



# Realty Circulation Publication

## School Board User Guide

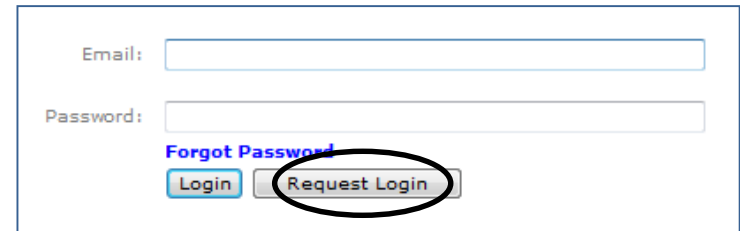
Version 3.0 – July 2015

# Table of Contents

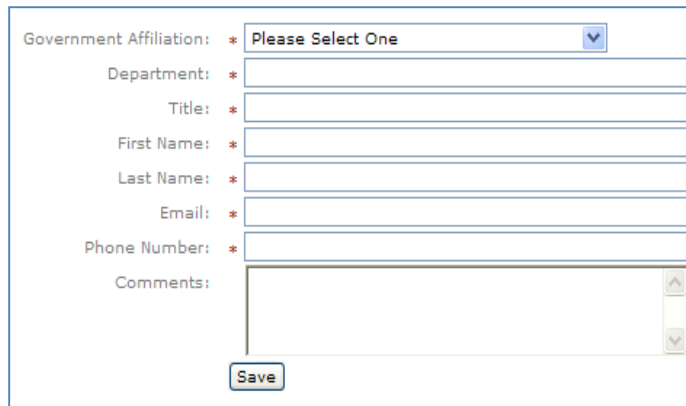
Requesting Access .....	2
Logging In .....	3
Forget Your Password?.....	4
Viewing Published Circulations .....	5-6
Expressing Interest .....	7
Alerts/Subscriptions .....	8
Managing your Account.....	9

# Requesting Access

Enter your email address and password in the areas provided. If you forgot your password or never received one click on the “Request Login” link.



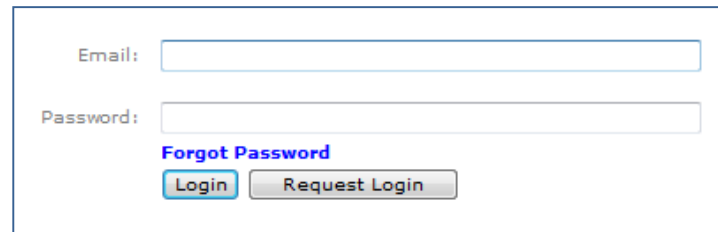
A login form with two input fields: "Email:" and "Password:". Below the "Password:" field is a blue link labeled "Forgot Password". At the bottom are two buttons: "Login" and "Request Login". The "Request Login" button is circled in black.



A registration form with the following fields: "Government Affiliation:" (dropdown menu with "Please Select One" selected), "Department:" (text input), "Title:" (text input), "First Name:" (text input), "Last Name:" (text input), "Email:" (text input), and "Phone Number:" (text input). Below these is a "Comments:" text area with a scroll bar. A "Save" button is located at the bottom left of the form.

Fill out the following form if you require access to the system providing all required information. You can also leave comments regarding special interests. When you click “Save”, an email will be auto-generated and sent to your inbox to verify your account

# Logging In



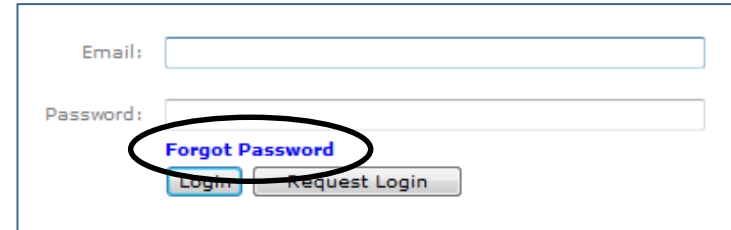
The image shows a login form with the following elements:

- An "Email:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A blue link labeled "Forgot Password" below the password field.
- Two buttons at the bottom: a blue "Login" button and a grey "Request Login" button.

Then, an email will be sent to the system administrator who will accept your request and a password will be sent to you in an email. You will be required to change the default password when you first log in to the application.

# Forgot Your Password?

If you happen to forget your password, you can go to the RCP Login screen and click “Forgot Password”.



A screenshot of the RCP Login screen. It features two input fields: 'Email:' and 'Password:'. Below the 'Password:' field, there is a blue link labeled 'Forgot Password' which is circled in black. To the right of the 'Forgot Password' link are two buttons: 'Login' and 'Request Login'.

