



Instructions for the Set-Up Business BCeID

The following instructions should be followed to set up your district and your necessary staff with Business BCeIDs, to enable them to submit and release employment data to the Ministry as part of the EDAS project. This initial set up process should be completed by November 17th, 2008, to ensure staff in the school district are ready to access the systems for testing their extracts in November/December, and for the first official submission in January 2009.

Once this set up is complete, further instructions will follow to give identified staff access to the EDAS system and DX².

Definition of Roles:

Roles in BCeID	Brief Description
Business BCeID	An ID that is unique to one individual. This ID should be set up using the guidelines provided below to ensure the correct BCeID user type is created within the school district.
Business Profile Manager (BPM)	Secretary Treasurer or delegate recommended. This BCeID role manages and can change many aspects of the district's BCeID profile. They can create other BPMs, BAMs and Users; change existing accounts (add, delete, disable, re-enable), reset passwords, etc.
Business Account Manager (BAM)	This role has many of the same privileges as the Business Profile Manager. They can create other BAMs and Users, change existing accounts (add, delete, disable, re-enable), reset passwords, etc. However, this role cannot delete or change the district's BCeID profile. Typically, this role is given to someone in authority who knows the staff that will be directly involved in the particular data collection. In the case of EDAS, this role may be assigned to a manager or director in the Human Resources or Payroll departments.
Business User	This role can only manage their own account (change their contact information, change their password and password hints, however, they cannot reset their own password if they have forgotten it).

Roles in EDAS	Brief Description
EDAS SD Administrator	The primary contact for matching up individual Business BCeID in the district to the tasks they have the authorization to perform. This person should be familiar with the staff and their responsibilities, and should be the point person to contact for staff turnover or if replacement staff need access to the system.
Submitter	The person(s) responsible for submitting the District's employment data to the Ministry and BCPSEA via the DX ² and EDAS system. This person will also have access to the error reports, and, if errors occur, should be able to make corrections to their data and resubmit.
Releaser	The Superintendent or delegate. This role should have the knowledge and authority to release the district's error-free data to the Ministry and BCPSEA.

Step by Step Set Up for BCeIDs:

Step 1: Does your school district already have a Business BCeID?	<p>Go to the BCeID website: (www.bceid.ca/)</p> <ul style="list-style-type: none"> • Under “Discover” (right hand side of screen), click on the link Is my Business already registered? • The BCeID Online Business Directory is displayed - click on the “Search” tab • Under “Legal Name” type in: <i>School District</i> • Under Match Search Criteria Using (right hand side) select the button beside Contains • Press the Search button • Click the link associated with the School District you wish to view • Security Control screen is displayed - enter the characters shown in the image, press Next • The BCeID Business Details for your School District are displayed - names of the Business Profile Manager (BPM) and/or Business Account Managers (BAM), email address, and phone numbers (optional) • To have additional BCeIDs created, you will need to contact your BPM.
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<p>Step 2: Assign the roles of Business Profile Manager to the Secretary Treasurer and an alternate.</p>	<ul style="list-style-type: none"> • If the Secretary Treasurer or delegate is already the BPM, then proceed to Step 3 • If the Secretary Treasurer or delegate does not have a BCeID, have the existing BPM create a BCeID for them with the role of BPM. • If the Secretary Treasurer or delegate has a BCeID but is not set up with the role of BPM, have the existing BPM upgrade their BCeID to the role of BPM. • Alternate BCeID: If it is appropriate for the existing BPM to be the Secretary Treasurer’s alternate, then proceed to Step 3. • If it is not appropriate for the existing BPM to be the alternate to the Secretary Treasurer, then another BCeID will need to be created with the role of BPM.
<p>Step 3: Assign the role of Business Account Managers</p>	<ul style="list-style-type: none"> • Once the Secretary Treasurer or alternate has their BCeID set up as a BPM, they can designate a person (plus alternate) in the district’s payroll and/or HR department and create a BCeID for each. These BCeIDs would be set up with the role of a Business Account Manager (BAM). • The BAM can then create one or more BCeIDs for any staff that may require them to complete the data collection.

Guidelines for Creating Business BCeIDs

The following are some general guidelines for setting up BCeIDs, to make it easier for your Administrators to identify staff using the system.

1. Enter your First Name, Last Name (do not enter the name of the school district or generic identifiers like “School Principal”).
2. Avoid using nicknames.
3. Since each BCeID belongs to an individual and passwords are not to be shared, ensure you choose your 3 security questions and answers carefully.
4. See the BCeID Home Page (www.bceid.ca/) under “Frequently Asked Questions” for a link to the pdf document “Account/Profile Management Tools Guide” which describes how to manage your BCeIDs or click on this link:
(www.bceid.ca/files/public/ProfileAccountManagementTools.pdf)

Questions about BCeID can be directed to [the BCeID Help Desk](#):

Canada Toll Free: 1 888 356-2741

Lower Mainland: 604 660-2355

Email: BCeID@gov.bc.ca