

Creating a Guest Supervisor ID February 24, 2010

The following instructions are to be used as a guideline and are subject to revision without notice.

The following document applies to MITs who have supervisors who do not currently have an APEGM number . This document should be reviewed in conjunction with: Using the Online MIT System

IMPORTANT: PLEASE READ THE ENTIRE DOCUMENT AND RETAIN FOR YOUR RECORDS.

Note: The following example assumes that Obie Wan Knobe is the MIT and Hans Solo is the unregistered supervisor who is going to be granted Guest privileges

IMPORTANT: When you have a supervisor who does NOT have an ID on the APEGM database, you must assist him/her in creating an ID in order to allow him or her to view and provide commentary on your report(s). It is important to note the following:

1. Anyone who is or has been a member, an MIT, an assessment applicant or a previous Guest supervisor will already have an ID. You will not have to create a new ID for them.
Ask them to give you the ID number.
2. If that person does not have an ID number, they can set up a Guest ID which can be used for subsequent viewing of reports by yourself or others.
3. If the person is not certain whether or not he or she has an ID, then contact the APEGM office – either Sharon at ssankar@apegm.mb.ca or Andrew at areddoch@apegm.mb.ca and we will verify this. **We want to avoid having the same person with multiple IDs!**

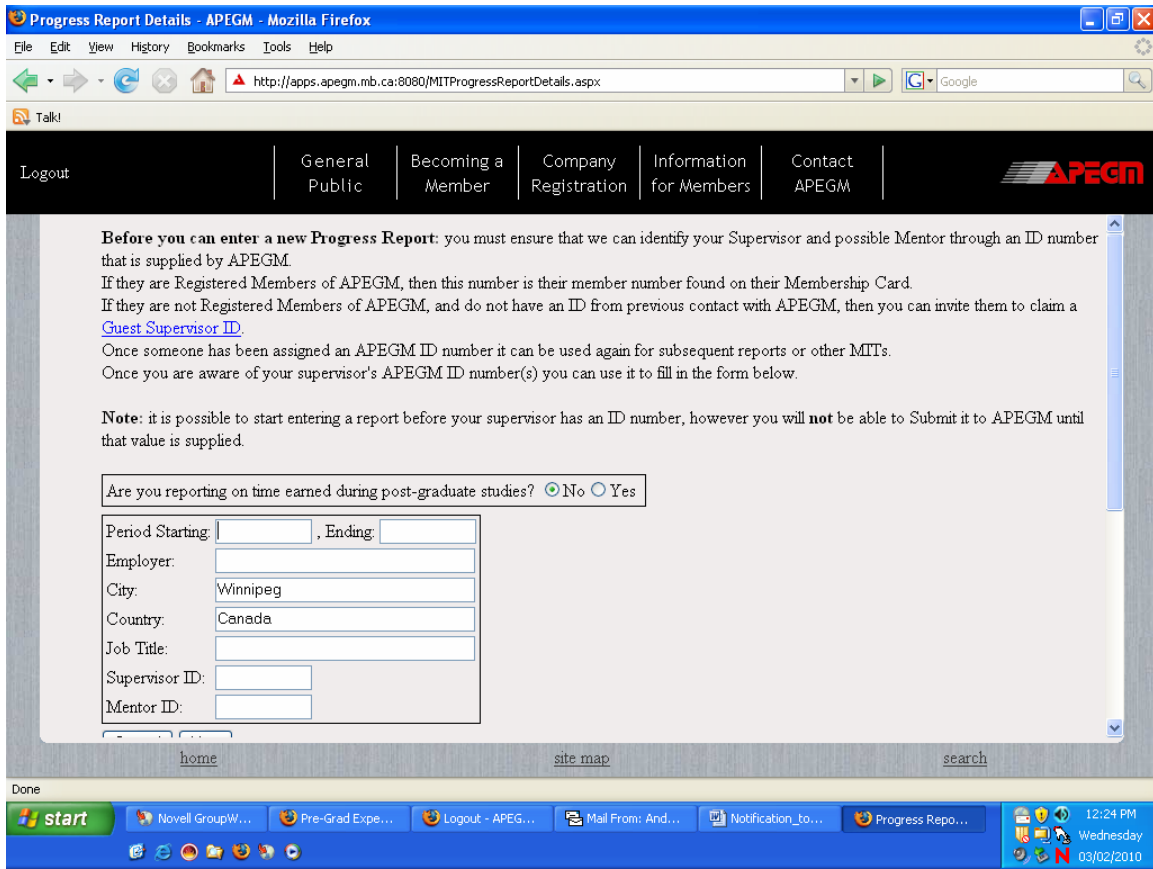
MIT Steps for creating the Guest Supervisor ID:

