

## ARC-BC Registration (FAQs)

### Can anyone register for ARC-BC?

- Registration for ARC-BC is limited to only those individuals who have perceptual disabilities or to those working with those individuals who are members of a school district or organization that is currently part of the ARC-BC Community.

### How can I tell if my school district or organization is part of the ARC-BC Community?

- A list of the current members of the ARC-BC Community can be found on the ARC-BC website ([www.arc-bc.org](http://www.arc-bc.org)) on the General Information page. That list also contains an email link to the ARC-BC Contacts if you have any questions about your eligibility.

### I think I am working with a student who has a perceptual disability – how can I confirm this?

- You can begin by making yourself aware of the definition of “perceptual disability”. You can do this by reviewing the materials available in the Canadian Copyright Act module on the ARC-BC Support Resources page in the SET-BC Learning Centre ([http://setbc.org/setbc/curriculum/arc\\_main.html](http://setbc.org/setbc/curriculum/arc_main.html)).
- If you have questions about how your school district or organization identifies individuals with perceptual disabilities you can contact your ARC-BC Contact for more information.

### What if my school district or organization is not part of the ARC-BC Community but I would still like to register?

- If you are supporting a BC student with perceptual disabilities, we encourage you to contact those in your district or organization who might be involved in applying to join the ARC-BC Community. An application package is available on the home page of the ARC-BC site ([www.arc-bc.org](http://www.arc-bc.org)).
- Once your district or organization has joined the ARC-BC Community, you would be able to submit a registration request.

### If I am eligible to register for ARC-BC, how do I submit a registration request?

- On the home page of the ARC-BC site, there is a “Register Here” button that takes you to the registration page. Your request will be forwarded, via email, to your ARC-BC Contact who will approve or deny your request based on whether or not you meet the district’s eligibility requirements.

### **Once my registration is approved, do I ever need to re-register?**

- Your eligibility status is reviewed annually by your ARC-BC Contact. If you are no longer working with a student with perceptual disability, your access will be disabled. If you begin working with such a student again, your access can be reinstated with your profile updated as needed. You would only need to re-register if your ARC-BC Contact decided to delete you from the district's user list entirely.

### **Do I need to register more than once if I'm working with more than one student who has perceptual disabilities?**

- No – as a registered user, you can access and download alternate format materials for any number of students you are **directly** supporting. As per the copyright agreement that your district signed when joining the ARC-BC Community, you may not download materials and share them with others in your district and you may not download them for use with students who are not perceptually disabled.

### **Once I am registered, can my username and password be used by others, in my school, who are supporting students with perceptual disabilities?**

- No – your username and password must be kept secure and be used only by the registered user. All activities conducted in ARC-BC are recorded and attached to the username. There are mechanisms in place to identify suspicious activities or abuse of the system. As an ARC-BC Community member, you have a responsibility to ensure that the repository is accessed and used as intended and in accordance with the Canadian Copyright Act.

### **What if I forget my password?**

- You must remember your username, but if you forget your password, there is a link on the log in page for a password reminder.

### **Can I change my password once I've created it?**

- Like typical sites that require registration, ARC-BC allows you to manage your own user profile or account, including changing your password as needed.

### **Can parents of individuals with perceptual disabilities register with ARC-BC?**

- No - ARC-BC's mandate is to help BC school districts support students with perceptual disabilities by providing the alternate format materials needed to access their curriculum. While these students may be using these materials at home while completing their educational work, access to the repository is limited to the student and those working with the student in the BC school system.

### **Can students with perceptual disabilities register for ARC-BC?**

- Yes – BC students with perceptual disabilities can become registered users of ARC-BC. However, before your ARC-BC Contact will approve such a request, he or she must be confident that the student fully understands how to access and use the repository and what the copyright implications are for any alternate format materials that may be downloaded. For this reason, it is likely that only a small percentage of students would become registered users – the educators supporting them would be the typical ARC-BC user.

### **Can educators supporting students with perceptual disabilities outside of British Columbia register for ARC-BC?**

- At this time, registration is limited to BC students with perceptual disabilities or those BC educators supporting them.

### **What if my registration request has been denied?**

- If you receive an email indicating that your registration request has been denied, you may want to contact your ARC-BC Contact for more information. Alternatively, contact the ARC-BC team at [arc@setbc.org](mailto:arc@setbc.org).

### **Where can I go for help to register for ARC-BC?**

- The ARC-BC Support Resources page in the SET-BC Learning Centre ([http://setbc.org/setbc/curriculum/arc\\_main.html](http://setbc.org/setbc/curriculum/arc_main.html)) has a Registration module that has a presentation, screen demonstrations and a tutorial to help those interested in registering. You can also contact the ARC-BC team at [arc@setbc.org](mailto:arc@setbc.org) for support.