

The information collected in this form is necessary for the administration of secure access to Ministry of Education application.

SECTION 1: to be completed by the User Only (See Guide on reverse)

Please select (✓) your request from the following:

- Assign New User Account
 Update User's Account
 Revoke User's Account
 Reset Password

Prefix	Last name	First name	Middle initial
Title		Board Name	
		Board # (BSID)	
		B	
Work address		City	Province Postal code
Work telephone #:		Extension	Work e-mail: (Note - mail received at this address must be accessible <u>only</u> by you)

Preferred User Name for Log-in (Do not use more than 15 characters. Do not include any symbols, special characters or accented characters)
 Note : If neither of your choices can be granted, incremental numerics will be added to your first choice to generate your user name (e.g., smithjohn2).
 Note : This user name must not be shared. **Each user must have her/his own user name as it represents a unique ID.**

Choice #1: _____

Choice #2: _____

User's Acknowledgment (see Terms and Conditions on reverse)

By signing below the user agrees to the following:

- A. The password assigned to me is for my use **exclusively** and I will protect and manage it, as per Terms and Conditions on reverse, to prevent its disclosure.
- B. I will notify the appropriate EDULUA if my password has been compromised.
- C. I will notify the Authorized Signer of the DSB using the Form SODT for updates if any information provide on this form changes.
- D. I will only access information for which I am authorized to use by the role under relevant EDU SODT application. I am responsible for and will maintain the **strictest confidentiality** of all such information.
- E. I will not access EDU SODT application through the public access terminals including but not limited to terminals at public libraries, Internet Cafes, etc.

Signature: **X** _____ Date: _____

IMPORTANT: Following the processing of this form, the user will receive an e-mail from the ministry containing the user name and "code". The "code" is the temporary password used for the first log-in. The system will prompt the user to change the password after the first log-in. The third e-mail will contain a snapshot of the User's profile

SECTION 2: For Authorized Signer Use Only (See Guide on reverse)

Application: SODT

- SODT Role

Last Name	First Name	Board Name	Board # (BSID)
		B	
Signature of Authorized Signer		Date	Work telephone #: Extension
X			

SECTION 3: For Ministry Use Only

Last Name	First Name
Signature of EDU LUA	
Date	Work telephone #: Extension
User Name assigned:	Date Processed: Initialed:

Instructions and mailing address on reverse. Retain a copy of this form for your records. 

Secure Online Data Transfer (SODT) Access User Account Registration Guide

Definitions

- BSID - Board School Identification Database
- DSB - District School Board
- EDU - Ministry of Education
- LUA - Local User Authority
- PIPEDA- *Persona/Information Protection and Electronic Documents Act*
- FIPPA – *Freedom of Information and Protection of Privacy Act*
- SODT- Secure Online Data Transfer

Purpose of this Form:

This form must be used to make a request for User account administration from a District School Board (DSB) to have secure access to EDU SODT application. This application is subject to appropriate security measures due to the personal and confidential information they contain.

Who to Call for Assistance

For general questions or to obtain a copy of the form, call (416) 212 - 6366 or 1.888.275.5934 or e-mail: onsis_sison@ontario.ca

This Form is to be Used to Request a New User Account, *Update an Existing Account, Revoke User Access or request a New Password:

If a User has already been granted secure access to EDU SODT application and there is a need to update their personal information, add or remove the SODT application or role, a new form is required.

*For 'Name Change' or a 'Username' change, User must complete two separate forms:

1. Complete a new Form SODT – select request to 'REVOKE User's Account' – this is required in order to disable the former Username
2. Complete a new Form SODT – select request to 'Assign NEW User Account'—this is required to create a new User profile account.

Instructions on Completing Section 1

The User must complete and sign Section 1. Illegibility or incompleteness will delay the processing of this form. The Terms and Conditions of Use related to accessing the EDU SODT application is set out in Section 1. The User must sign to indicate his or her agreement to comply with the Terms and Conditions of Use. **The information contained in this EDU SODT application is strictly and absolutely confidential and must not be disclosed to unauthorized individuals at any time, for any purpose whatsoever.**

i. User Name

A User will be assigned only one User Name to access the EDU SODT application. The User is asked to provide a first and second choice for a User Name for the purpose of logging in. Users should be careful to choose a name that they can remember. Each User Name must be unique; therefore it is not possible to guarantee the first choice of User Name will be available. If both the requested User Names have already been assigned, the first choice with a number appended (to make it unique) will be assigned. Users will be notified by e-mail of the User Name assigned to them. User Names cannot contain more than 15 characters. User Names may not contain any symbols, special characters or accented characters.

ii. Code (temporary password) and Password

Users will receive a second e-mail containing their EDU-issued "code" (temporary password). **This code will expire upon first log-in.** The system will then prompt the User to create their own password as well as their secret questions and answers. The User is the only one who should know their own personal password. **Passwords must not be shared.**

Completing Section 2

This section is to be completed and signed by the Authorized Signer of the District School Board (DSB).

SODT Role Descriptions

Role	Functions						
	Assign Role	Inquire Role	Update Role	Generate Report	Run Ad-hoc Reports	Refresh BSID, Maintain System & Report Parameters	Maintain Look-Up Tables & Role
SODT Role	✓	✓	✓	✓	N/A	N/A	N/A

Completing Section 3

This section is to be completed and signed by the EDU Local User Authority (LUA)

Submitting this Form

Once the User and Authorized Signer complete and signed the registration form, the original form must be mailed to:

SODT - LUA Staff
Ministry of Education
Education Statistics & Analysis Branch
4th Floor, Suite 422, 777 Bay Street
Toronto ON M5G 2E5