

Refer to the following materials, if required:

- How do I log in and log out?
- How do I navigate the Dashboard Report?



The steps below outline one of the ways to access the Applicant/Registrant Profile page. Another way to access the Applicant/Registrant Profile page is through the Dashboard Report.

STEP 1

Within the “REGISTRIES” (1A) tab, click on “PSW REGISTRY OF ONTARIO” (1B).



STEP 2

You will be redirected to the Home Page (2A).

Click on the “Applicants/Members” (2B) tab.

2A

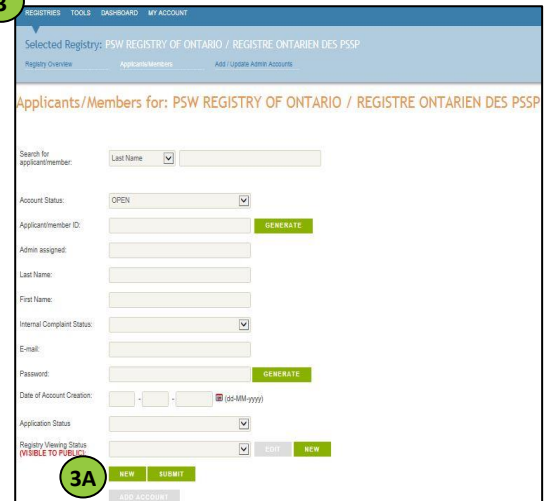


STEP 3 - New

You will be redirected to the Applicants/Member (3) tab.

Click the “NEW” (3A) button create a new PSW application profile.

3



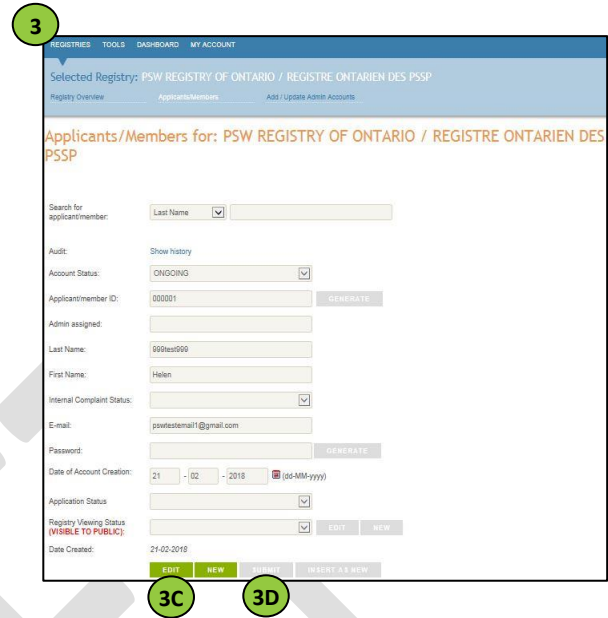

For more information, please refer to “How do I create a PSW applicant profile?”

STEP 3 - EDIT

Alternatively, you can edit an existing applicant/registrant profile.

To update applicant/registrant profile, search for the applicant/registrant. Once their profile has been found, click the "EDIT" (3C) button.

Once you have completed all updates required, click the "SUBMIT" (3D) button




Do not change the Applicant/Member ID when you are editing fields in this page

Guidelines for using the Applicant/Registrant Profile page

Overview of the Applicant/Registrant Profile page

The **Applicant/Registrant Profile** page provides an overview of an applicant's or registrant's status in the Registry, as well as other administrative items that are relevant to the PSW Registry Office.

Description of Data Fields:

Account Status	<p>Indicates the following information:</p> <ul style="list-style-type: none"> • REGISTERED – default status; this status is only available when the administrator is creating a new PSW account. • ONGOING – the applicant/registrant profile can be changed and/or updated. • TERMINATED – applicant is ineligible to be part of the Registry; the applicant may have accidentally terminated their application.
Account ID	<p>Applicant's/registrant's ID that is generated by the Registry during account creation. Do not change the Account ID.</p>



Admin Assigned	<p>Name of Tier 1 Administrator who is processing the application and will maintain registrant information once they are in the Registry.</p> <p>If this field is empty, then the applicant does not have a Tier 1 Administrator assigned. You can assign a Tier 1 Administrator to this account by editing the Applicant/Registrant Profile page. For more information, please refer to “How do I assign an application to myself?”</p>
Last Name	Applicant’s/registrant’s last name
First Name	Applicant’s/registrant’s first name
Internal Complaint Status	Indicates if an applicant/registrant has a complaint against them and/or where the complaint is in terms of processing and outcomes. Note: This is an internal status for use by administrators. This status does not impact whether an applicant/registrant will be viewable or not viewable on the employer-facing registry.
E-mail	Applicant’s/registrant’s email address
Password	<p>Used to generate a new password for the applicant/registrant.</p> <p>This will only be used if an applicant/registrant lost the email that they first received when they self-registered, which has the following information: Account ID, temporary password, and a link to request for a new password.</p> <p>Note: the generated password will not be visible in the Applicant/Registrant Profile page after clicking the “SUBMIT” button. Ensure that the generated password has been copied to your response email to the applicant/registrant prior to clicking the “SUBMIT” button.</p>
Date of Account Creation	Date applicant/registrant account was created
Application Status	<p>Track the progress of an applicant’s application.</p> <p>The status will act as a flag to Tier 1 and Tier 2 when action is required.</p>
Registry Viewing Status	<p>Track the applicant’s/registrant’s status in the Registry.</p> <p>Depending on the status, the applicant/registrant will either be viewable or not viewable in the Registry. The data for applicants/registrants who are not viewable will remain in the Registry, but will not be accessible to Employers.</p>