

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.



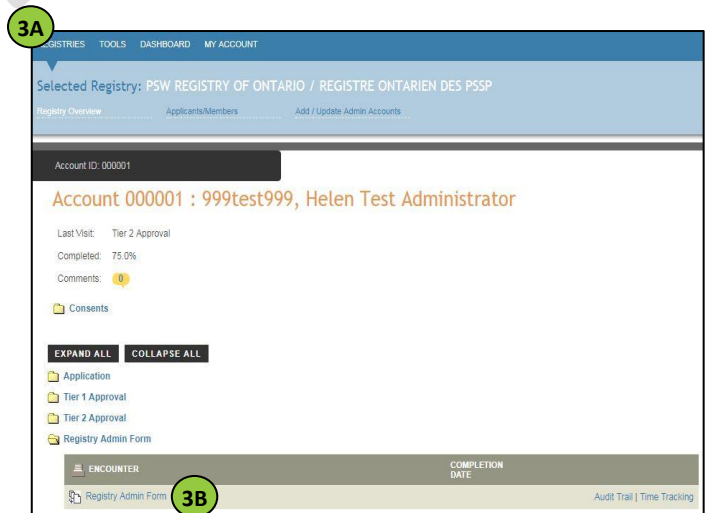
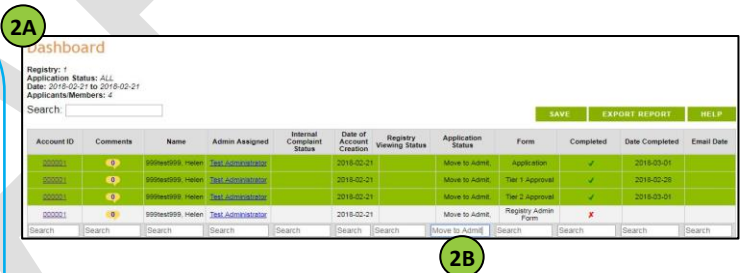
## STEP 2

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

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

If the search generates results, this indicates that there are approved PSW applications to close and publish on the Registry.

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



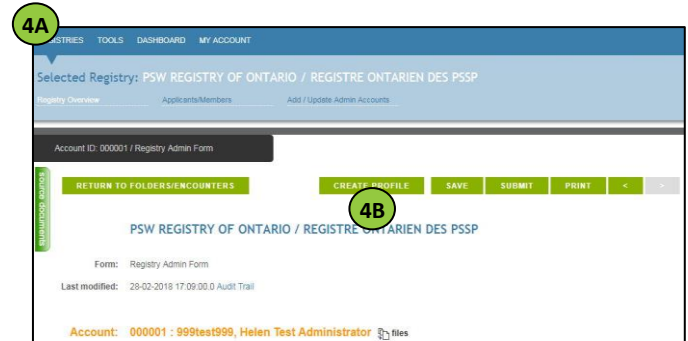
## STEP 3

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



## STEP 4

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

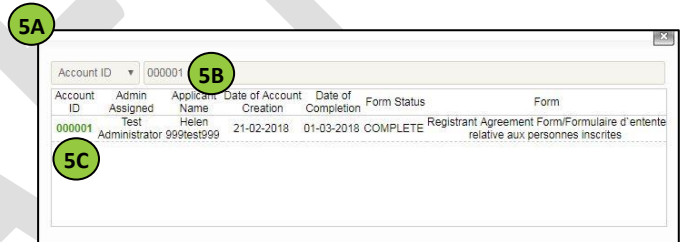


Upload supporting documents, if required. For more information, please refer to **“How to upload files?”**

## STEP 5

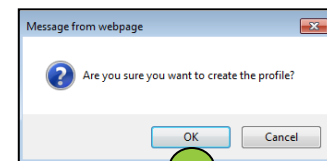
A pop-up will appear. (5A)

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.



## 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 at a later time.

Carefully copy the **Account ID** before proceeding to Step 8.

Click the **“SUBMIT” (7B)** button if you have finished completing the **Registry Admin Form**.





## STEP 8

Go to their **Applicant/Member** profile (**8A**) page. Search for applicant/registrant using the **Account ID** that was copied from Step 7.

Click the **“EDIT”** (**8B**) button.

Change the **Application Status** (**8C**) from **“Move to Admit”** to **“Registered.”**

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

## STEP 9

Click the **“SUBMIT”** (**9**) button once the **“Registry Viewing Status”** has been changed.

REGISTRIES TOOLS DASHBOARD MY ACCOUNT

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

Registry Overview Applicants/Members Add / Update Admin Accounts

Applicants/Members for: PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP

Search for applicant/member: Last Name

Audit: Show history

Account Status: ONGOING

Applicant/member ID: 000001  GENERATE

Admin assigned: Test Administrator

Last Name: 990test000

First Name: Helen

Internal Complaint Status:

E-mail: pswtestemail1@gmail.com

Password:  GENERATE

Date of Account Creation: 21 - 02 - 2018  (dd-MM-yyyy)

Application Status: Move to Admit  **8C**

Registry Viewing Status (VISIBLE TO PUBLIC):  **8D** NEW

Date Created: 21-02-2018

**8B** EDIT **9** SUBMIT  IN NEXT 15 NEW



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



The **“SUBMIT”** (**9**) button in the **Applicant/Member** profile page will become green after you have clicked the **“EDIT”** button.



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