1. Log in and go to your Home Page:



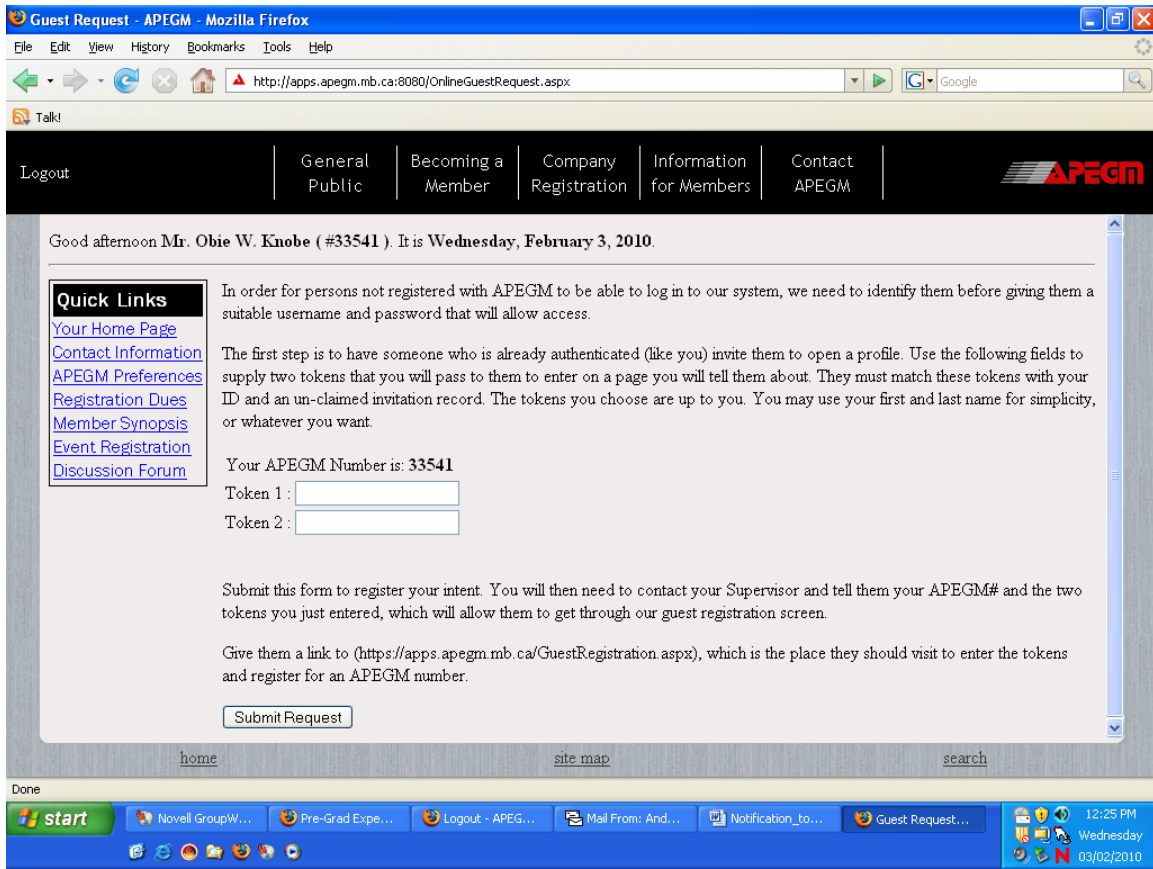
Screen 1 – MIT Home Page

2. Click on New Progress Report link, to go to:



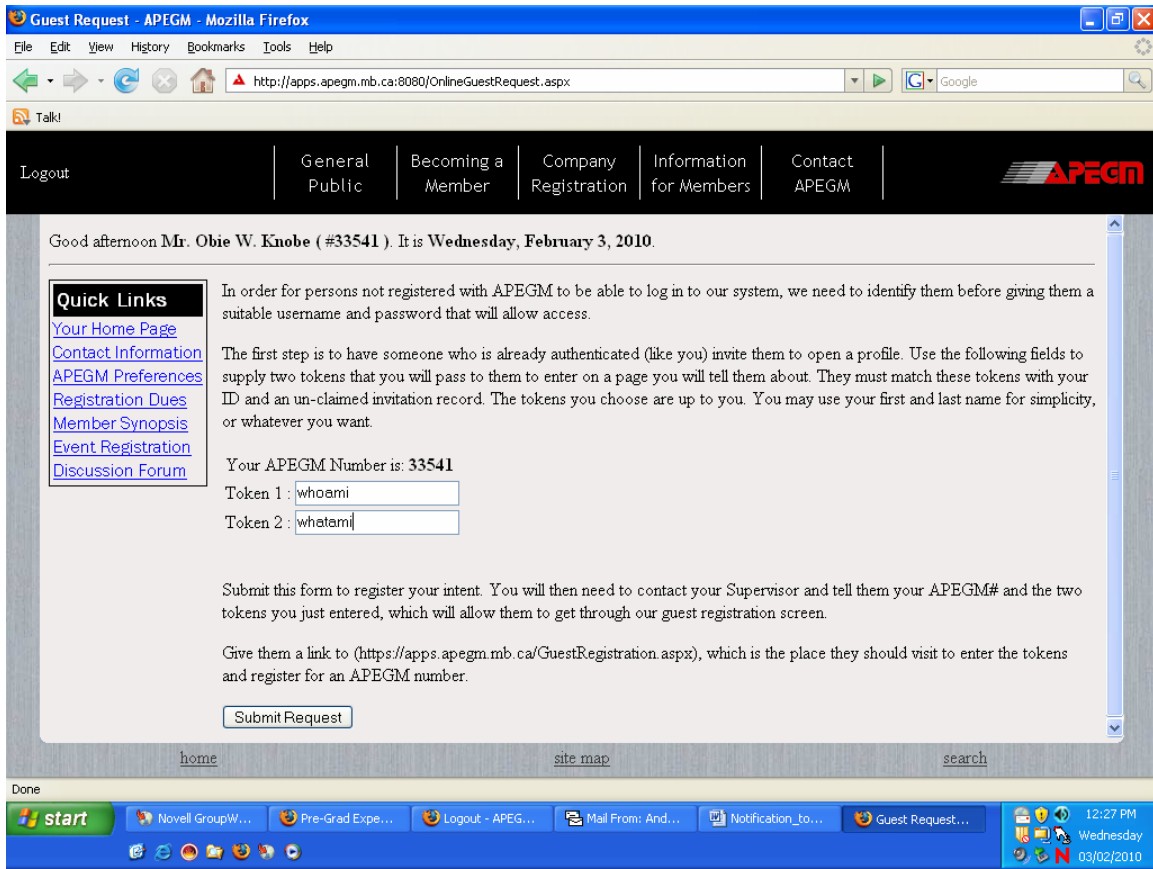
Screen 2 – MIT Report Creation Page

3. Click on [Guest Supervisor ID](#), to go to:



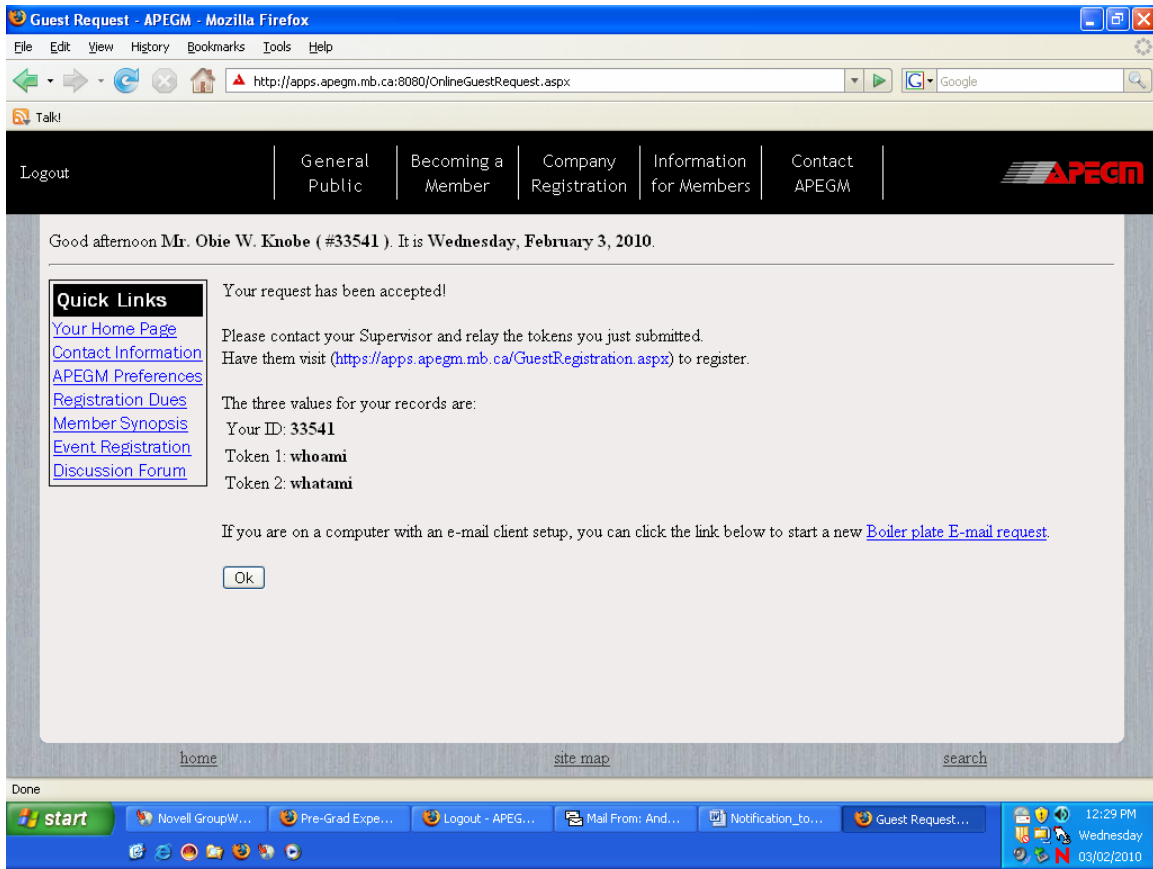
Screen 3 – MIT's Guest Supervisor Token Creation Page

