000	
Reason for Change Update Date of Birth ▾		
* MEN Status Active ▾	Reason for MEN Status Change --Select a Reason-- ▾	
Related MEN (XXXX-X-XXXX) 		

Former Name(s)

Last Name	First Name	Second Name(s)	!	Changed
-----------	------------	----------------	---	---------

Disagreement(s)

Type	Description	Date Opened
------	-------------	-------------

Information on Related MEN(s)

MEN	MEN Status
-----	------------

Career Experience List

Total Career Experience: 0.00

School Level	# of Years	Province/Country
--------------	------------	------------------

Assignment List

Board/School	Position	Start Date	End Date	Withdrawal/Leave
--------------	----------	------------	----------	------------------

Submit

Career Experience

Educator Match List

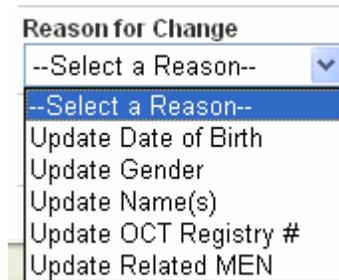
Modify Search Information

New Search

Updating Educator Biographical Information

- 1) Make the necessary changes and click **Submit**.

Note: For changes made to biographical information, select a reason from the drop-down menu in the **Reason for Change** drop-down menu and click the **Source Document Verified?** check box. The changes entered must reflect the source document.



- 2) If an error message is displayed, follow the instructions on the screen to correct the data and click **Submit** again.
- 3) If a warning message is displayed, check to ensure that what has been entered is correct. If it is not, click **Cancel**, make any necessary changes, and then click **Submit** again. If the information is correct, click **Continue**.
- 4) If the submission is successful, the form will be refreshed with the updated information and the message "**Submit Successful**" will appear at the top of the screen.

Deleting an MEN

An MEN cannot be deleted from OnSIS. A user can only change the status of an MEN from **Active** to **Terminated** or **Terminated** to **Active** with an accompanying reason for the MEN status change. This is done in the **Update Educator Information Form**. In the following example, the educator's status has been changed from **Active** to **Terminated**, the reason being that the educator is deceased.

UPDATE EDUCATOR INFORMATION FORM		
* indicates that this data must be provided		
MEN 0263-7-6319		STATUS Active
Creation Date of MEN 2006/02/22	Last Update of Record 2006/03/02	
Salutation --Select a Saluta	* Last Name Purton	Suffix
* First Name Madison	Second Name(s) Emily	Initial
* Date of Birth (YYYY/MM/DD) 1975/06/26		* Gender <input type="radio"/> Male <input checked="" type="radio"/> Female
Source Document Verified? <input type="checkbox"/>		OCT Registry #
Reason for Change --Select a Reason--		
* MEN Status Terminated	Reason for MEN Status Change Deceased	
Related MEN (XXXX-X-XXXX) 		

Multiple MENs

If it is found (and confirmed) that an educator has been assigned multiple MENs over time, the MEN(s) that must no longer be used has/have to be terminated.

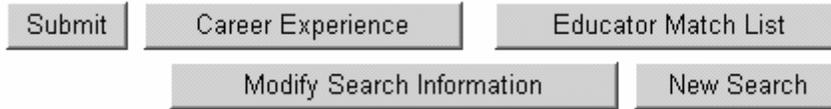
- 1) In the **Reason for Change** field, select **Update Related MEN** from the drop-down menu.
- 2) In the **MEN Status** field, select **Terminated** from the drop-down menu.
- 3) In the **Reason for MEN Status Change** field, select **Related MEN Exists** from the drop-down menu.
- 4) In the **Related MEN** field, enter the MEN number of the record that will continue to be **Active**.

Before terminating an educator's MEN, a user should contact the ministry to determine whether data linked to the MEN(s) was submitted in previous school or board data submissions prior to deciding which MEN(s) to terminate.

MEN 0426-7-4911	STATUS Active	
Creation Date of MEN 2006/02/22	Last Update of Record 2006/02/22	
Salutation --Select a Saluta	* Last Name Purton	Suffix
* First Name Brooklyn	Second Name(s) Emily	Initial
* Date of Birth (YYYY/MM/DD) 1980/01/27	* Gender <input type="radio"/> Male <input checked="" type="radio"/> Female	
Source Document Verified? <input type="checkbox"/>	OCT Registry # 000000	
Reason for Change Update Related MEN		
* MEN Status Terminated	Reason for MEN Status Change Related MEN Exists	
Related MEN (XXXX-X-XXXX) 0432-8-6103		

Adding Additional/Updating Existing Career Experience

The following buttons appear at the bottom of the screen when the **Update Educator Information Form** is displayed.