## Request New Password

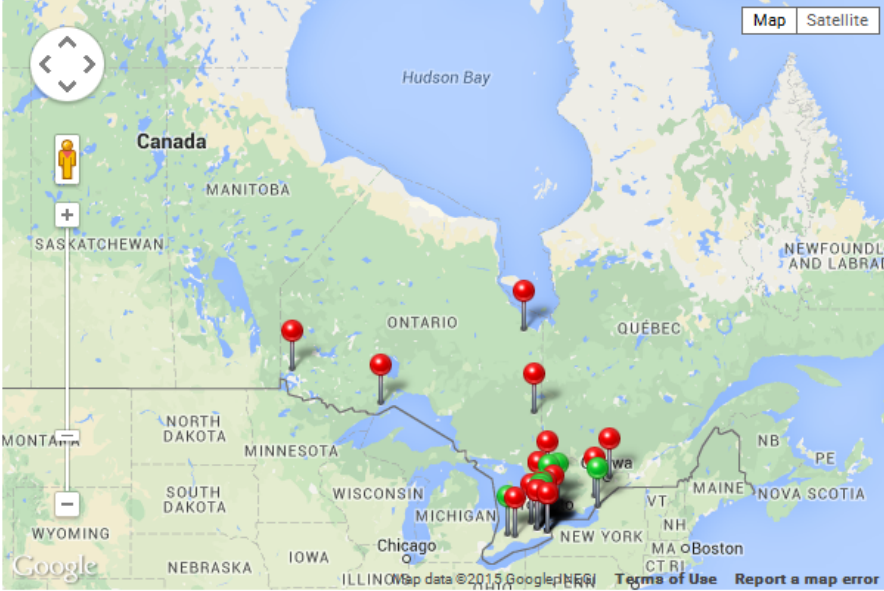
Enter your email address below to request new password. An email will be sent with confirmation instructions.

Email:

You can then enter in your email address and click “Request New Password”. This will send an auto-generated password to your email inbox which you can use to log back into the system. From there, you can change your password.

# Viewing Published Circulations

**Realty Circulation Publication**



**Refine your search results:**

Upper Tier:

Lower Tier:

Land Area:

Building Area:

IO Region:

Measurement:  Imperial  Metric

Space Available in MEDEI - Controlled Buildings

Provincial Land and/or Land with Improvements

Properties on our circulation are displayed on a map with corresponding coloured flags. You can filter the results by Municipality (upper and lower), land and building area, IO region and three other categories:


1. Space available in MEDEI controlled buildings
2. MEDEI owned land and/or land with improvements

# Viewing Published Circulations

## Space Available in MEDEI - Controlled Buildings

The attached list of space has been declared surplus by a Ministry program. We request that you determine whether your Ministry/organization has any interest in any of the space. Please note that Provincial Ministries have first right of re-use.

<u>Circulation ID</u>	<u>Expiring</u>	<u>Upper Tier</u>	<u>Lower Tier</u>	<u>Street Address</u>	<u>Building Area (Square Feet)</u>	<u>More</u>	<u>More</u>
9023	07/04/2020	Single Tier	City of Toronto	700 University Avenue	55,492	<a href="#">Details</a>	<a href="#">Express Interest</a>
8895	11/15/2020	Thunder Bay District	City of Thunder Bay	189 Red River Road	2,788	<a href="#">Details</a>	<a href="#">Express Interest</a>
8887	10/18/2020	County of Wellington	City of Guelph	1 Stone Road	23,698	<a href="#">Details</a>	<a href="#">Express Interest</a>
8854	08/16/2020	United Counties of Leeds and Grenville	Township of Rideau Lakes	Mountain Road north west of Westport	400	<a href="#">Details</a>	<a href="#">Express Interest</a>
8852	08/16/2020	County of Simcoe	Township of Springwater	2284 Nursery Road	2,820	<a href="#">Details</a>	<a href="#">Express Interest</a>
8851	08/16/2020	Timiskaming District	Town of Kirkland Lake	1451 Government Road West	64	<a href="#">Details</a>	<a href="#">Express Interest</a>
8850	08/16/2020	Kenora District	City of Kenora	Roberston Street south of 7th Street	1,509	<a href="#">Details</a>	<a href="#">Express Interest</a>
8849	08/16/2020	Cochrane District	Town of Moosonee	34 Revillion Road	1,998	<a href="#">Details</a>	<a href="#">Express Interest</a>
8846	07/31/2015	Regional Municipality of Peel	City of Mississauga	6711 Mississauga Road	8,097	<a href="#">Details</a>	<a href="#">Express Interest</a>
8828	07/19/2020	County of Simcoe	Township of Springwater	2284 Nursery Road	547	<a href="#">Details</a>	<a href="#">Express Interest</a>

All results are also categorized in tables underneath the map. You can sort the results in tables by clicking on the column names. Hover over the  icon to view the address. By selecting “Details”, you will see more information about that circulation. When clicking on the “Express Interest” link, you can submit an Express Interest application.

