

## ARC-BC (District Contacts)

### Approving User Registrations

#### Introduction

Each BC school district has a designated ARC-BC District Contact. One of the responsibilities of this position is to approve or deny registration requests from users in the district. In this tutorial, you will learn how to approve or deny these requests.

This tutorial assumes...

- you have high speed internet access
- you have received an email from the ARC-BC provincial team with your ARC-BC username and password
- you understand fully the Canadian Copyright legislation as it pertains to the use of alternate format materials

#### Learning Objectives

Completion of this tutorial will give you experience with the following:

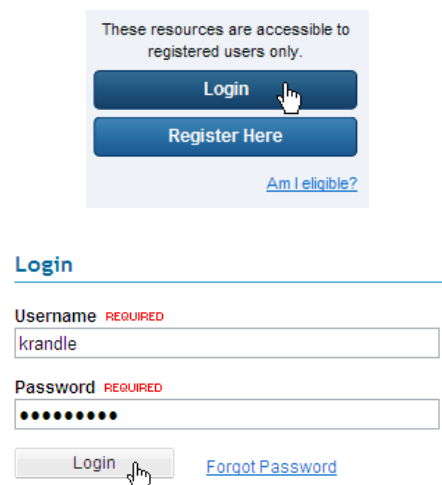
- Logging into ARC-BC using your username and password
- Changing your password
- Approving user registration requests and notifying users
- Denying user registration requests

### Logging into ARC-BC Website and Changing Your Password

1

As an ARC-BC District Contact, you should have received an email containing your ARC-BC username and password. If you did not receive this information, please contact [arc@setbc.org](mailto:arc@setbc.org) for instructions.

- Go to <http://www.arc-bc.org> and click the **Login** button that is located on the right side of the ARC-BC home page.
- On the Login page, **enter your username and password EXACTLY** – these are case sensitive!
- Click the **Login** button to complete the login process.



These resources are accessible to registered users only.

Login

Register Here

[Am I eligible?](#)

**Login**

Username **REQUIRED**  
krandle

Password **REQUIRED**  
●●●●●●●●

Login [Forgot Password](#)

2

It is recommended that you change your password to something that is meaningful to you and that you will remember.

- To do this, click the **My Account link** that is located at the top of the ARC-BC site.
- On your account page, click the Change Password button.
- On this page, you can change your password at any time. Enter your current password, then enter your new password. **NOTE:** ARC-BC passwords must contain 8 characters, one of which must be a special (e.g. \$, %, #, &) character.
- Once you have entered and confirmed your new password, click the **Change Password** button at the bottom of the page.

**Note:** You can also change your password from the **My Account – Edit Profile** page. You should keep your user profile information up to date at all times as this is the contact information that will be used to send you correspondence from the ARC-BC provincial team.



**My Account**

[Edit Profile](#)

[Change Password](#)

[Logout](#)

#### Change Password

Current Password REQUIRED

New Password REQUIRED

Change Password

Cancel



**My Account**

[Edit Profile](#)

[Change Password](#)

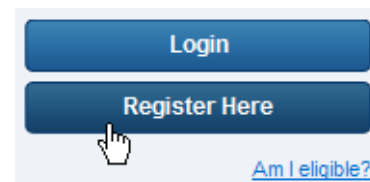
[Logout](#)

## Approving and Denying User Registration Requests

1

When users in your school district want to access ARC-BC resources, they must go to the website ([www.arc-bc.org](http://www.arc-bc.org)) and click the **Register Here** button.

When they complete and submit the registration process, you, as the ARC-BC District Contact, will receive an automated email informing you that an individual in your district is seeking ARC-BC registration approval.



This email contains information about the user, his or her username, email address, school, and phone number. This information is included so you can make an informed decision as to whether or not to approve this user's request (is the person working with a student with perceptual disabilities?).

The email also contains a link that will take you back to the ARC-BC site.

- Click that link (“**Please go to...**”).
- You will be asked to log into the ARC-BC site before proceeding to your user list. Log in using your username and password.

The following individual in your school district has submitted an ARC-BC registration request.

Name: John Smith  
 Username: [jsmith](#)  
 Email: [jsmith@sd4.bc.ca](mailto:jsmith@sd4.bc.ca)  
 School or Department: Main Street Elementary  
 Phone number: 2505554567  
 Comment:

Please go to <https://www.arc-bc.org/Admin/Users/Default.aspx> to approve or deny this request.

Note: Approval of this individual's request to access ARC-BC indicates that he or she is either a student with perceptual disabilities or an educator in your school district who is working with such a student.

If you have any questions about this registration, please contact [arc@setbc.org](mailto:arc@setbc.org).