3. Type in two Tokens – Token 1 and Token 2 – of your choosing. REMEMBER your APEGM number and your two tokens.



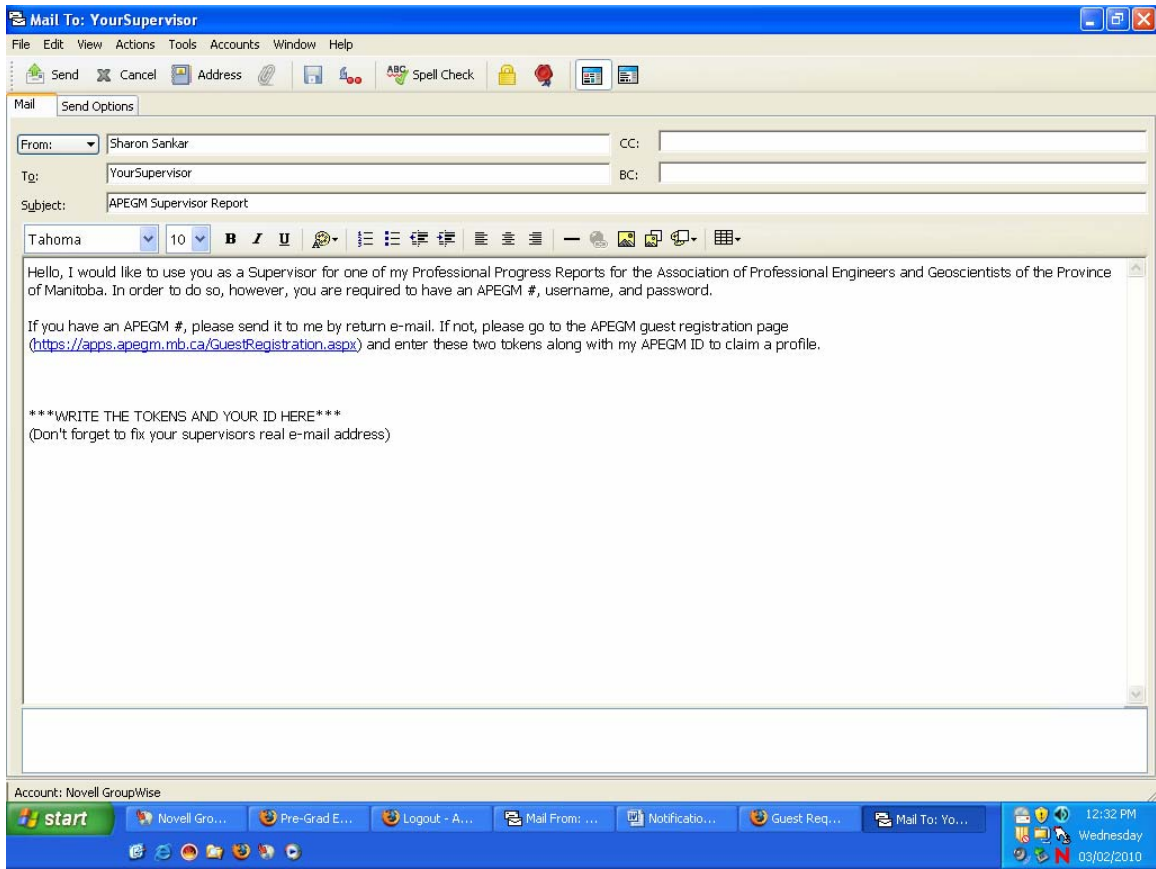
Screen 4 – Creating the Tokens for the Guest Supervisor

4. Memorize the tokens, your number and the link that the supervisor needs to go to: <https://apps.apegm.mb.ca/GuestRegistration.aspx> . (You can write this down and keep in a safe place). The Tokens are CASE-SPECIFIC.
5. Click Submit Request button.



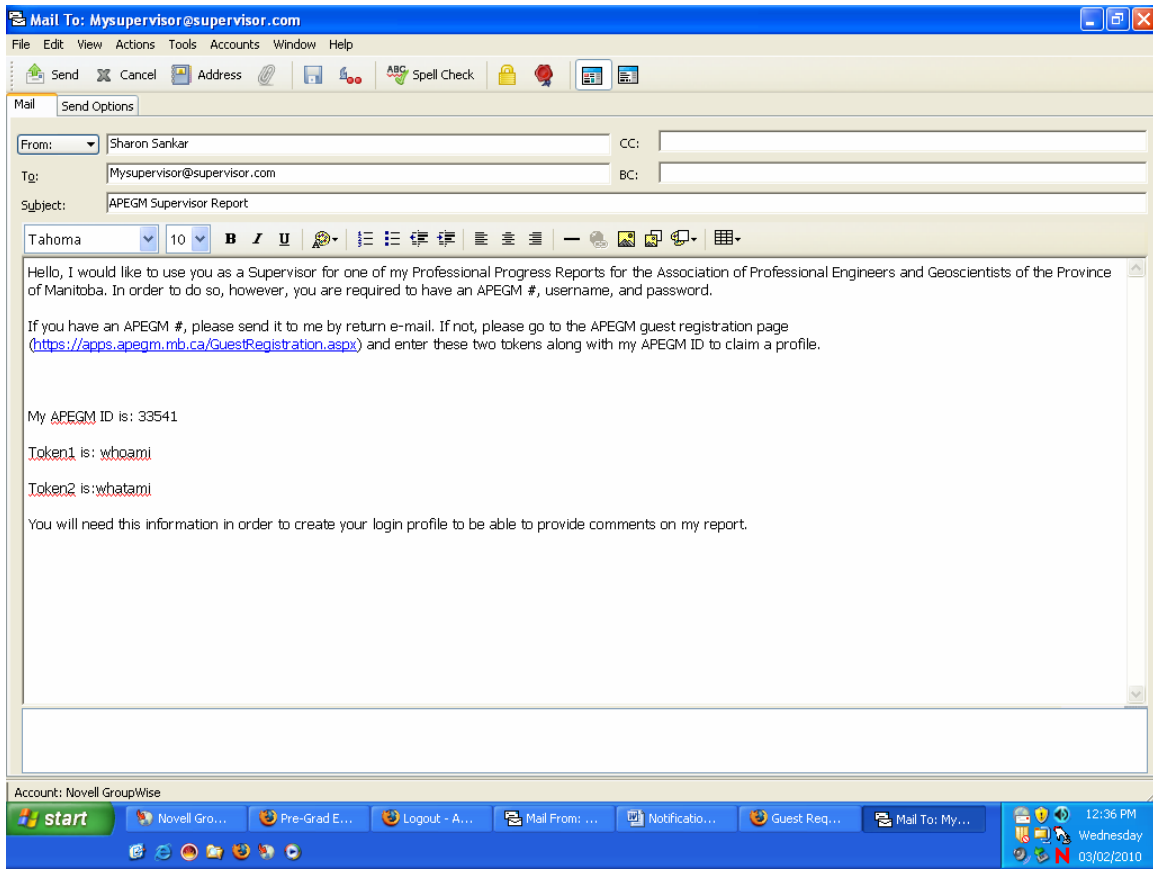
Screen 5 – Confirmation of the Tokens which will be sent to the Guest Supervisor

6. Contact your supervisor independently – by phone or email or in person, to give him/her your ID number and the two tokens. If you wish, you can use the Boiler plate Email request link above.