Note: all highlighted headers are able to be sorted alphanumerically and that the area of a circulation can be viewed in either metric or imperial measurement system.

# Expressing Interest

There are two ways to access the form where you can express your interest in a particular circulation.

First, you can click on the “Express Interest” link in the tables listing the circulations.

Circulation ID	Published	Expiring	IO Region	Upper Tier	Lower Tier	Address	Building	More	More
8785	01/15/2013	02/13/2013	Central Region	Regional Municipality of Halton	Town of Halton Hills		32233	<a href="#">Details</a>	<a href="#">Express Interest</a>

**Circulation Details** [Express Interest](#)

**Space available in MOI - controlled Buildings**  
The attached list of space has been declared surplus by a Ministry program. We request that you determine whether your Ministry/organization has any interest in any of the space. Please note that Provincial Ministries have first right of re-use.

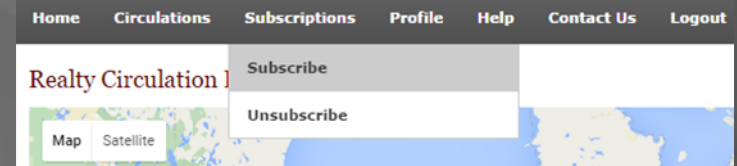
**Submitted By:**  
Marcelo Paniza  
Municipal Government  
Ontario  
Agent  
marcelo.paniza@infrastructureontario.ca  
1 416 736 36  
n/a

Circulation ID: 8785  
Separately Demised Space: No  
Published Date: 01/15/2013  
End Date: 02/13/2013  
IO Region: Central Region  
Upper Tier: Regional Municipality of Halton  
Lower Tier: Town of Halton Hills  
Street Address:  
Postal Code:  
Closest Intersection: safdasdas  
Legal Description:  
PIN: PIN  
Zoning:  
Land Area: N/A  
Building Area: 32233  
Attachments: [Map Attachment](#), [Other Attachment\(s\)](#)

Second, if you click on the “Details” link in the tables listing the circulations, it will open up a page that elaborates on the project. You are able to submit an expression of interest after looking at the details.



# Alerts/Subscriptions



## Subscribing to Alerts

Subscribe to receive email alerts whenever circulation is published.

I have read the Use Statement and agree to all its terms.

Subscribe Daily

Subscribe Weekly

We have created a subscription feature in order to prevent a user from having to log into their account to see if there are new properties listed.

You have the option to subscribe daily or weekly. Users who choose to subscribe for daily alerts will receive one e-mail at the end of business day outlining all newly published circulations.

Weekly subscribers will receive one e-mail at the end of the business day on Friday outlining all circulations published that week.

Note: If you opt for a weekly subscription, you potentially run the risk of losing up to five business days to respond (i.e. a circulation that was published on a Monday).

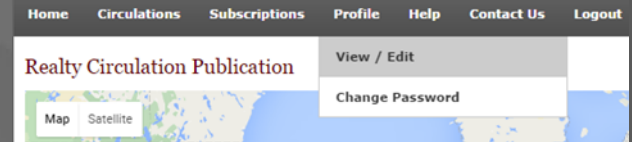
## Canceling your Subscription Alert

Please click on the following button to cancel your subscription:

Cancel my subscription

You can change your subscription type at any time or cancel your subscription altogether as well.

# Managing Your Account



You can make changes to your profile information.

Note: if you make a change and click “Save” you will be logged out of your account and not allowed back in until the RCP Administrator approves the change.

**Client Profile**

Government Affiliation: \* Provincial Ministry

Entity Name: \* Children and Youth Services

Department: \* Real Estate Services

Title: \* Director

First Name: \* Tanya

Last Name: \* Yoganathan

Email: \* tanya.yoganathan@gmail.com

Phone Number: \* 4163267928

Comments:

**Request New Password**

New Password:

You can change your password whenever you wish.

# Questions?

If you have any questions, feel free to contact Perminder Bhogal at 416.326.0584 or [Perminder.Bhogal@infrastructureontario.ca](mailto:Perminder.Bhogal@infrastructureontario.ca)