



Ontario
College of
Teachers

Ordre des
enseignantes et
des enseignants
de l'Ontario

FACULTY PLUS USER GUIDE

[WWW.OCT.CA](http://www.oct.ca)

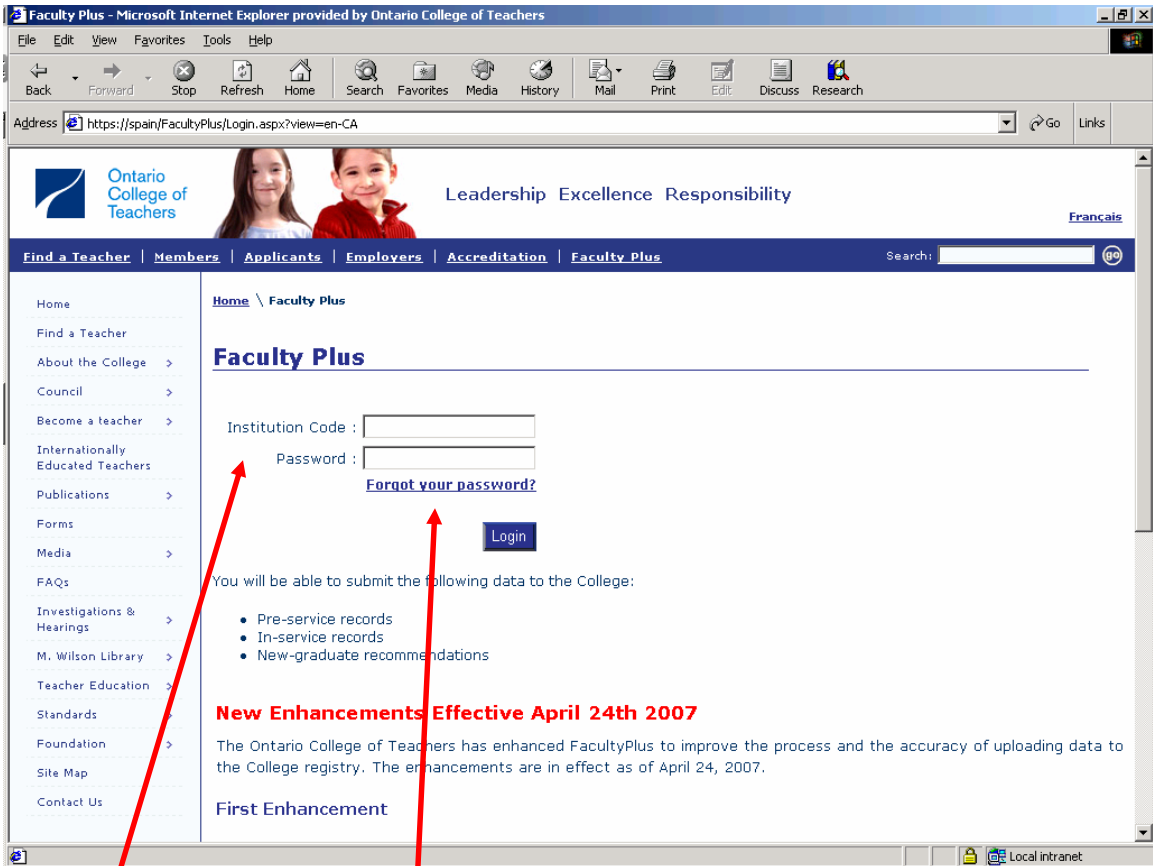
*Ontario College of Teachers
Membership Services Department
Membership Records Unit
April 2007*

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The screenshot shows the Ontario College of Teachers website in Microsoft Internet Explorer. The browser's address bar displays <http://spain/home.aspx?lang=en-CA>. The website header includes the Ontario College of Teachers logo, the tagline "Leadership Excellence Responsibility", and a "francais" link. The navigation menu contains the following items: "Find a Teacher", "Members", "Applicants", "Employers", "Accreditation", and "Faculty Plus". The "Faculty Plus" link is circled in red. Below the navigation menu, the main content area features a "Membership Fee Payment Online" section with the text "Pay your membership fee online quickly and securely." and a "COLLEGE RECOGNIZES DISTANCE EDUCATION DELIVERY" section. A sidebar on the left lists various site sections such as "Home", "Find a Teacher", "About the College", "Council", "Become a teacher", "Internationally Educated Teachers", "Publications", "Forms", "Media", "FAQs", "Investigations & Hearings", "M. Wilson Library", "Teacher Education", "Standards", "Foundation", "Site Map", and "Contact Us". A "Local intranet" icon is visible in the bottom right corner of the browser window.