Click **Career Experience**.

Previously entered career experience information appears in the **Career Experience List** under the **Career Experience Form**.

Career Experience for:
Purton, Keegan Sean
0343-4-9589

CAREER EXPERIENCE

* indicates that this data must be provided

* Country	<input type="text" value="--Select a Country--"/>	* Province	<input type="text" value="Ontario"/>
* School Level	<input type="text" value="--Select a Level--"/>	* Number Of Years	<input type="text"/>

Comments

Career Experience List	Total Career Experience: 5.00	
<u>School Level</u>	<u># of Years</u>	<u>Province/Country</u>
Secondary school	5.00	Ontario

- 1) To add additional career experience for this educator, enter the information in the blank form and click **Submit**.
- 2) To update existing career experience for this educator, click the blue hyperlink for the career experience that is to be updated, make the necessary changes, and click **Submit**.
- 3) If an error message is displayed, follow the instructions on the screen to correct the data and click **Submit** again.
- 4) If the submission is successful, the form will be refreshed with the updated information and the message “**Submit Successful**” will appear at the top of the screen.

Deleting Career Experience Information

- 1) Click the blue hyperlink for the school level experience that is to be deleted. The **Career Experience Form** for that experience will be displayed.
- 2) Click **Delete** at the bottom of the screen.

A confirmation message will be displayed asking, “**Are you sure you wish to delete...?**” Click **OK**.

Note: An error message will appear, disallowing the **Delete**, if board or school educator data submissions are linked to the educator and if it is the only **Career Experience** record.

To return to the **Educator Administration** menu, select **Administration** from the blue menu bar at the top of the screen.

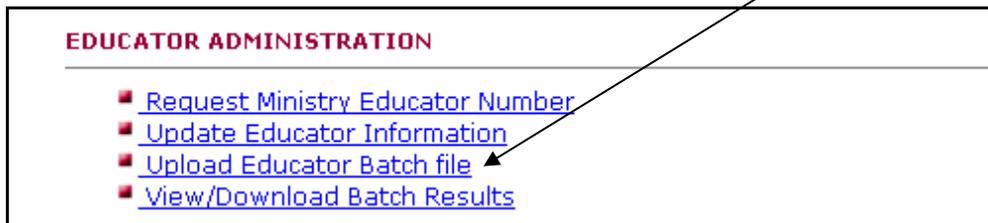
Upload Educator Administration Batch File

Batch File Upload Form

The **Batch File Upload Form** allows authorized users to select an **Educator Administration** batch file for uploading and subsequent processing within OnSIS.

Accessing Batch File Upload

- 1) Click the **Administration** option.
- 2) In the **Educator Administration** menu, select **Upload Educator Administration Batch File**.



The following form will appear:

BATCH FILE UPLOAD FORM

Click on "Browse..." to select a batch request file to upload. Once you have selected a file, click on "Submit File".

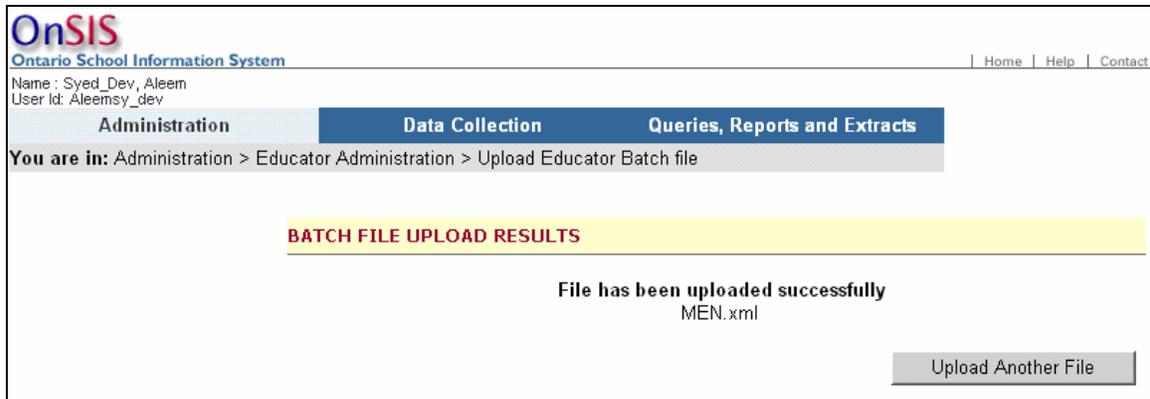
Recommended for files under 100 megabytes. Works with most browser installations

Recommended for files over 100 megabytes. Browser must have Java installed according to Ministry recommendations. See help or contact technical support for further information on Java installation

Maximum file size accepted (in mb): 100

- 3) Click the radio button for the file size that will be uploaded.

