CANO

STUDENT INFORMATION SYSTEM

POST-SECONDARY REPORTING

Userguide

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April 2017

Contents

Loggin In:

To access CANO, open your web browser Firefox or Google Chrome and enter the appropriate URL: cano@cepn-fnec.com

1. In the upper right-hand corner, enter your user name and password (not case sensitive).
2. Click the ***login*** button.
3. You will now see in the top right hand corner of the screen, your name and the school's name and board, the term and year. As well, you will see six blue buttons and one green one. This is your school's HomePage in CANO. (Only users with administrative rights will see the Green Administration Button.)

User Names & Passwords:

A user name and temporary password is assigned to each new user by their System Administrator. When they log in for the first time, they will be asked to change their password to something they will remember. A password must be a combination of letters and numbers.

If you have forgotten your password, and make four attempts, you will be locked out and will need to call your Support CANO or email at cano@cepn-fnec.com for a new temporary password.

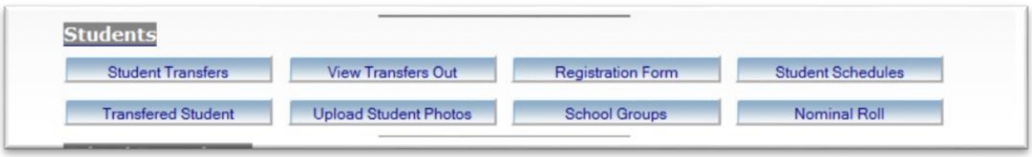
Registering New Students:

Students new to your school can be added two different ways. The first way would be to transfer them in to your school. There is a CANO holding tank of all students who have been transferred out of a school and are waiting to be transferred into a new school. This method is quick and all student information is easily transferred. The second way is to ass a new student manually. If the student is new to the board, then he/she will not be in the holding tank and will need to be added manually.

Registering New Students by Student Transfer – Import from Holding Tank:

1. Click on the Green Administration Button on the **HomePage** or the ***Administration*** tab.
2. Click on the ***Student Transfers*** button – this goes to the holding tank of students who have been transferred out of a school.
3. Scroll through the list of students and look for your student(s).
4. Click on transfer student to the right of the student's name.
5. It will ask you if you're sure you wish to transfer that student to your school – click ok if this is the correct student.
6. The student has now been transferred to your school, along with all of his/her information.

7. Click the Students tab along the top of the **CANO** page, and locate the student to view his/her information.
8. The registration date will automatically be set for the day that you transfer him/her to your school – if you need to set a different registration date, go to the **Registration** tab for that student (approximately half way down the screen), change the date and then click Save.

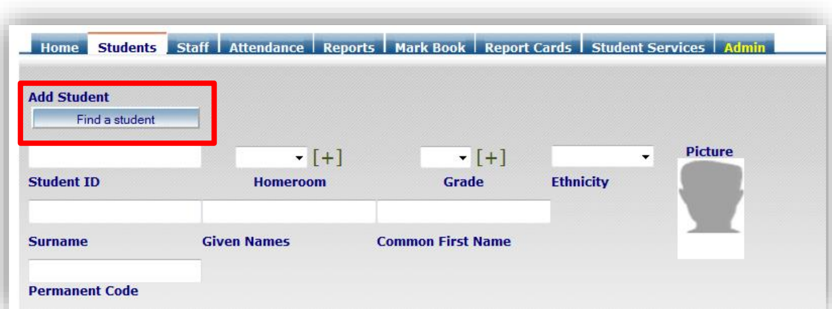


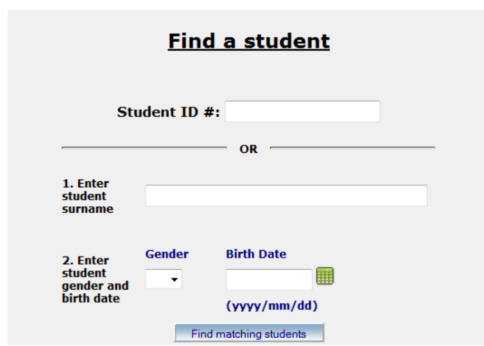
Note: If a student is not in the holding tank, and you know the student is from anther CANO school in your board, contact the school the student is coming from and ask them to transfer out the student.

Registering New Students Manually:

Always check the holding tank first before your register a new student. If they are not in the holding tank, then you will have to enter their data. This method would be used if a student moved to your school and was not from another CANO school. All new first year students would need to be entered this way.

1. Click on the Students tab along the top of the **CANO** page – this will bring you to your **student information** page.
2. Click the New Student button near the top of the screen.
3. Enter all the information requested. Note: You must use their correct status card number.
4. Click Save.





Note: If you click the Students tab along the top of the **CANO** page, there name will now be listed in the dropdown menu and Registration Date.