Click on the **Faculty Plus** link to enter the site.



- Enter your **institution code** and **password** and click **Login**.
- **Forgot your password?** Click here. It takes you to a screen where you can enter your institution code and e-mail address. The College will reply to you by e-mail and send you a new password. You will be prompted to change it.

Find a Teacher | Members | Applicants | Employers | Accreditation | Search:

Faculty Plus

Home \ Faculty Plus Ontario College of Teachers Test Faculty | [Logout](#)
Session will timeout after 30 minutes of inactivity.

Faculty Plus

In this section, you can submit your data to the College, check your submission [history](#) or change your [profile](#).

You have a the following choices for submitting your data.

- [Submit a data file.](#)
- [Submit data \(10 or fewer records\) using the Online form.](#)

New Enhancements Effective April 24th 2007

The Ontario College of Teachers has enhanced FacultyPlus to improve the process and the accuracy of uploading data to the College registry. The enhancements are in effect as of April 24, 2007.

First Enhancement

We've introduced new [file record layouts](#) to be used to submit data to the College.

We added new columns to the file record layout to allow you to provide alternate identification information.

- The following column has been added to the General Information File Record Layout:
 - Ontario College of Teachers Registration Number*
- The following columns have been added to the Qualifications Information File

- Before submitting your data file, please note the updated **file record layouts** section for your reference.
- To start the process of submitting either a new graduate or AQ/ABQ recommendation, click on **Submit a data file**.

(Note that if you have 10 or fewer records to submit, there is the option of using the online form. Click on **Submit data (10 or fewer records) using the Online form**. See page 6.)

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Faculty Plus

Submit a File

Submit a File
File Record Layouts
Online Form
History
New Grads
Guides and Templates

April 24th 2007
[New Enhancements Effective April 24th 2007](#)

We can accept your data in either of these three file formats:

- Fixed Length
- Tab Delimited
- Asterisk Delimited

[File Record Layouts](#)

Follow these steps to submit your file(s):

*** Step 1: Select a file type (New Grads or AQ/ABQ)**

New Grads AQ/ABQ

*** Step 2: Select contact(s) who will receive the confirmation e-mail.**
(You may also [edit or add new contacts](#))

Umesh Sharma
 Tatiana Iankelevitch
 Aaron Hamilton

*** Step 3: Select file(s) to submit.**
Hit the Browse button to list all files on your system and select the one you would like to submit to the College.
The general information and the qualification information files must be submitted at the same time. If there are errors in either file, both will not be accepted.

*General Information File
*Qualification Information File
* indicates required field

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Ontario College of Teachers
121 Bloor Street East
Toronto ON M4W 3M5
Telephone: 416-961-8800
Toll free in Ontario:

- After clicking on **Submit a data file** the above screen will appear. Click on **New Grads** to upload **new graduate recommendations**.
- Please remember to upload two files: a General Information File and a Qualifications File.
- Click on **Guides and Templates** (in the menu in the blue box at the top right) to view a template of how your file should appear. You may enter your records and then save the file. Always remember to delete the header row.
- If your file upload was unsuccessful, you will receive a message on this screen soon after the upload. We will identify the records that had errors. Please correct the records with errors and re-submit your *entire* file.

- After clicking on **Submit a data file** the above screen will appear. Click on **AQ/ABQ** to upload **additional qualification/additional basic qualification recommendations**.
- Click on **Guides and Templates** (in the menu in the blue box at the top right) to view a template of how your file should appear. You may enter your records and then save the file. Always remember to delete the header row.
- If your file upload was unsuccessful, you will receive a message on this screen soon after the upload. We will identify the records that had errors. Please correct the records with errors and re-submit your *entire* file.

ONLINE FORM – NEW

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Faculty Plus

In this section, you can submit your data to the College, check your submission [history](#) or change your [profile](#).

