

1 OCSB ECE Instructions

Preamble

The College ECE (Early Childhood Educator) Programs place ECE Candidates in OCSB Kindergarten and Day Care facilities. The school board has partnered with AssociateTeacher.ca to develop an electronic registry of AssociateECE (on-site supervisors) to facilitate placement of college ECE candidates in our system. T

Associate ECEs must register in AssociateECE if they want to supervise a college ECE. The registry is accessible through the board portal or directly at www.associateteacher.ca.

Prior to opening an account and completing their AssociateECE Profile, the AssociateECE must discuss their willingness to participate and gain approval from their supervisor or principal. For information regarding the **Responsibilities of an Associate ECE (On-site Supervisor)** please refer to the Associate ECE (On-site Supervisor) Reference Guide posted on the website.

The following information provides detailed instructions on how to create and account and complete their profile. (Note: All these instructions are on the website under ECE Information tab)

Getting Started as an AssociateECE (on-site Supervisor)

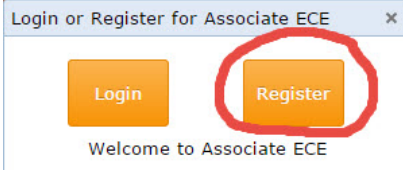
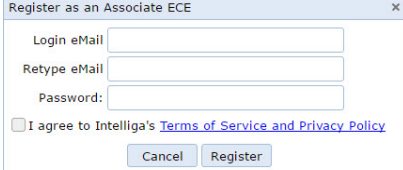
1. Read the Responsibilities of an AssociateECE. These are found on the web site www.associateteacher.ca under the ECE Information tab.
2. Discuss your willingness to be an AssociateECE with your supervisor or principal to gain their approval.
3. Register an account with AssociateECE. Go to the board portal and click on this icon in the portal or go to the website.



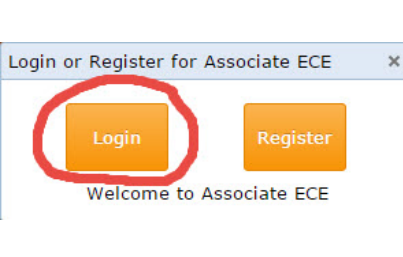
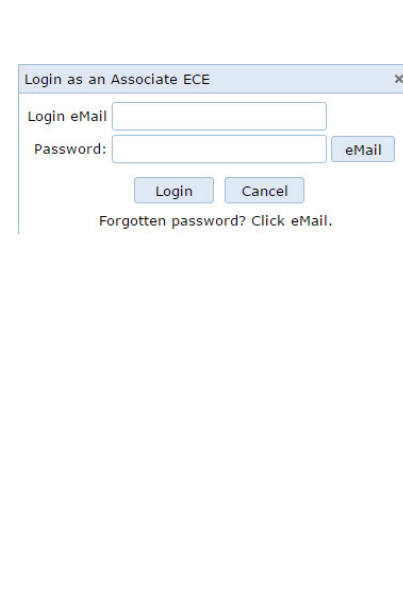
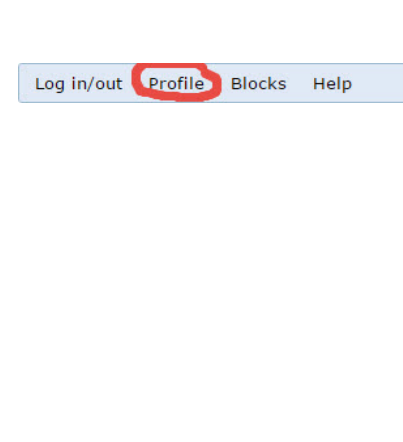
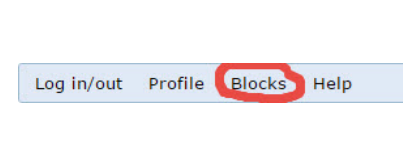
[Assoc. Teacher](#)

4. Follow the instructions to Register / Set up an Account for AssociateECE below.
5. Follow the instructions to complete your Profile. Instructions are below.

Register / Set up an Account for AssociateECE

	<ol style="list-style-type: none"> 1. Click the REGISTER menu item to start the process.
	<ol style="list-style-type: none"> 1. Enter your BOARD eMail into the first input field. 2. Re-enter you BOARD eMail into the second input field. <i>Entering your eMail twice catches many typos</i> 3. Enter a password of at least 5 chars. 4. Check the box "I agree to Intelliga's Terms of Service and Privacy Policy." 5. Click the REGISTER button to create your registration
<p>Verification eMail (Check regular mail or spam or junk folder - mark Not Spam if in spam or junk folder)</p>	<ol style="list-style-type: none"> 1. A verification eMail will be sent to your eMail that you entered during the registration process. 2. You must click on the LINK sent to you in the eMail before you can use your newly created LOGIN. (Note: if the email link is not in your mailbox, check your SPAM or JUNK folder and mark associateteacher@intelliga.ca as a trusted source. This will avoid problems in the future.
<p>eMail Instructions</p>	<ol style="list-style-type: none"> 8, After clicking on the LINK you will receive an additional email instantly with instructions to complete your registration.

The LOGIN Process

	<p>Click the LOGIN menu item to start the process.</p>
	<ol style="list-style-type: none"> 1. Enter your BOARD eMail into the first input field. 2. Enter your password into the second input field. <p><i>If you have forgotten your password you may click the EMAIL button to the right of the second input field and an email with your password will be emailed to you.</i></p> <ol style="list-style-type: none"> 3. Click the LOGIN button to finish the login process. 4. If either of your credentials is incorrect, an alert box pops up and you can try again. 6. If your LOGIN credentials are good the LOGIN form disappears.
	<ol style="list-style-type: none"> 6. Complete your PROFILE ensuring you indicate the number of ECE Candidates you are willing to host in the fall, winter, spring or summer. Maximum number is 2. <p><i>You should complete your PROFILE, but before you do, please read the Help after you login for the PROFILE completion process. If you have any difficulty email support@intelliga.ca using the contact form on the website.</i></p>
	<ol style="list-style-type: none"> 7. Go to the Blocks tab. Click on Add my blocks (2016-2017) button. Exit the program using the X and Log in/out.