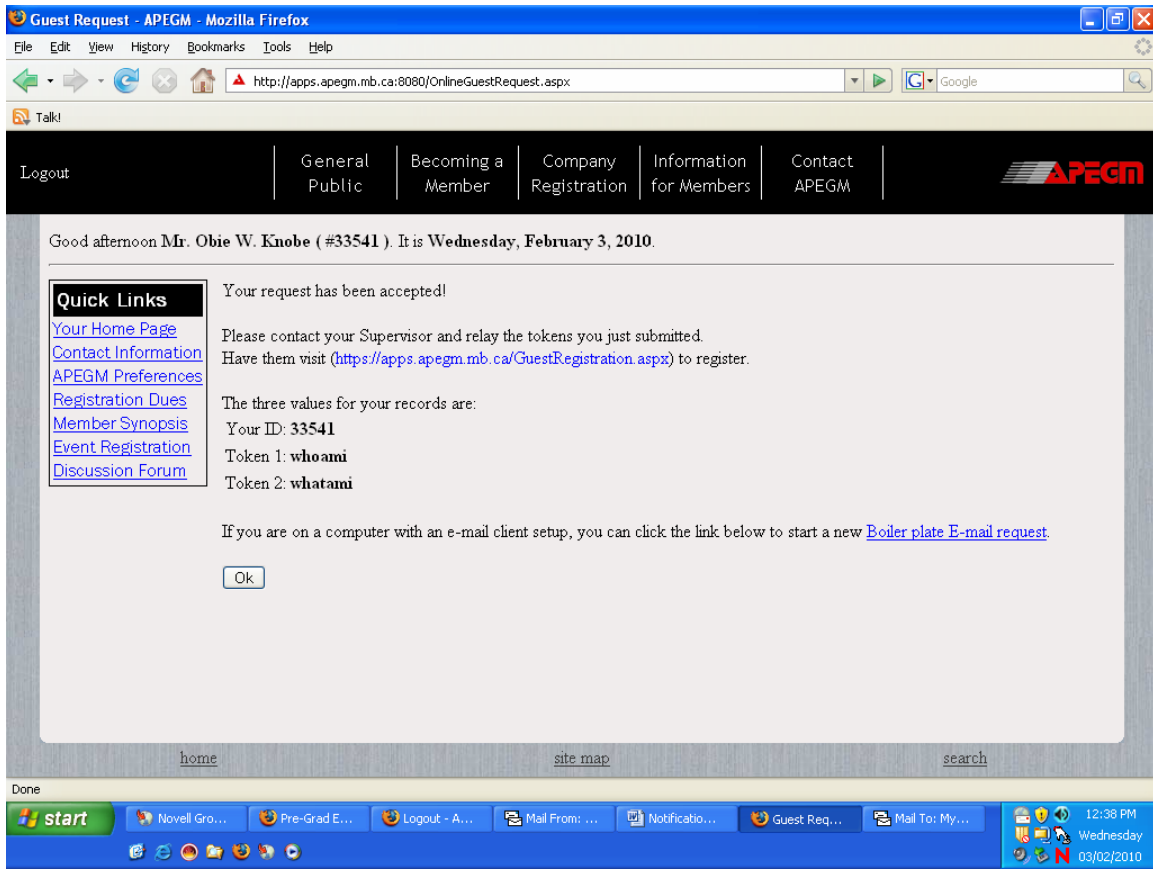
Screen 6 – Email which can be used to send tokens to Guest supervisor

7. Make sure that you edit this email by entering your Supervisor’s real email address and adding the tokens and ID in the email. Feel free to edit the email to address the supervisor in the manner in which you would normally address them!



Screen 7 – ID and tokens to be sent to your guest supervisor

8. Once you've sent the email, you will be back at the following screen:



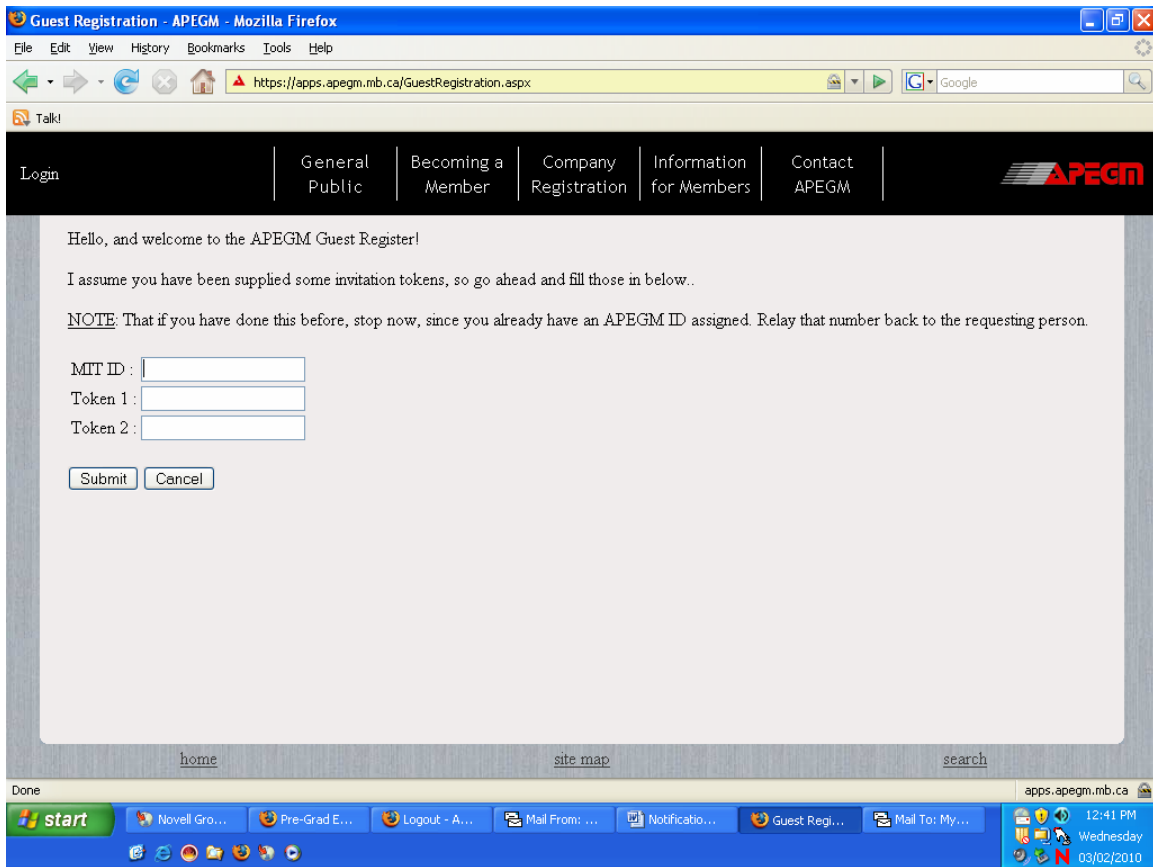
Screen 8 – Confirmation that the tokens and ID have been set up for the guest supervisor

NOTE: this just means that the tokens are set up and ready to go once the supervisor logs in, NOT that the email has arrived at the guest supervisor's destination. It is up to you to follow-up!

9. Click Ok, and then YOUR part is done for now, EXCEPT for the fact that it is up to YOU to follow up with your supervisor and make sure that he/she logs in.