Post-Secondary Education Students (PSE) Reporting Data Collection Instrument (DCI). (Annual Register of Post-Secondary Education Students)

PSE Reporting consists of three parts:

1. PSE Reporting Organization Information
2. Student Information
3. The data file you will send to AANDC. (XML)

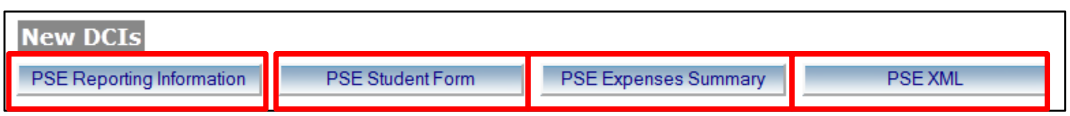
**Only users with specific administrative rights can enter this information.*

To Access your PSE Reporting Module

Your PSE data collection module is located on the Admin page, under a Section called New DCI's (that stands for Data Collection Instrument). If you can't see the DCI section, which is at the bottom of the page, your contact your CANO support person at cano@cepn-fnec.com .

1. Click on the Green Administration Button on the HomePage or Admin Tab.

You will now see the four PSE buttons under the New DCIs section:



1. PSE Reporting Information: This contains the details of the reporting organisation, contact information, as well as your program administration expenses
2. PSE Student Form: This is the page where you enter in all the PSE Register information on each student
3. PSE Expense Summary: This is the page where you can see a summary of all expenses that are being submitted to INAC. This page will calculate the expenses automatically
4. PSE XML: This is the button you use to check for errors/warnings and to generate your file to be sent or uploaded to INAC portal or region office

To complete the PSE Reporting Information:

This screen is divided into 5 sections: *1*. Recipient Information, *2*. Program Administration Expenses, *3*. Contact Information, *4*. Entry Information, and *5*. Declaration.

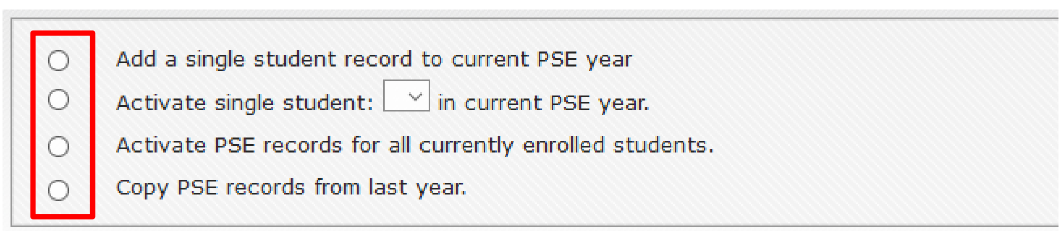
1. Click on the PSE Reporting Information Button
2. Select the correct reporting date from the dropdown menu. This will ensure your data is being collected for the correct year (2015/2016)
3. Be sure to complete all sections

To Complete the PSE Student Forms

1. Click on the Green Administration Button on the home page, or the Admin tab at the top of the screen
2. From the New DCI's section, click on the PSE Student Form button
3. Select the reporting date from the dropdown menu, This will ensure your data being inputted for the correct year.

   *If No Students are listed in the Student Dropdown:

1. Click on the **PSE Register Admin** button at the bottom of the screen
2. Your PSE admin window opens and you have four options



To add a student to PSE Register you don't want included in your site database:

1. Click the first circle by the statement: Add a single student record to current PSE year (see figure above)
2. Fill in the student's information
3. Click **Execute** button and this student is now on your Nominal Roll, but not in your school's database

To add a single student to your PSE Register from your database:

1. Click the second circle by the statement: Activate single student in the current PSE year (see figure above)
2. Select the student from the dropdown menu
3. Click **Execute** button and this student in now on your PSE Register

To activate students currently enrolled in your PSE site:

1. Click the third bottom circle by the statement: Activate PSE records for all currently enrolled students to bring all your students from your database the PSE Register
2. Click **Execute** button and all students are now on your PSE Register

To copy PSE records from last year:

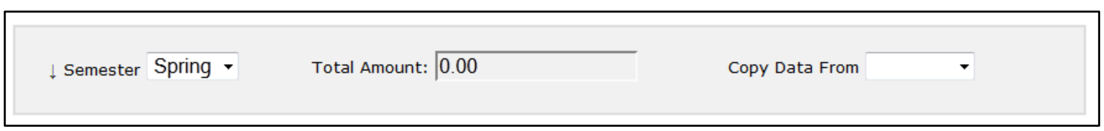
1. Click the last bottom circle by the statement: Copy PSE records from last year.

