Information Bulletin 6 – September 15, 2008

To all Independent School Authorities

The Office of the Inspector of Independent Schools has recently launched Phase 2 of the new web-based e-Service called Independent Schools Certification and Employment Registry for Teachers (IS-CERT). The new systems serves as a publicly accessible teacher certification registry that reports the current status of a teacher’s certificate, this service also provides access for teachers and Authorities to access online applications for teacher certification as well as data collection for the Independent School Teacher Employment Registry. Please refer to Employers List Information Bulletin #5 posted August 29, 2008 for Employment Registry details.

Requirements:

In order for independent school Authorities to use the online eService, Authorities will need to apply for a “Business BCeID” account through the BC Governments BCeID Shared Services website. BCeID is an Online Service that makes it possible for you to use your user ID and password to sign in securely to BCeID participating Government Online Services.

Please note:

Once you receive a Business BCeID activation code through BCeID services a subscription code will then be issued by the Office of the Inspector of Independent Schools in order to allow access into the IS-Cert eService. Please refer to Step 3 for this process.

Whoever represents the authority in using these eServices will not be able to logon with a Basic BCeID; only a “Business BCeID” may be used in order for Authorities to access the IS-CERT eServices. The “Business BCeID allows Authorities to use restricted parts of the IS-CERT System and should be carefully assigned to a person of proper Authority.

Procedure:

The following are instructions to assist in navigating the to BCeID Shared Services website in for the process in order to setup the Business Account.

STEP 1: IS YOUR SCHOOL AUTHORITY ALREADY REGISTERED?

Please check to see if your school authority is already registered by going to www.bceid.ca and click on the link in the lower right hand side of the screen labelled: Is my Business already registered?

Now search for your school authority. If you are having trouble using the search tool to find your school authority, please use the “contact us” link on the www.bceid.ca site to contact the BCeID helpdesk for assistance.
YES: School Authority is registered:

- You will be shown one or more BCeID business managers for your School authority that can create a BCeID Business UserID for you. Please contact these users to have them create a Business BCeID for you.
  (You need a unique BCeID Business User ID, which must not be shared with other users.)
- Once your business BCeID manager has created an account for you, then proceed to STEP 4 of this document to get your Business UserID validated to use the IS-CERT eService.

NO: School Authority is not registered

- If your school authority has not been yet been registered, you need to get a person authorized to act for the school authority to register your school authority with the BCeID program. To find the Ministry of Education name format to use when registering your independent school you can use the following web site: http://www.bced.gov.bc.ca/apps/imcl/imclWeb/IndSchoolAuthority.do Follow the instructions in STEP 2.

STEP 2: HOW TO REGISTER YOUR SCHOOL AUTHORITY WITH THE BCEID PROGRAM AND OBTAIN THE FIRST ACCOUNT (ALSO KNOWN AS THE BUSINESS PROFILE MANAGER ACCOUNT)

A. Go to this web site to begin the process: www.bceid.ca/register
B. Choose the first yellow button labelled “register for a Business BCeID”
   - You will now see the Online Services Directory;
   - ISCERT is a non-published online service; therefore, select the link near the top of the screen labelled Register without specifying an Online Service
C. The next screen asks if your organization is registered with BCeID, as you have already confirmed your school authority is not registered you will choose “NO” and select the Next button.
D. The next screen asks “are you a principal of your organization”, choose an answer and select Next button. Please note that this does not refer to the school principal, but rather to the authority’s main representative.
E. The next screen is labelled: “What type of Business are you registering?” All independent school authorities will be of type “other”.
F. The next screens will continue to finish the process for organizations of type “other”.
G. If you have trouble registering with BCeID, or obtaining an account, you can select the contact us link on www.bceid.ca and contact the BCeID helpdesk for assistance.
H. The identity proofing step from BCeID will include mailing a letter to you with an activation code. Depending on mail delivery times, your registration letter with the activation code and instructions will likely arrive in approximately 3 or 4 business days.
STEP 3: TO HAVE YOUR BCeID BUSINESS ACCOUNT VERIFIED AND VALIDATED BY THE OFFICE OF THE INSPECTOR OF INDEPENDENT SCHOOLS

While waiting for your BCeID activation code to arrive by mail, you can proceed with having your BCeID Business Account verified and validated by the Office of the Inspector of Independent School.

Your school authority representative needs to send an e-mail to educ.iscert@gov.bc.ca with the information below about the school authority’s authorized representatives so they can be given access to the new eService by the Office of the Inspector of Independent Schools.

Email the following information below to educ.iscert@gov.bc.ca:

1. Surname:
2. First Name:
3. Middle Name:
4. BCeID:
5. School Name:
6. Organization (Society):
7. E-mail (Authorized Rep):
8. Home Phone:
9. Work Phone:

With this information the Office of the Inspector of Independent Schools will provide you with access to the IS-CERT eService within 3 business days.

STEP 4: ACCESSING ISCERT WITH YOUR VERIFIED BCeID BUSINESS ACCOUNT

For the first use of the BCeID Business Account for your organization, use the initially chosen userID and password and the activation code that will be mailed to you to complete registration.

To be clear: do not proceed to use the IS-CERT web site until you have entered your activation code as per mailed instructions for your BCeID Business Account at www.bceid.ca. Remember that you cannot access IS-CERT without having completed STEP 3.
You will be able to access IS-CERT on behalf of the School Authority using the authority’s Business Account User BCeID and password.

The School Authority will have access to the IS-CERT eService for such functions as
1. Applying for a School and Subject Restricted certificate, LOP’s, and 3LOPs.
2. Providing the annual Employment List data update to the Office of the Inspector by October 15, of each year.

There are two different helpdesks to assist you in this process if you have questions.

1. The BCeID helpdesk, and is used for questions involving getting your BCeID account. Select the contact us link on www.bceid.ca website.
2. For all other questions about this letter and the process of using the IS-CERT online service, email educ.iscert@gov.bc.ca.