

Refer to the following materials, if required:

- How do I navigate the Dashboard?
- How do I navigate the Applicant/Member forms page?
- How do I navigate the Applicant/Member profile page?



You cannot proceed to this step until a Tier 2 Approval Form has been completed. Any change to the Registry Viewing Status will have a direct impact on the public and employer views of the Registry. Please proceed with caution.

## STEP 1

Click on the “DASHBOARD” (1) tab.

## STEP 2

Generate a **Dashboard Report (2A)**.

Type “**Rejected**” in the search field at the bottom of the “**Application Status**” (2B) column.

If the search generates results, this indicates that there are rejected PSW applications to close.

Click on the Registrant ID for the PSW who requires rejection to go to the **Applicant/Member forms (3A)** page.

## STEP 3

Click on the Registry Admin Form folder to access the “**Registry Admin Form**” (3B).



2A

Dashboard

Registry: 1  
Application Status: ALL  
Date: 2018-02-21 to 2018-02-21  
Applicants/Members: 4

Search:

SAVE EXPORT REPORT HELP

Account ID	Comments	Name	Admin Assigned	Internal Complaint Status	Date of Account Creation	Registry Viewing Status	Application Status	Form	Completed	Date Completed	Email Date
000001	0	999test999 Helen Test Administrator	Test Administrator		2018-02-21		Rejected	Application	✓	2018-03-01	
000001	0	999test999 Helen Test Administrator	Test Administrator		2018-02-21		Rejected	Tier 1 Approval	✓	2018-02-28	
000001	0	999test999 Helen Test Administrator	Test Administrator		2018-02-21		Rejected	Tier 2 Approval	✓	2018-03-01	
000001	0	999test999 Helen Test Administrator	Test Administrator		2018-02-21		Rejected	Registry Admin Form	X		

2B

3A

Selected Registry: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP

Registry Overview Applicants/Members Add / Update Admin Accounts

Account ID: 000001

Account 000001 : 999test999, Helen Test Administrator

Last Visit: Tier 2 Approval  
Completed: 75.0%  
Comments: 0

Consents

EXPAND ALL COLLAPSE ALL

- Application
- Tier 1 Approval
- Tier 2 Approval
- Registry Admin Form

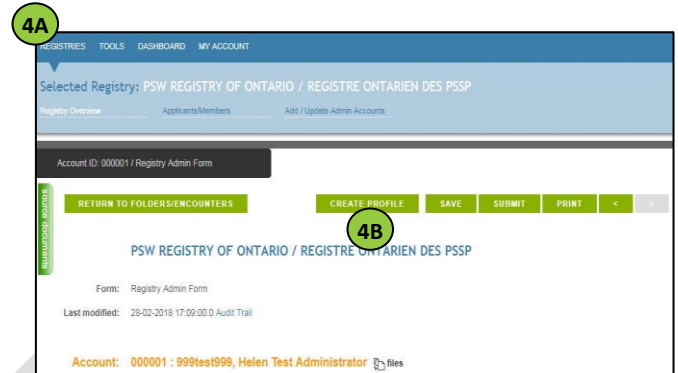

ENCOUNTER COMPLETION DATE

Registry Admin Form 3B

Audit Trail | Time Tracking

## STEP 4

Click the **“CREATE PROFILE” (4B)** button within the **Registry Admin Form (4A)** page.

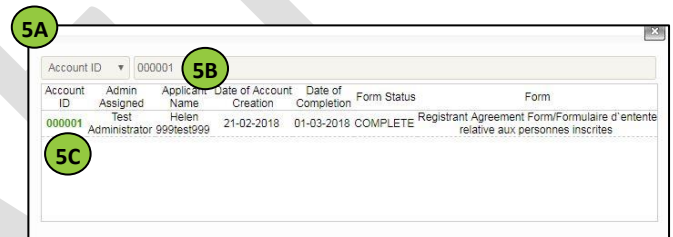



Upload supporting documents, if required. For more information, please refer to “How to upload files?”

## STEP 5

A pop-up will appear. **(5A)**

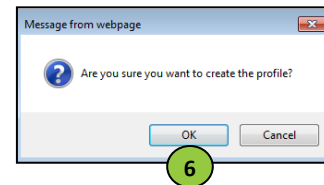
Search for the applicant in the search field **(5B)** by their **Account ID** and click on their **Account ID (5C)** once the correct account has appeared.



Account ID	Admin Assigned	Applicant Name	Date of Account Creation	Date of Completion	Form Status	Form
000001	Test Administrator	Helen 999test999	21-02-2018	01-03-2018	COMPLETE	Registrant Agreement Form/Formulaire d'entente relative aux personnes inscrites

## STEP 6

A second pop-up will appear. Click the **“OK” (6)** button.



## STEP 7

If you have to make changes to the profile, but are unable complete it, you can click the **“SAVE” (7A)** button and return to complete the form at a later time.

If you have finished completing the **Registry Admin Form**, click the **“SUBMIT” (7B)** button.



## STEP 8

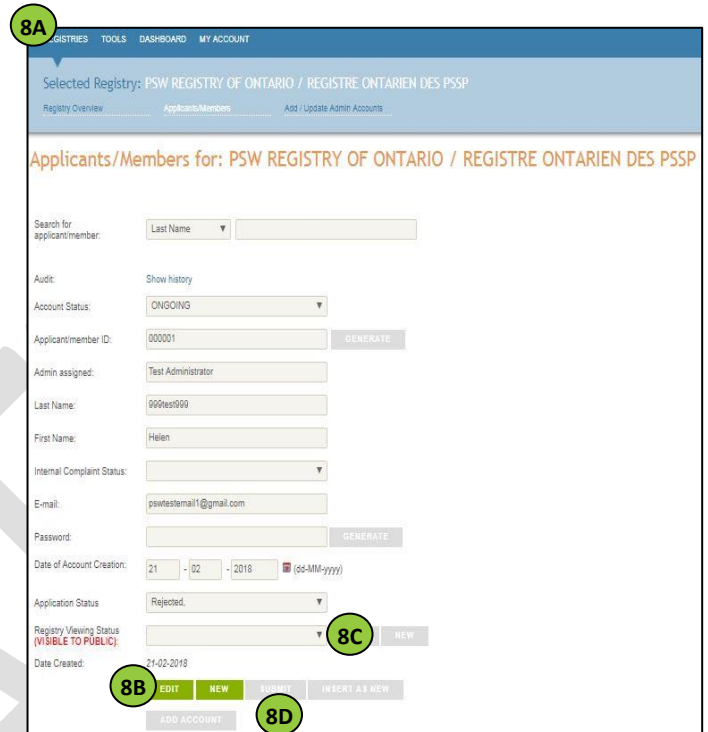
Go to their **Applicant/Member** profile (**8A**) page.

Click the **“EDIT” (8B)** button.

Click the **“Registry Viewing Status” (8C)** dropdown to change the status, as required.

## STEP 9

Click the **“SUBMIT” (8D)** button once the **“Registry Viewing Status”** has been changed.




Comply with the PSW Registry Office policies regarding Registry Viewing Statuses.



The **“SUBMIT” (8D)** button in the **Applicant/Member** profile page will become green after you have clicked the **“EDIT” (8B)** button.



Changes to the **Registry Viewing Status** on this page will be reflected in the **Dashboard Report**.