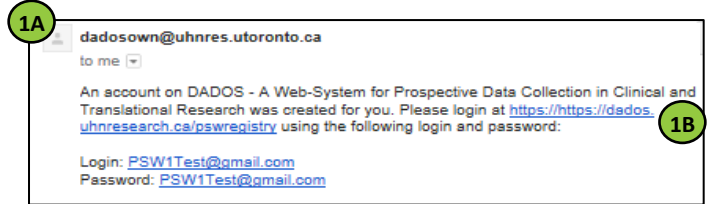


## STEP 1

When your account was first created, you received an email with your log in credentials (**1A**). Find this email in your inbox.

Click on the **Administrator Portal (1B)** link.



## STEP 2

You will be redirected to the **Admin Login (2A)** page.

Enter your log in information and click the **“LOGIN” (2B)** button.



2A

 PERSONAL SUPPORT WORKER  
**REGISTRY OF ONTARIO**

### Admin Login

Please enter your e-mail address and password to login.

E-mail Address

Remember my e-mail address on this computer

Password

[I forgot my password](#)

2B

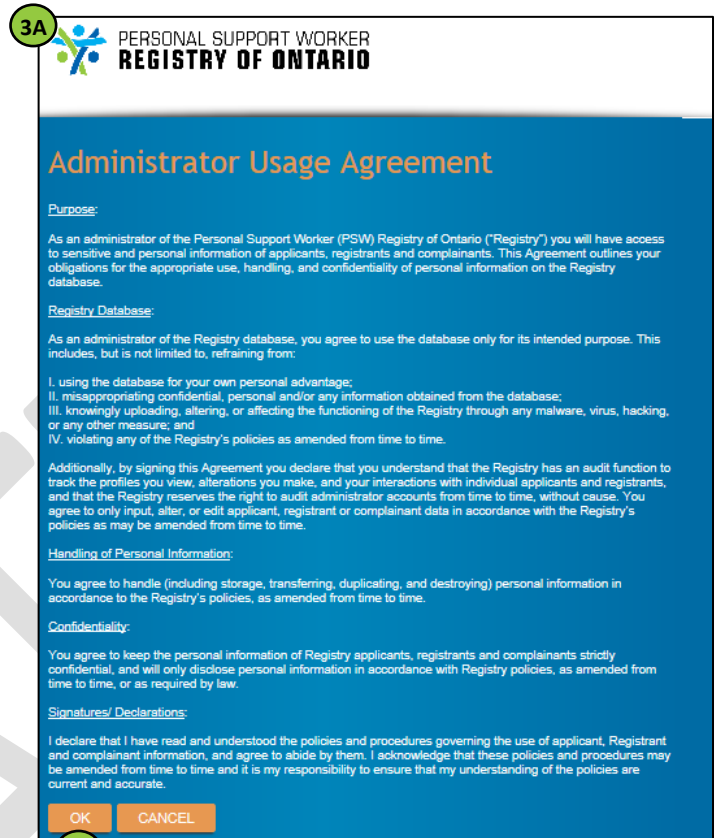


Click the **“REMEMBER MY EMAIL ON THIS COMPUTER”** box, if you want the website to keep your email on the email field.

## STEP 3

When you first log in, you will see the **Administrator Usage Agreement (3A)** page.

Click the **“OK” (3B)** button if you agree that you have read, understood and will adhere to the governing policies of the Registry.



**3A** PERSONAL SUPPORT WORKER  
**REGISTRY OF ONTARIO**

### Administrator Usage Agreement

Purpose:  
As an administrator of the Personal Support Worker (PSW) Registry of Ontario ("Registry") you will have access to sensitive and personal information of applicants, registrants and complainants. This Agreement outlines your obligations for the appropriate use, handling, and confidentiality of personal information on the Registry database.

Registry Database:  
As an administrator of the Registry database, you agree to use the database only for its intended purpose. This includes, but is not limited to, refraining from:

- I. using the database for your own personal advantage;
- II. misappropriating confidential, personal and/or any information obtained from the database;
- III. knowingly uploading, altering, or affecting the functioning of the Registry through any malware, virus, hacking, or any other measure; and
- IV. violating any of the Registry's policies as amended from time to time.

Additionally, by signing this Agreement you declare that you understand that the Registry has an audit function to track the profiles you view, alterations you make, and your interactions with individual applicants and registrants, and that the Registry reserves the right to audit administrator accounts from time to time, without cause. You agree to only input, alter, or edit applicant, registrant or complainant data in accordance with the Registry's policies as may be amended from time to time.

Handling of Personal Information:  
You agree to handle (including storage, transferring, duplicating, and destroying) personal information in accordance to the Registry's policies, as amended from time to time.

Confidentiality:  
You agree to keep the personal information of Registry applicants, registrants and complainants strictly confidential, and will only disclose personal information in accordance with Registry policies, as amended from time to time, or as required by law.

Signatures/ Declarations:  
I declare that I have read and understood the policies and procedures governing the use of applicant, Registrant and complainant information, and agree to abide by them. I acknowledge that these policies and procedures may be amended from time to time and it is my responsibility to ensure that my understanding of the policies are current and accurate.

**OK** **CANCEL**

## STEP 4

You will be redirected to the **Administrator Portal Home (4A)** page, titled "My Registries".

To log out, click the **“Logout” (4B)** button.



**4A** PERSONAL SUPPORT WORKER  
**REGISTRY OF ONTARIO**

Mr. MyLast1 **Logout**  
LAST LOGIN - 17:15:22-02-2018 **4B**

REGISTRIES TOOLS DASHBOARD MY ACCOUNT

### My Registries

REGISTRY ID	REGISTRY NAME
000001	PSW REGISTRY OF ONTARIO / REGISTRE ONTARIEN DES PSSP



Ensure you always log out after you finish your session