You have a the following choices for submitting your data.

- [Submit a data file.](#)
- [Submit data \(10 or fewer records\) using the Online form.](#)

New Enhancements Effective April 24th 2007

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First Enhancement

We've introduced new [file record layouts](#) to be used to submit data to the College.

We added new columns to the file record layout to allow you to provide alternate identification information.

- The following column has been added to the General Information File Record Layout:
 - Ontario College of Teachers Registration Number*
- The following columns have been added to the Qualifications Information File

- **NEW:** If you have 10 or fewer records to submit, there is the option of using the online form. Click on **Submit data (10 or fewer records) using the Online Form**. The next screen will appear.

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Faculty Plus

Online Form

If you have 10 or fewer records to submit, please follow these steps:

* **Step 1: Select a file type (New Grads or AQ/ABQ)**

New Grads AQ/ABQ

* **Step 2: Select contact(s) who will receive the confirmation e-mail. (You may also [edit](#) or [add new contacts](#))**

Umesh Sharma
 Tatiana Iankelevitch
 Aaron Hamilton

* **Enter your data:**

[Enter data for New Grads \(General Information and Qualification Information\)](#)

* **Once you are done adding all of your records, review the Data Summary below and click the "Finished Adding Records" button to submit your data to the College.**

Data Summary:
Records To Submit (New Grads - GenInfo):

Institution Code	SIN	Surname	Former Surname	First Name	Second Name	Third Name	Date of Birth	Degree/Diploma Code	Certificate Recommended For	Recommendation Date	Registration Number
Records To Submit (New Grads - QualInfo):											
Institution Code	SIN	Record Type	Code	Option Code	Issue Date	Registration Number	Date of Birth	Surname			

* indicates required field

[Submit Records](#)

Submit a File
File Record Layouts
Online Form
History
Profile
Guides and Templates

Ontario College of Teachers
121 Bloor Street East
Toronto ON M4W 3M5
Telephone: 416-961-8800
Toll free in Ontario:
1-888-534-2222

- Select a file type, either **New Grads** or **AQ/ABQ**.
- **FOR NEW GRADS:** Click on **New Grads** and then click on **Enter data for New Grads (General Information and Qualification Information)**. The next screen will appear.
- Enter your information under BOTH **General Information** and **Qualification Information**.

Faculty Plus

Submit a File
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Add Data

Please follow the steps below to add your data:

- Please enter your data in the boxes below and click "Add Record" to add the data to the list of records you wish to submit to the College. Repeat this step to add each record.
- Once you are done adding all of your records you may go back to the "Online form" page to submit your records to the College.

New Grads Record

General Information Qualification Information

Institution Code	U9998
SIN	<input type="text"/>
* Surname	<input type="text"/>
Former Surname	<input type="text"/>
* First Name	<input type="text"/>
Second Name	<input type="text"/>
Third Name	<input type="text"/>
* Date of Birth	<input type="text"/> 
* Degree/Diploma Code	<input type="text"/> 
* Certificate Recommended For	<input type="text"/> 
* Recommendation Date	<input type="text"/> 
Registration Number	<input type="text"/>

* indicates required field

Add Record

Records To Submit (New Grads - GenInfo):

Institution Code	SIN	Surname	Former Surname	First Name	Second Name	Third Name	Date of Birth	Degree/Diploma Code	Certificate Recommended For	Recommendation Date	Registration Number


Records To Submit (New Grads - QualInfo):

Institution Code	SIN	Record Type	Code	Option Code	Issue Date	Registration Number	Date of Birth	Surname

Finished Adding Records

- Please enter your data in the boxes above and click **Add Record** to add the data to the list of records you wish to submit to the College. Repeat this step to add each record.
- Once you are done adding all of your records you may go back to the **Online form** page to submit your records to the College.

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Submit a File

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Add Data

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- Once you are done adding all of your records you may go back to the "Online form" page to submit your records to the College.