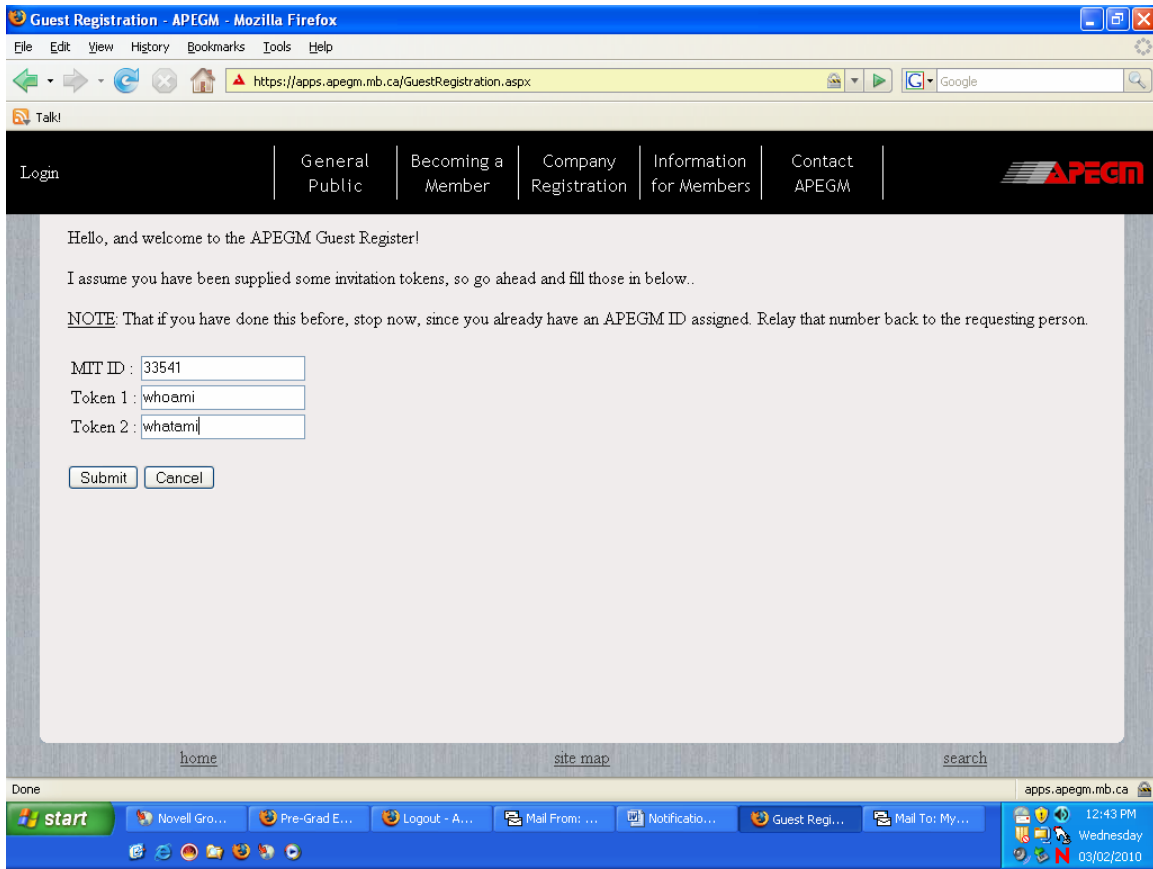
Guest Supervisor Login:

10. When ready, the supervisor will go to: the GuestRegistration page indicated above, and he will see a screen like the following:



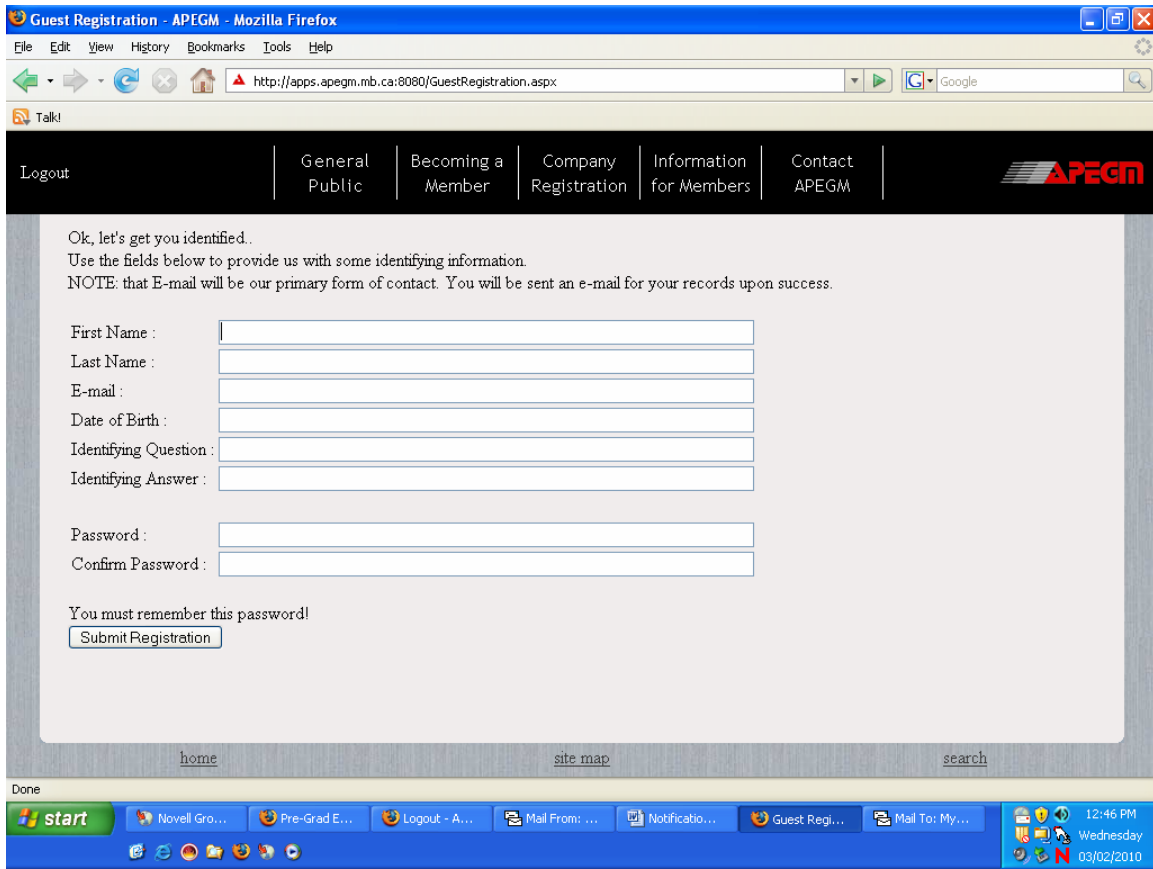
Screen 9 – Guest Supervisor token input screen

11. The supervisor will then type in the ID and the two tokens given. Note that if he already has an ID, he should NOT complete this screen, but should instead give the ID number to the MIT independently.



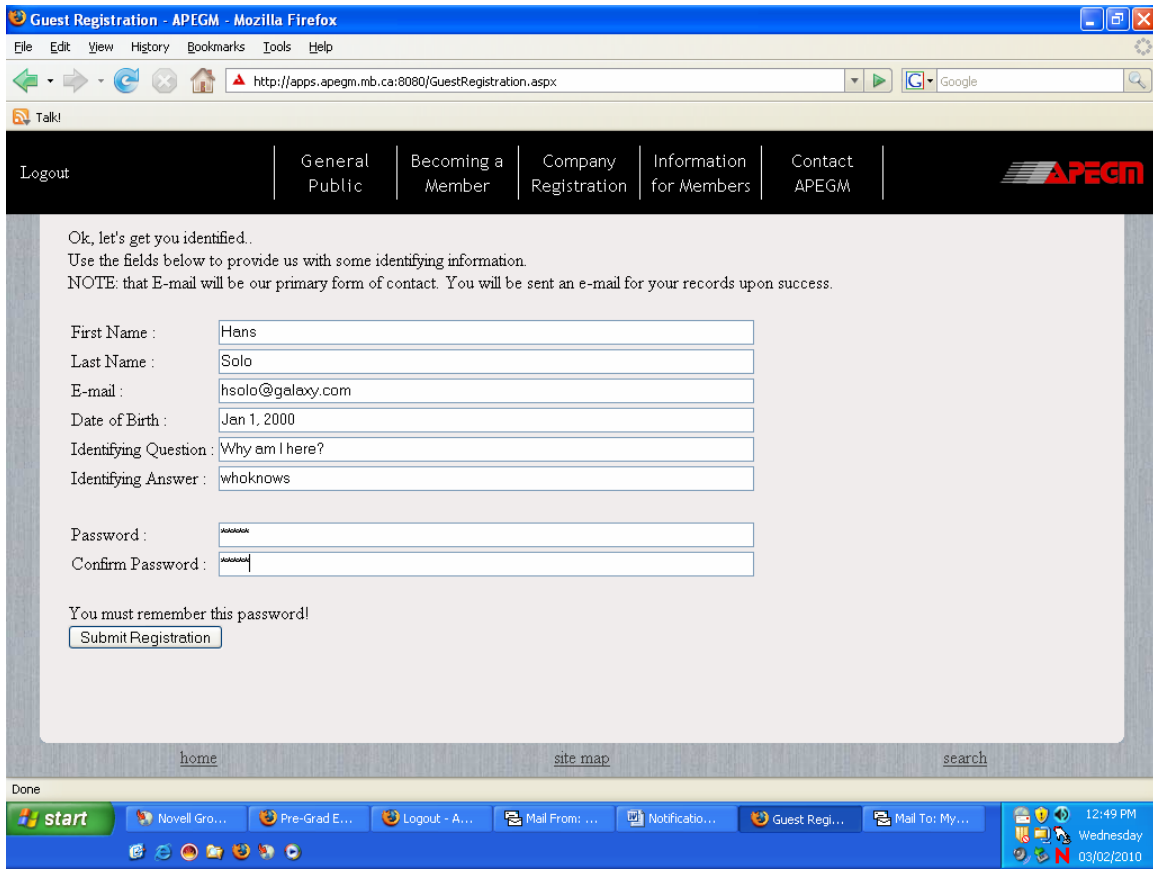
Screen 10 – Guest supervisor inputs the tokens and ID given to him/her by the MIT

