

## OnSIS & Adult and Continuing Education Communication Protocol

In addition to the main OnSIS contact, boards need to ensure that the following staff are added to the *OnSIS Board Administration Section*. This will help improve future communications so the issues are addressed in a timely way:

- A&CE (IT contact)
- A&CE program contact (i.e., principal, vice-principal)

To add and/or update board personnel contact information in OnSIS go to:

- **Administration>Board Administration>Update Board>Personnel** in OnSIS,
- Complete the '**Board Personnel**' form, and select 'Submit'.
- Ensure that you select '**Brd Con – Adult Con Ed**' from the '**Position Type**' dropdown list (See screen shot below)
- Ensure that you **end date** the roles for board personnel who are no longer active, and regularly keep phone numbers, e-mail addresses and position types up-to-date for your active board personnel.

If you require assistance with OnSIS, please contact the OnSIS Support Desk by email at [onsis\\_ison@ontario.ca](mailto:onsis_ison@ontario.ca)<mailto:onsis\_ison@ontario.ca>, or by phone at 416-212-6366 / Toll Free 1-888-275-5934.

The screenshot shows the OnSIS web interface for the 'BOARD PERSONNEL FORM'. The navigation bar at the top includes 'Administration', 'Data Collection', and 'Queries, Reports and Extracts'. The breadcrumb trail reads 'You are in: Administration > Board Administration > Update Board'. The form title is 'BOARD PERSONNEL FORM' in a yellow header. A note states '\* indicates that this data must be provided'. The form fields include: 'Board:' with a 'MEN (####-#-#### or #####) If Required' input and a 'Verify' button; a warning about Ministry Educator Numbers; 'Salutation' (dropdown), '\* Last Name', and 'Suffix' (text inputs); '\* First Name', 'Second Name', and 'Middle Initial' (text inputs); '\* Position Type' (dropdown menu with 'Brd Con - Adult Con Ed' selected); 'Title' (text input); '\* Assignment Start Date' and 'Assignment End Date' (calendar pickers); 'Phone Number (###-###-####)', 'Ext.', and 'Fax Number (###-###-####)' (text inputs); and 'Email Address' (text input). At the bottom right are 'Submit', 'Personnel List', and 'Board Form' buttons.