New Grads Record

General Information
 Qualification Information

Institution Code: U9998
 SIN:
 * Record Type: 
 * Code: 
 * Option Code: 000000 
 * Issue Date: 
 Registration Number:
 * Date of Birth:
 * Surname:

* indicates required field

Records To Submit (New Grads - GenInfo):

Institution Code	SIN	Surname	Former Surname	First Name	Second Name	Third Name	Date of Birth	Degree/Diploma Code	Certificate Recommended For	Recommendation Date	Registration Number
------------------	-----	---------	----------------	------------	-------------	------------	---------------	---------------------	-----------------------------	---------------------	---------------------

Records To Submit (New Grads - QualInfo):

Institution Code	SIN	Record Type	Code	Option Code	Issue Date	Registration Number	Date of Birth	Surname
------------------	-----	-------------	------	-------------	------------	---------------------	---------------	---------

- Please enter your data in the boxes above and click **Add Record** to add the data to the list of records you wish to submit to the College. Repeat this step to add each record.
- Once you are done adding all of your records you may go back to the **Online form** page to submit your records to the College.

College of Teachers Leadership Excellence Responsibility

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Faculty Plus

Online Form

If you have 10 or fewer records to submit, please follow these steps:

* **Step 1: Select a file type (New Grads or AQ/ABQ)**

New Grads AQ/ABQ

* **Step 2: Select contact(s) who will receive the confirmation e-mail.**
(You may also [edit or add new contacts](#))

Umesh Sharma
 Tatiana Iankelevitch
 Aaron Hamilton

* **Enter your data:**
[Enter data for AQ/ABQ \(Qualification Information\)](#)

* **Once you are done adding all of your records, review the Data Summary below and click the "Finished Adding Records" button to submit your data to the College.**

Data Summary:

Records To Submit (AQ/ABQ):

Institution Code	SIN	Record Type	Code	Option Code	Issue Date	Registration Number	Date of Birth	Surname

* indicates required field

[Submit Records](#)

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Ontario College of Teachers
121 Bloor Street East
Toronto ON M4W 3M5

Telephone: 416-961-8800
Toll free in Ontario:
1-888-594-2222
Fax: 416-961-8822
E-mail: info@oct.ca

- **FOR AQ/ABQ:** Click on **AQ/ABQ** and then click on **Enter data for AQ/ABQ (Qualification Information)**. The next screen will appear.

Faculty Plus - Microsoft Internet Explorer provided by Ontario College of Teachers

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss

Address <https://spain/FacultyPlus/Record.aspx?view=en-CA> Go Links

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Faculty Plus

Add Data

Please follow the steps below to add your data:

- Please enter your data in the boxes below and click "Add Record" to add the data to the list of records you wish to submit to the College. Repeat this step to add each record.
- Once you are done adding all of your records you may go back to the "Online form" page to submit your records to the College.

AQ/ABQ Record

Institution Code U9998

SIN

* Record Type [i](#)

* Code [i](#)

* Option Code [i](#)

* Issue Date [i](#)

Registration Number

* Date of Birth

* Surname

* indicates required field

Add Record

Records To Submit (AQ/ABQ):

Institution Code	SIN	Record Type	Code	Option Code	Issue Date	Registration Number	Date of Birth	Surname

Finished Adding Records

Submit a File
File Record Layouts
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Ontario College of Teachers
121 Bloor Street East
Toronto ON M4W 3H5
Telephone: 416-961-8300
Toll free in Ontario: 1-888-534-2222
Fax: 416-961-8322
E-mail: info@oct.ca

Local intranet

- Please enter your data in the boxes above and click **Add Record** to add the data to the list of records you wish to submit to the College. Repeat this step to add each record.
- Once you are done adding all of your records you may go back to the **Online form** page to submit your records to the College.

Ontario College of Teachers Leadership Excellence Responsibility [Français](#)

Find a Teacher | [Members](#) | [Applicants](#) | [Employers](#) | [Accreditation](#) | Search:

Faculty Plus 90

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Faculty Plus

Profile

You can add/update your contact information and change your password any time you wish.