12. He should then click Submit to get the following screen:



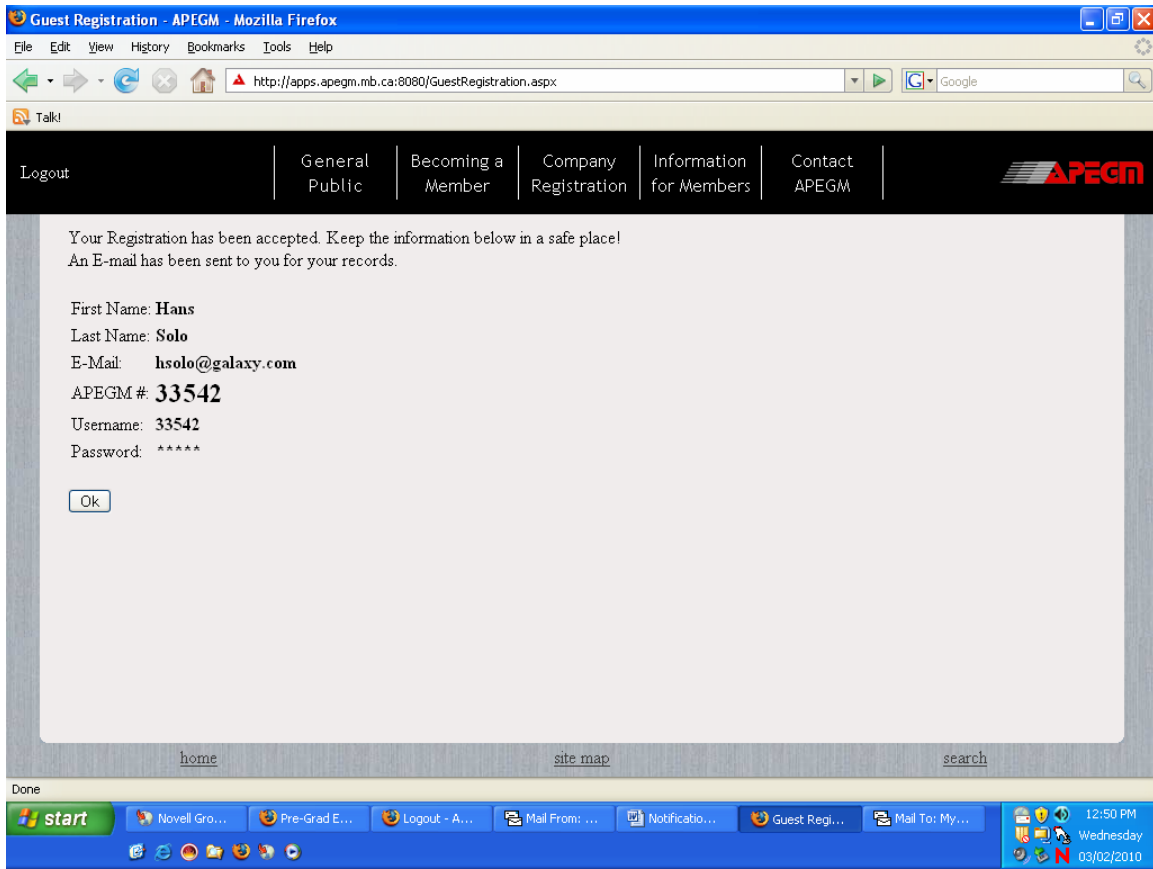
Screen 11 – Guest supervisor must complete the fields so that APEGM can allow him/her access to the online system

13. The Guest supervisor is required to put a basic amount of information into the database, in order that we may confirm his/her identity. For example:



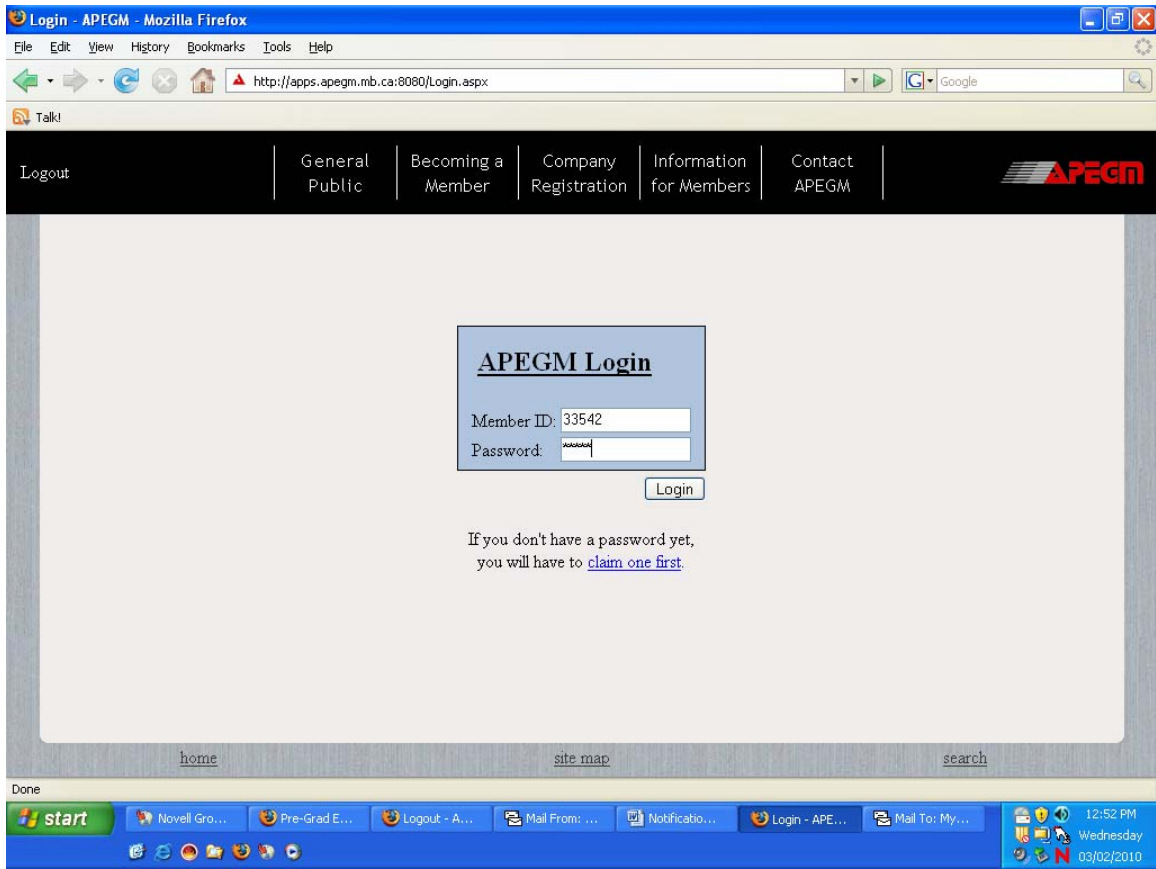
Screen 12 – Sample input from Guest supervisor

14. Verify that this is correct, then click Submit Registration. Remember your password and remember that everything is CASE-SPECIFIC. The identifying question can be used to allow you to reset a password, so make sure you create a question that has an answer that is not commonly known. (The question that I used is not the greatest).