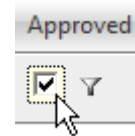
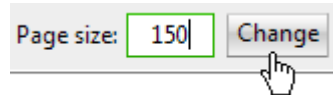
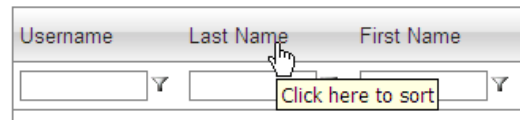
ARC-BC  
 Accessible Resource Centre - British Columbia  
<https://www.arc-bc.org>

Once you reach your user list, you can sort your list by, for example, last name to find the user more quickly. Click on **Last Name** at the top of the column to sort by that parameter.

By default, the user list will display 25 records on one page. To see all your records prior to sorting alphabetically by Last Name...

- Scroll to the bottom of the list and change the number of records to be displayed. **Type in a number** you know to be larger than the number of users in your district.
- Click the Change button to change the number of records showing on the page.
- Go back to the top and sort by Last Name OR by Approved status.

To view your user's profile, locate his or her name in your list and click the **Edit** link on the extreme right of the chart.



Click Edit to go to that User's profile

<input type="checkbox"/>	jprincipe	Principe	Julie	Julie_Principe@sd34.bc.ca	Abbotsford	<input type="checkbox"/>	User	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	tchan	Chan	Theresa	theresa_chan@sd34.bc.ca	Abbotsford	<input checked="" type="checkbox"/>	User	<a href="#">Edit</a>
<input type="checkbox"/>	bgiles	Giles	Belinda	belinda_giles@sd34.bc.ca	Abbotsford	<input checked="" type="checkbox"/>	User	<a href="#">Edit</a>

On the user's profile page, **BEFORE** approving a request, you must check your user's information to ensure it is correct. The user role, username and email address are of primary concern.

- The **user role** should be "user". This permits the user to search AND contribute to the ARC-BC collection.
- The **username** should be "first initial, lastname" (e.g. jsmith). Users may not use obscure usernames or school names and so on as each user's activities in ARC-BC is connected to this and must be identifiable.
- The **email** must be a professional email address – most likely the school district email address (e.g. [jsmith@sd4.bc.ca](mailto:jsmith@sd4.bc.ca)).

You can go ahead and change these if they need amending.

- Once you are satisfied with the information that is recorded for your user, click the **Approve and Notify** button that is located at the top of the page.

When you do this, an email is automatically sent to your user with confirmation that his or her registration has been approved and he or she can now log into ARC-BC to begin accessing the resources.

User Role **REQUIRED**  
 Admin  Gatekeeper  Limited  Staff  User

Username **REQUIRED**  
 krandle

Email **REQUIRED**  
 krandle@sd4.bc.ca

Approve and Notify

Edit User

Save Cancel Delete Approve Approve and Notify

User Role **REQUIRED**  
 Admin  Gatekeeper  Limited  Staff  User [Change Password](#)

Username **REQUIRED**  
 jsmith

First Name **REQUIRED**  
 John

Phone **REQUIRED**  
 (250) 555-4567 ext.

District **REQUIRED**  
 SET-BC

Email **REQUIRED**  
 jsmith@sd4.bc.ca

Last Name **REQUIRED**  
 Smith

School or Department  
 Main Street Element

District or Organization  
 District Support Staff

Approve and Notify

3

If you want to **Deny the user's request** for whatever reason you can do one of two things:

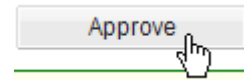
- If this user will likely never be approved, you can delete the record entirely by clicking the **Delete button**. You will need to send an email to that user informing him or her of your decision (note the email address before you delete!!).
- If you feel this user may be approved at a later date, you can simply leave the profile as is (unapproved) and send an

Delete

email to the user explaining his or her status.

You have now finished approving or denying your user's ARC-BC registration request. This process will be repeated for each user in your district who registers with ARC-BC.

**Note:** If you are doing a training session where a number of users will be registering all at once, it might be easier to log into the site, go to your User's List, and simply keep refreshing your browser to see new users being added during the session. You can approve them by clicking the Approve button as soon as they register and just let them know verbally that they have been approved.



Tip...

You can always go back to view, edit, or delete any of your user's profiles at any time. Log into ARC-BC and click the **Manage District Users link** at the top of the website. This will take you to your user list where you can access your user's profiles. Please check with the ARC-BC provincial team before deleting any existing users as deletion of a user will result in all associated records, including the download records, will be deleted as well. It may be better to simply **disable** them indefinitely.

## Checklist of Skills Developed in this Tutorial

- logging into the ARC-BC website
- changing your username and updating your own user profile
- viewing all the records in your userlist
- sorting your userlist by Last Name
- approving and notifying user registrations