To input PSE information on active students:

1. If you have just added students click the green Return to nominal roll button at the bottom of the screen, which takes you to the dropdown menu of students in PSE Register
2. Select the applicable reporting date from the dropdown menu. This will ensure your data is being inputted for the correct year.
3. Locate the first student whose information you want to input by using the dropdown menu
4. Complete All information, using dropdown menus when applicable
5. Click Save at the bottom of the screen

Once you've completed the first semester's information, you can easily copy it to the other semesters

1. Complete the information for the first semester - *Be sure to fill in all sections so you won't get an error message at the EIS portal!*
2. Create the next semester by clicking on the link Add new Semester
3. From the "Copy Data From" field, select the previous semester
4. The information is now copied into this semester. You can make any changes to it for this specific semester



To remove a semester from a student's record

1. Go to the student's semester and scroll to the bottom of the input screen
2. Click on the Delete this Record' link

To remove a student from the PSE Register

3. Click on the PSE Student Form button
4. Select the reporting date from the dropdown menu
5. Select the student you want to remove from the PSE Register

6. Scroll to the bottom of the screen and click on the Delete PSE Record' link. **This removes the student from the PSE Register and AANDC report*

To generate and print student list with semester totals:

1. Click on the Green Administration Button on the home page, or the Admin tab at the top of the screen
2. Go to the DCI section, and then click on the PSE Student Form
3. Select the reporting date from the dropdown menu. This will ensure your data is being inputted for the correct year
4. To generate report of yours students, click on the blue Generate PSE list at the bottom of the screen. The PDF can then be opened and printed or saved to a computer

PSE Expense Summary:

This is the page where you can see a summary of all expenses that are being submitted to AANDC. This page will calculate the expenses automatically. You may want to review this page before you submit your XML to INAC

1. Click on the Green Administration Button on the HomePage or Admin tab
2. From the New DCI's section, click on the PSE Expense Summary button
3. Select the applicable PSE year from the dropdown
4. The Expense Summary for that year will generate – you can print it by clicking "Ctrl+P" or Command+P

To Generate Your Report for AANDC

Once all information has been inputted, and you've checked your PSE Expense Summary it is time to send your data to INAC

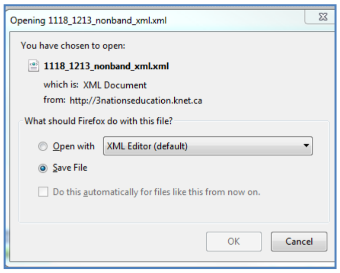
1. Click on the Green Administration Button on the Home Page or Admin tab
2. From the New DCI's section, click on PSE XML button
3. Select the reporting date from the dropdown menu
4. If you see warnings you should fix these as they may cause problems at the portal
5. If you see errors these must be fixed before the file can be generate

Note: Click on "link" next to the error message and you will go to the input screen

- When you have no errors, you will see this picture of this file 
- Click on the xml file, to save it on your computer and then to send it to your regional office or upload it to portal

To save using a PC:

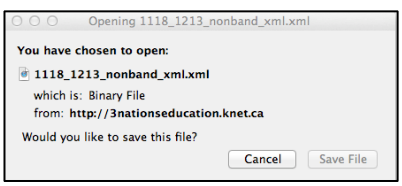
When you click on the  _ picture, a window will appear for you to save the file



1. Click on the circle next to save file
2. Click OK and save it to your computer – this will automatically save in your "Downloads" folder
3. You can than access the "downloads" file by clicking on your start button _____  selecting "Documents" and then selecting "Downloads'
4. Now you can email or upload the file
5. You can move this file to another location on your computer or server when you've upload a copy of it to the EIS site

To save using a Mac:

When you click on the  picture, a window will appear for you to save the file



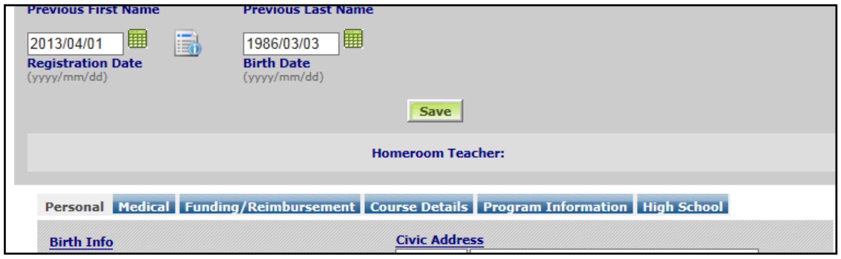
1. Click on the Save File button
2. This will automatically save into your "Downloads" folder

You can than access the "downloads" file by using your finder 

1. Choose the Downloads folder
2. Now you can email or upload the file
3. You can move this file to another location on your computer or server when you've uploaded a copy of it to the EIS site

PSE Information on the student input screen

Once your PSE student data has been entered, you can see the information on the student tab



Funding/Reimbursement Sub-tab:
The total funding for the student automatically cascades over to this page. As well, you have the option of entering in dependant information, student employment information, as well as their progress.

- "Go to Funding" button: Click on this button to see breakdown of their funding by semester

Course Details Sub-tab:
This is a place for you to record the student's courses taken this year as well as a summary of their credits

Program Information:
This screen details the student's program information by semester

High School:
This tab gives you a spot to include the student's high school details