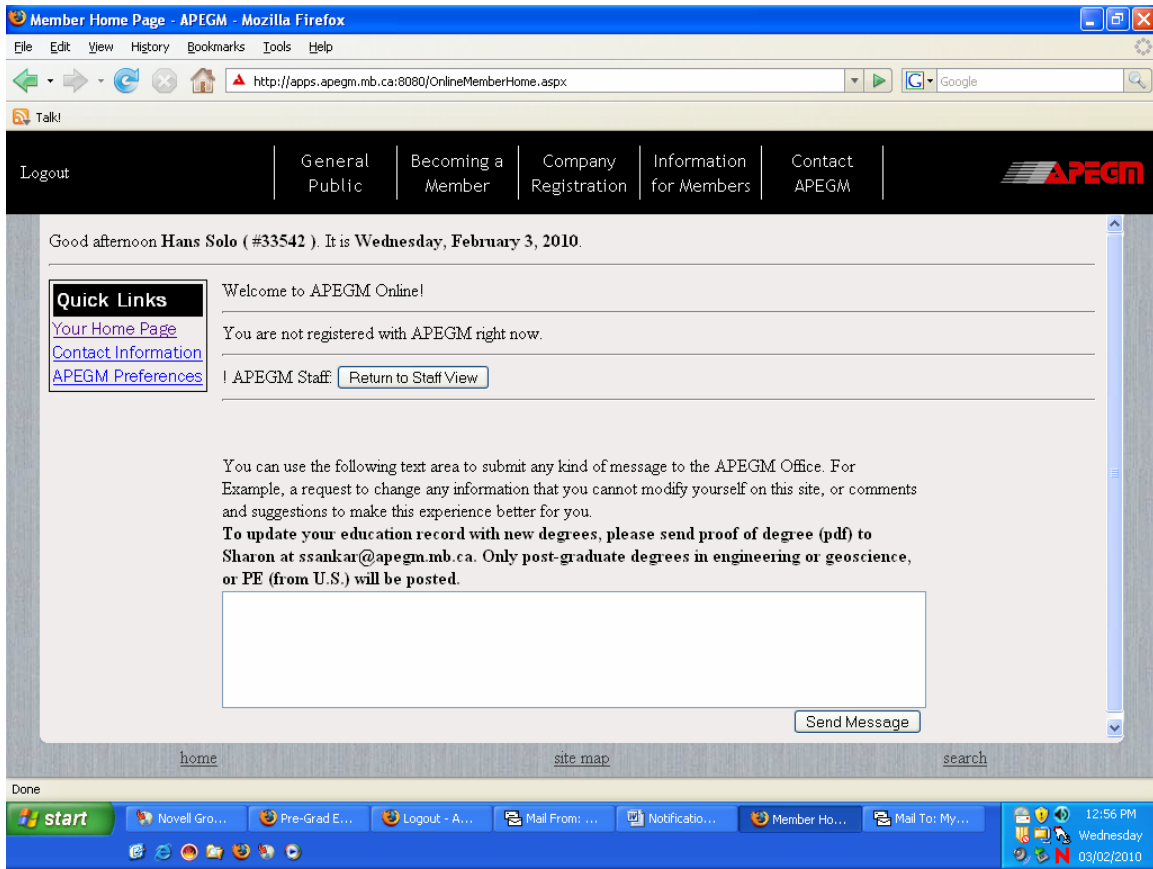
Screen 13 – Confirmation that the Guest supervisor has successfully registered at the APEGM site.

15. For your records, it is advised that you print this screen and keep it in a safe place.
16. Either Close the screen or select Ok to go to the Login page. Type in your ID and your password, as shown below.



Screen 14 – Guest supervisor logs in with his/her ‘Member’ ID plus newly created password

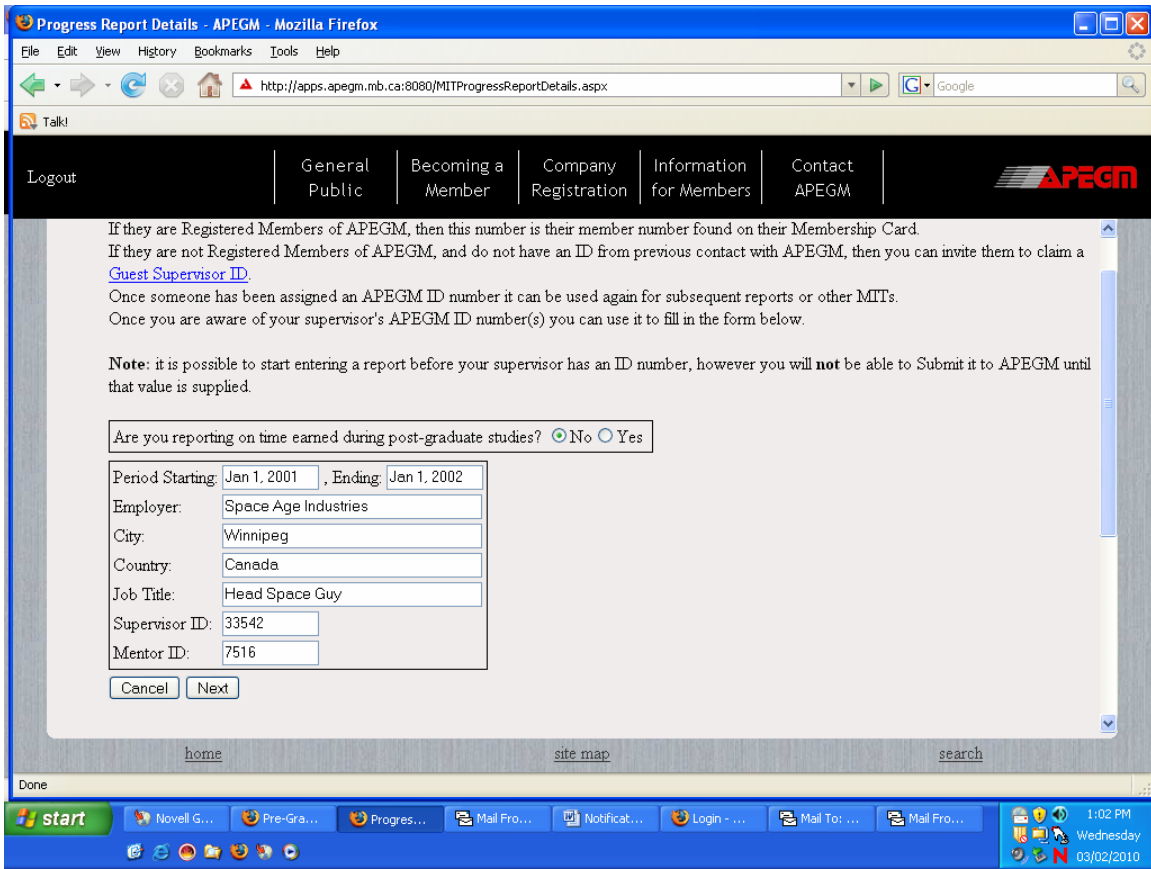
17. When you log in you will be able to see your Home Page, and you will be able to input additional Contact Information as desired.
18. **Contact the MIT to give him/her the ID number which he/she will put in the report details. Once the MIT has input this number AND submitted the report, it will become viewable at the supervisor Home Page. You, the supervisor, will NOT be able to see a reports until the MIT submits it.**



Screen 15 – Typical Guest supervisor Home page. (Note that you will not have the Return to Staff View button....this only shows up in the staff view!)

