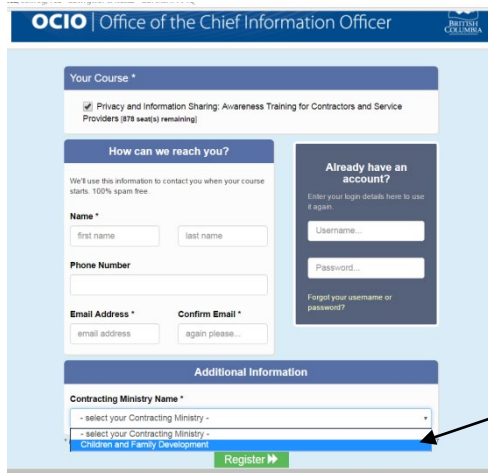


Privacy and Information Sharing Awareness Course

The Ministry of Children and Family Development (MCFD) requires all contractors and their employees who have access to personal information complete the Province's Privacy and Information Sharing Awareness Course. The cost for this course is covered by MCFD

The course is online and will take approximately 1 hour to complete.

The screenshot shows the OCIO (Office of the Chief Information Officer) registration page. At the top, it says 'OCIO | Office of the Chief Information Officer' and 'BRITISH COLUMBIA'. Below this, the course title is 'Your Course *' and 'Privacy and Information Sharing: Awareness Training for Contractors and Service Providers (378 seats remaining)'. There are two main sections: 'How can we reach you?' and 'Already have an account?'. The 'How can we reach you?' section has fields for 'Name *' (first name, last name), 'Phone Number', 'Email Address *' (email address), and 'Confirm Email *' (again please...). The 'Already have an account?' section has fields for 'Username...' and 'Password...', and a link 'Forgot your username or password?'. Below these is the 'Additional Information' section with a dropdown menu for 'Contracting Ministry Name *' showing options: '- select your Contracting Ministry -', '- select your Contracting Ministry -', and 'Children and Family Development'. At the bottom is a green 'Register' button with a right arrow.

<http://bit.ly/1QnNC3g>

please note:

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Fill in the information required, including the Contracting Ministry Name

Then click register

Once you have been registered you will receive 3 emails:

- One will congratulate you on registering
- One will have your user name
- One will have your password

You can email the certificate to leigh@arcus.email or print a copy and bring it into the Arcus head office.

You will only have 14 days to complete the course before your user name and password expire.

If you have any questions or any problems please contact Leigh Croxford, Director of CQI at 604-406-1235 Ext 232 or the email above.