- 4) Click **Browse** to locate and select a file for uploading from the directory listings associated within the current user. Once the file is selected, the **Batch File Upload Form** reappears.
- 5) Click **Submit File** to upload the file. If the file upload is completed successfully, the **Batch File Upload Result** is presented with the message, “*File has been uploaded successfully.*” If no file was selected, the **Batch File Upload Form** reappears with an error message.



- 6) To upload another file, click **Upload another File**.

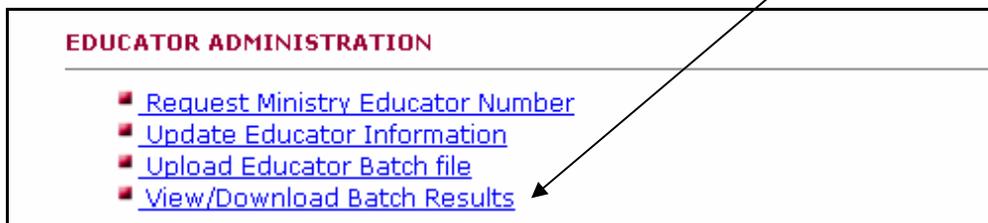
To return to the **Educator Administration** menu, select **Administration** from the blue menu bar at the top of the screen.

Viewing/Downloading Batch Results

The **View/Download Batch Results Form** allows the user to select an **Educator Administration** batch-processing result file to view, print, download, or delete.

View/Download Batch Results

- 1) Click the **Administration** option.
- 2) In the **Educator Administration** menu, select **View/Download Educator Administration Batch Results**.



The **Batch File Results List** will be displayed.

The screenshot shows a table titled "BATCH FILE RESULTS LIST" with a yellow header. Below the header is the instruction "Click on the file name to view results". The table has four columns: "Filename", "Date Submitted", "Status", and "Delete Checkbox".

<u>Filename</u>	<u>Date Submitted</u>	<u>Status</u>	<u>Delete Checkbox</u>
CreateEducator.xml	2006/02/10 16:12:50	Processed	<input type="checkbox"/>
MEN.xml	2006/02/16 14:46:32	Processed	<input type="checkbox"/>

Below the table is a button labeled "Delete Checked Files". An arrow points from the text "Note: If the batch upload does not exactly match the specifications required by OnSIS, the Status will be displayed as 'In Error.'" to the "Status" column of the table.

Note: If the batch upload does not exactly match the specifications required by OnSIS, the **Status** will be displayed as "**In Error.**" If this occurs, contact your system support personnel.

- 3) Look at the **Status** column. If the file has not been processed, wait a few moments and then refresh the screen, or return later.

- 4) When the status of the file is **Processed**, click the blue hyperlink for the file that is to be viewed. **The Batch File Results Summary** for that file will be displayed as per the following example. Note that one **Educator** record was uploaded and rejected in error, and two **Career Experience** records were uploaded and rejected in error.

BATCH FILE RESULTS SUMMARY		
File Name:	MEN.xml	
Date Uploaded:	2006/02/16	
Time Uploaded:	14:46:32	
File Date:	2005/12/14	
File Time:	14:28:43	
File Size:	0.001899 MB	
Originating Subsystem (SMS):	EDU	
	Educator	Career Experience
Number of records:	1	2
Records processed successfully:	0	0
Records rejected in error:	1	2

To see a list of errors in a file that has been successfully uploaded, click **Detail Report** at the bottom of the screen.

BATCH FILE SUMMARY REPORT	
File Name:	MEN.xml
File Date:	2005/12/14
File Time:	14:28:43
Educator:	
Salutation Type:	
MEN:	
Last Name:	Clinton C
Suffix:	
First Name:	Peter B
Second Name:	
Middle Initials:	
OCT Number:	123456
Source Document:	T
Gender:	M
Date of Birth:	1970/01/01
MEN Status:	1
MEN Status Change Reason:	
Reason for Change:	
Related MEN:	
Reference Number:	
Result:	Unsuccessful
Educator_Name	Request for new Ministry Educator Number has failed - name matched found.

5) To print the error report, click **Print Report** at the bottom of the page.

Result:	Unsuccessful
Educator Submitted:	1
Educator Processed:	0
Educator Rejected:	1
Educator Career Submitted:	2
Educator Career Processed:	0
Educator Career Rejected:	2

6) To download the results, click **Download Report** at the bottom of the page.
The following pop-up will appear.