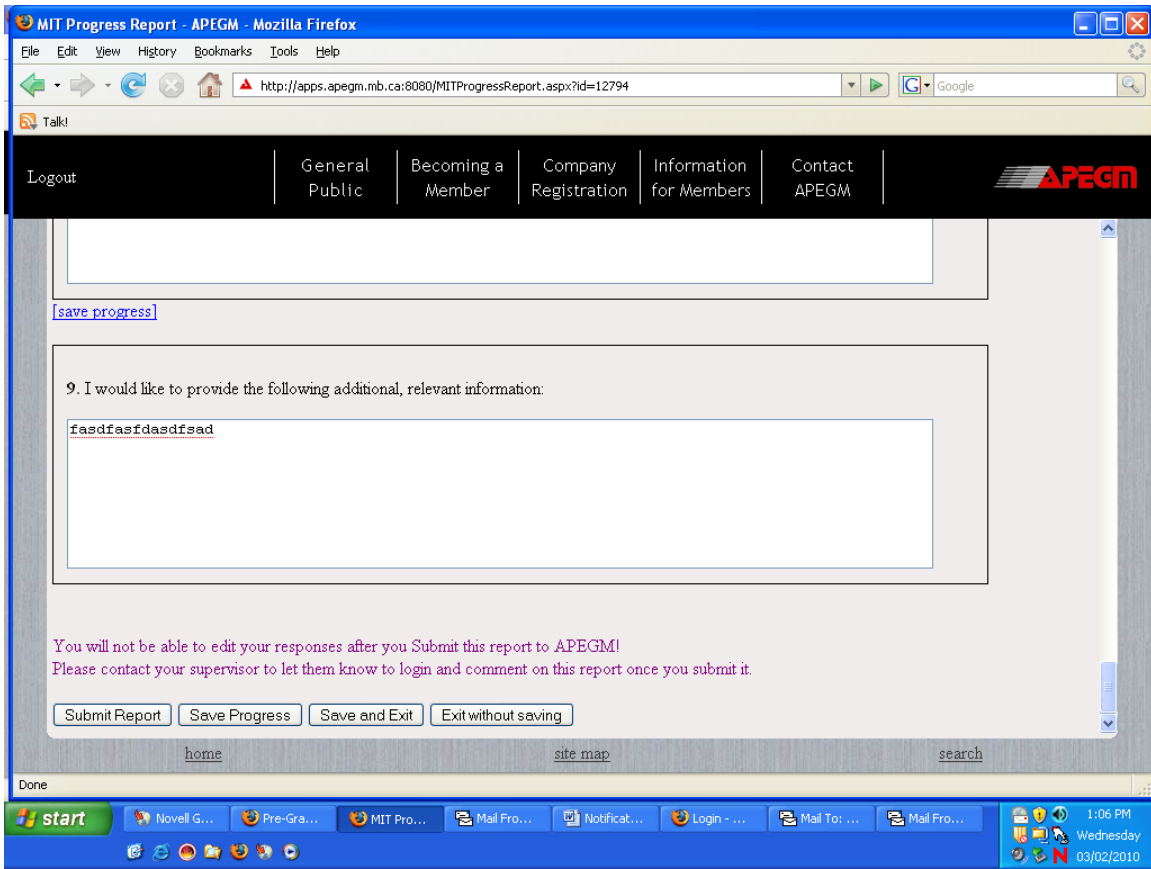
MIT Input of Guest ID into his/her Progress Report Details:

19. The MIT will input the Guest ID into the Report details as follows:



Screen 16 – MIT can log in and add the Supervisor ID to the report. This gives the Guest supervisor the ability to review the report *once the report is submitted of course.*

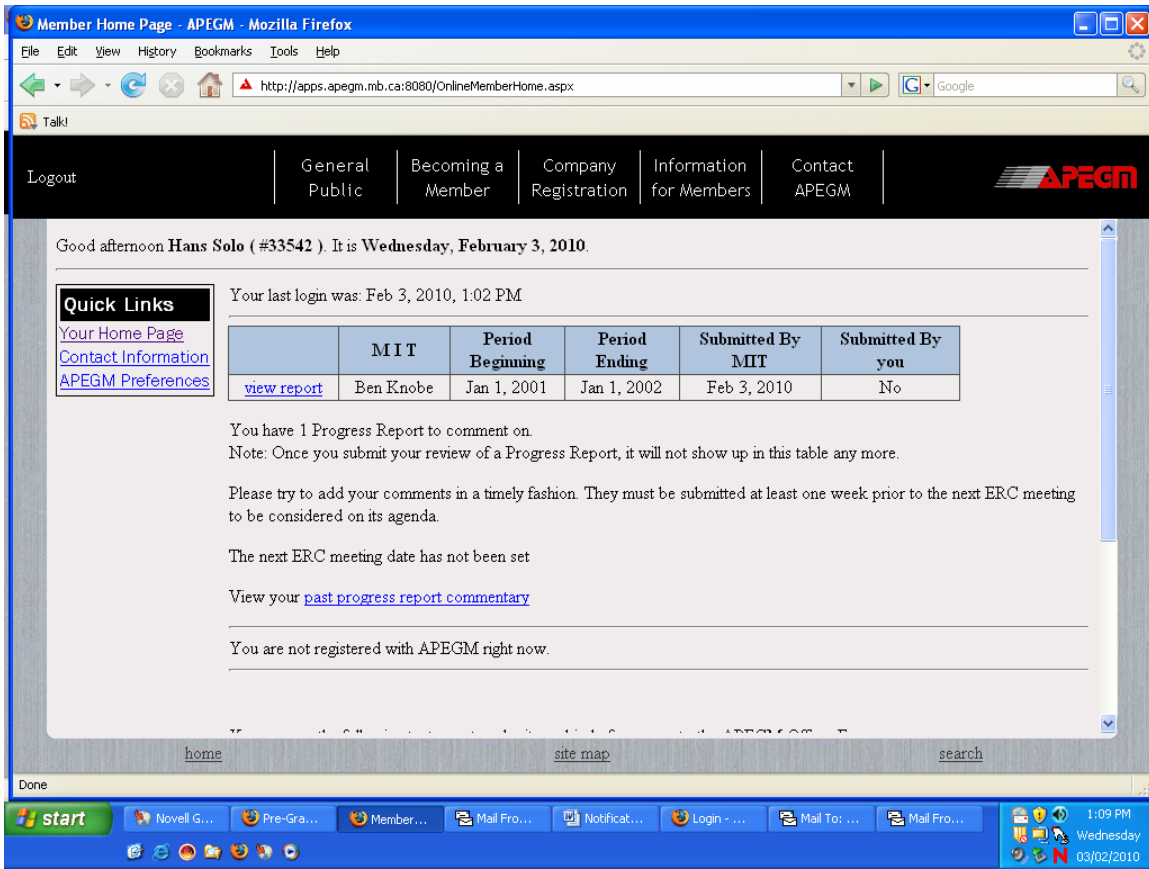
Click Next to Create your new report. (If the report is one that has already been started, the buttons will say Exit and Save rather than Cancel and Next). Clicking Next, then scrolling to the end of the page for this example:



Screen 17 – MIT report view – End of Report

Once satisfied with your report, you will click Submit Report, and the act of submitting will allow the supervisor to be able to view and comment on it(once he/she logs in). You will then be returned to your Home Page. As a courtesy, an email will be sent to the Guest supervisor asking them to log in, but you MUST follow up.

The supervisor, once he logs in will see the following:



Screen 18 – Guest Supervisor Home Page

From then on, the Guest supervisor will follow the directions as outlined in Using the Online MIT System in order to submit their portion of the report to APEGM. The supervisor should refer to page 6 onward of the Using the Online MIT System for detailed information on how to complete and submit the report.

This document will be posted at the APEGM public website: www.apegm.mb.ca shortly and will be revised from time to time as necessary.