Faculty Name : Ontario College of Teachers Test Faculty
Faculty Code : U9998

Your Contacts:

* First Name	* Surname	* Email		
<input type="text" value="Umesh"/>	<input type="text" value="Sharma"/>	<input type="text" value="usharma@oct.ca"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
<input type="text" value="Tatiana"/>	<input type="text" value="Iankelevitch"/>	<input type="text" value="tiannelevitch@oct.ca"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>
<input type="text" value="Aaron"/>	<input type="text" value="Hamilton"/>	<input type="text" value="ahamilton@oct.ca"/>	<input type="button" value="Save"/>	<input type="button" value="Delete"/>

* indicates required field [Add Contact](#)

Old Password :

New Password :

Confirm Password :

Ontario College of Teachers
121 Bloor Street East
Toronto ON M4W 3M5
Telephone: 416-961-8800
Toll free in Ontario:
1-888-534-2222
Fax: 416-961-8822
E-mail: info@oct.ca

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- The above screen details your account information. To link to this screen, click **Profile** in the menu in the blue box at the top right of any screen once you have logged into Faculty Plus.
- You can change your password.
- You can edit information regarding an existing contact.
- You can add more than one contact or delete an existing contact.
- The contacts listed will receive e-mails from the College following a file upload detailing the status of the upload. See page 13 for an example.

Sample E-mail

Subject: Field Format Error (File : faculty plus AQ2_Tab_error2.txt)

The file(s) you submitted has not been accepted by the system. Please correct the errors indicated below and resubmit the entire file(s).

(faculty plus AQ2_Tab_error2.txt) Error Records:

- Record # 1
 - Institution code does not match your Institution code in our database.
- Record # 2
 - Institution code does not match your Institution code in our database.
- Record # 3
 - Institution code does not match your Institution code in our database.

Please contact the following staff if you have any questions regarding your electronic submission.

John Housez
e-mail: jhousez@oct.ca
phone: 416-961-8800 ext 405

or

Lillian White
e-mail: lwhite@oct.ca
phone: 416-961-8800 ext 329

or

Maryann Jack
e-mail: mjack@oct.ca
phone: 416-961-8800 ext 362

Regards,
Ontario College of Teachers

Ontario College of Teachers Leadership Excellence Responsibility

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Faculty Plus

History

This area keeps track of the files you've submitted. It includes the file type, name, size and the date it was submitted.

File	Size	Submission Date	File Type	Submission Status
QUALINFO_DataUpload_U9998_36.txt	110	30/03/2007	New Grads - QualInfo	Successful
GENINFO_DataUpload_U9998_36.txt	110	30/03/2007	New Grads - GenInfo	Successful
NG file with errors (qual)U9998.txt	345	30/03/2007	New Grads - QualInfo	Successful
NG file with errors (gen)U9998.txt	447	30/03/2007	New Grads - GenInfo	Successful
AQ-BQ_Invalid.txt	1011	29/03/2007	New Grads - QualInfo	Successful
Gen_Invalid.txt	562	29/03/2007	New Grads - GenInfo	Successful

- The above screen details a history of all the files you have successfully uploaded. To link to this screen, click **History** in the menu in the blue box at the top right of any screen once you have logged into Faculty Plus.

Helpful Hints When Creating a File

General Information Files must have:

- 12 columns. Each column must be included in the file even if it is not populated.
- Column titles are for your reference only. Do not include them in the data you submit.
- The date must be in the MM/DD/YYYY format.

Qualifications Information Files must have:

- 9 columns. Each column must be included in the file even if it is not populated.
- Column titles are for your reference only. Do not include them in the data you submit.
- The date must be in the MM/DD/YYYY format.

New Grad recommendations must include a Gen File and a Qual file.

Save file as a tab delimited text format, asterisk delimited text format or fixed length text format.

Separate each column with a tab (no spaces).

Do not leave spaces within the Social Insurance Number.

There must be a *Basic Qualification Code* for all **Basic Qualifications** records and an *Additional Qualification Code* for **Additional Qualifications** records.

Only one **option code** per **record** may be reported.

The option code column must be populated. If the additional qualification course being recommended does not have an option code, please populate this column with a zero.

The recommendation date in the file must be the same for all records within the file.

Contacts

Contact us if you have any questions at:

John Housez

E-mail: jhousez@oct.ca

Phone: 416-961-8800 ext 405

OR

Lillian White

E-mail: lwhite@oct.ca

Phone: 416-961-8800 ext 329

OR

Maryann Jack

E-mail: mjack@oct.ca

Phone: 416-961-8800 ext 362