BATCH FILE RESULTS SUMMARY

File Name:
Date Uploaded:
Time Uploaded:
File Date:
File Time:
File Size:
Originating Subsystem:
Number of records:
Records processed:
Records rejected in:

File Download [X]

Do you want to open or save this file?

 Name: Aleemsy_dev1602200624545PMMEN[1].xml.OUT
Type: XML Document, 2.61 KB
From: onsisdev.edu.gov.on.ca

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Recommended for files under 15 megabytes. Works with most browser installations.

erience

- 7) Click **Save**. Another pop-up screen will be displayed providing the option of selecting where the file is to be saved.
- 8) Select where the file is to be saved and click **Save**. A message will be displayed stating that the download is complete. Click **Close** to return to the **Detail Report** screen.
- 9) Click **Previous Page** at the bottom of the screen to return to the **Batch File Results Summary**.
- 10) Click **Download Results** from this screen. A pop-up window will be displayed. Click **Open**.

The following form is an example of what may be displayed when the file is opened:

```

<?xml version="1.0" encoding="UTF-8" ?>
- <ONSIS_BATCH_FILE_RESULT>
  - <HEADER>
    <VERSION>1.0</VERSION>
    <BATCH_TYPE>Educator Administration</BATCH_TYPE>
    <BATCH_FILE_ID>0001</BATCH_FILE_ID>
    <DATE>2005/12/14</DATE>
    <TIME>14:28:43</TIME>
    <SMS>EDU</SMS>
    <RESULT>T</RESULT>
    <DATA_ERROR_DETAILS />
  </HEADER>
  - <DATA>
    - <EDUCATOR>
      <ACTION>ADD</ACTION>
      <MEN />
      <LAST_NAME>Clinton C</LAST_NAME>
      <SUFFIX />
      <FIRST_NAME>Peter B</FIRST_NAME>
      <SECOND_NAME />
      <INITIAL />
      <OCT>123456</OCT>
      <SOURCE_DOC_VERIFIED_FLAG>T</SOURCE_DOC_VERIFIED_FLAG>
      <GENDER>M</GENDER>
      <DOB>1970/01/01</DOB>
    </EDUCATOR>
  </DATA>
</ONSIS_BATCH_FILE_RESULT>

```

- 11) Make any necessary corrections, recreate the file, and upload it again.

Deleting A Batch File

- 1) For each file that is to be deleted, check the box in the **Delete Checkbox** column beside that file.
- 2) Click **Delete Checked Files**. A confirmation popup will be displayed.
- 3) Click **OK** to delete the file(s). The **Batch File Results List** will be refreshed and redisplayed without the deleted files.
- 4) Click **Cancel** to cancel the deletion of the file(s).

BATCH FILE RESULTS LIST			
Click on the file name to view results			
<u>Filename</u>	<u>Date Submitted</u>	<u>Status</u>	<u>Delete Checkbox</u>
MEN_Add.xml	2006/03/02 10:45:23	In Error	<input checked="" type="checkbox"/>
MEN_Add.xml	2006/03/06 12:13:39	Processed	<input checked="" type="checkbox"/>

To return to the **Educator Administration** menu, select **Administration** from the blue menu bar at the top of the screen.

Appendix A – Educator Administration Search Criteria

REQUEST MEN – SEARCH CRITERIA

The following table contains the predefined matching logic criteria.

Criteria	Field name 1	Field name 2	Field name 3	Match Level
1	Last Name	Given Name	DOB	HIGH
2	Last Name	Second Name	DOB	HIGH
3	Last Name	Given Name	Second Name	MEDIUM
4	Given Name	Second Name	DOB	MEDIUM
5	Last Name	DOB	Gender	MEDIUM
6	Given Name	DOB	Gender	LOW
7	Second Name	DOB	Gender	LOW
8	Last Name	Second Name	Gender	MEDIUM
9*	Given Name	Second Name	Gender	LOW
10	Last Name	Given Name	Gender	MEDIUM

The high level matches (burgundy) will return records that have the highest possibility of being related to an individual that has been entered.

The medium level matches (green) will return records that have a good possibility of being related to an individual that has been entered.

The low level matches (blue) will return records that have an outside chance of being related to an individual that has been entered.

***NOTE: Search Criteria #9 has been turned off.**

Null Values

Null values will not be considered a match. Only fields where the user entered or selected some values will be used by the Matching Logic Algorithm. For example, if the user leaves the Second Name field blank, records with blank Second Name fields will not be returned as matches.

Date of Birth

For the dates of birth where the day is less than 13, the algorithm will try to match on the switched month and day also. For example, for August 10, the routine will look for a match on August 10 and October 8.

Special Characters, Embedded Spaces, etc.

The matching process will support accents and special characters (e.g. hyphen, apostrophe), with or without embedded spaces and mixed upper/lowercase.

Search without special characters (crunched together) is supported and applies to given, second and last name fields. A name with an embedded space, apostrophe or hyphen - for example, "Jones Smith" - will be treated as three separate name searches of "JonesSmith" crunched together: "JonesSmith", "Jones Smith" and "Jones-Smith" would be located.

Segment name search is also supported in the case of an embedded space or hyphen name: “Jones” and “Smith” would be located. Other combinations are not supported (i.e. “Smith-Jones”, “Smith Jones”) would not be located. Segment name search is applicable to the Last Name field, but not to the Given and Second Name fields.

A name with an embedded space, apostrophe or hyphen of three or more words in a single name field – for example, “Van de Kamp” - will be treated as three separate name searches of “VandeKamp” crunched together.

Segment name search is also supported in the case of embedded space and hyphen name: “Van”, “de”, and “Kamp” would also be located. Other combinations are not supported (i.e. “Van de”, “de Kamp”) and would not be located.

Example: Jones-Smith will return existing educators with the following last names (provided other entered fields are also matched as per the high/med/low matching algorithm):

- Jones-Smith
- Jones Smith
- Smith
- Jones

Example: O'Neil will return existing educators with the following last names (provided other entered fields are also matched as per the high/med/low matching algorithm):

- O'Neil
- ONeil
- O Neil

[Additional Notes](#)

The matching process also includes historical educator records (former names).

A maximum of 100 (System Parameter) matches will be returned.

The OCT Registry # is not part of the Matching Logic Algorithm.

UPDATE EDUCATOR INFORMATION – SEARCH CRITERIA

The **Educator Match List** is ordered by best match criteria (high/medium/low).

1. If the input parameters are last name and first name:
 - A. If last name and first name are not empty and do not include "*", and DOB is not empty: Matching records with these parameters are considered "Strong match" (burgundy)
 - B. If last name and first name are not empty and do not include "*", and DOB is empty. Matching records with these parameters are considered "Medium match" (green)
2. All the other matched records are considered "Low match" (blue)

Search by MEN

Entering the Ministry Educator Number and clicking on the **Search** button will display information for that individual on the "**Update Educator Information Form**".

Entering a partial Ministry Educator Number (i.e. user enters "*" as "123*" or "*123" or *123* to locate an educator) and clicking on the **Search** button will display a list of all matching individuals with the partial MEN.

Search by Name, Date of Birth, Gender

Entering the name and/or date of birth and/or gender and clicking on the **Search** button will display a list of all matching individuals.

Entering "*" in a name field – for example, "Beth*" - will locate Beth, Bethany, etc. "*Beth*" would locate Beth, Mary Beth, Elizabeth, Elisabeth, Bethany, etc.

Special Characters, Embedded Spaces, etc.

The search process will support accents and special characters (e.g. hyphen, apostrophe), with or without embedded spaces and mixed upper/lowercase.

Search without special characters (crunched together) is supported and applies to given, second and last name fields. A name with an embedded space, apostrophe or hyphen - for example, "Jones Smith" - will be treated as three separate name searches of "JonesSmith" crunched together: "JonesSmith", "Jones Smith" and "Jones-Smith" would be located.

Segment name search is also supported in the case of an embedded space or hyphen name: "Jones" and "Smith" would be located. Other combinations are not supported (i.e. "Smith-Jones", "Smith Jones") would not be located. Segment name search is applicable to the Last Name field, but not to the Given and Second Name fields.

A name with an embedded space, apostrophe or hyphen of three or more words in a single name field – for example, “Van de Kamp” - will be treated as three separate name searches of “VandeKamp” crunched together. Segment name search is also supported in the case of embedded space and hyphen name: “Van”, “de”, and “Kamp” would also be located. Other combinations are not supported (i.e. “Van de”, “de Kamp”) and would not be located.

Example: Jones-Smith will return existing educators with the following last names (provided other entered fields are also matched as per the high/med/low matching algorithm):

- Jones-Smith
- Jones Smith
- Smith
- Jones

Example: O'Neil will return existing educators with the following last names (provided other entered fields are also matched as per the high/med/low matching algorithm):

- O'Neil
- ONeil
- O Neil

[Additional Notes](#)

The matching process also includes historical educator records (former names).

A maximum of 100 (System Parameter) matches will be returned.

It is recommended that a search by OCT Registry # be combined with other data (e.g. name).