

PARIS

Program Approval and Registration Information System

Enrolment Guide for New Users*

***New Users**

- Binding Authority
- Student
- Individual

February 2019

Table of Contents

Introduction.....	1
Overview	1
Using this Guide.....	1
Getting More Information or Assistance about PARIS	1
How to Enrol.....	2
Introduction	2
Step 1: Create your PARIS Account	2
Step 2: Watch the Orientation Video	6
Step 3: Locate the Relevant Reference Guide	7

Introduction

Overview

The Program Approval and Registration Information System (PARIS) is the system used by the Ministry of Training, Colleges and Universities to automate private career college licensing in Ontario.



Prospective private career college registrants (called a Binding Authority) can perform several functions in the PARIS System including:

- viewing the Orientation Video;
- creating and updating a profile;
- creating and editing applications (PCC Registration, New Campus Registration, Program Approval, Renewal, etc.);
- submitting an Inquiry;
- requesting change requests to your registration, if required; and
- paying application fees.

Once an application is submitted, **applicants** can perform a variety of tasks including:

- checking the status of an application;
- sending updates; and
- withdrawing an application.



Individuals use PARIS to

- submit a Business Name Approval application
- submit an inquiry



Students use PARIS to:

- submit a student complaint; and
- submit an inquiry.

Using this Guide

- Tips appear with a hand symbol: 
- Any data appearing in page samples is fictitious.

Getting More Information or Assistance about PARIS

Email: PCC@ontario.ca

How to Enrol

Important Note:

You must complete this one-time process before you can use PARIS.

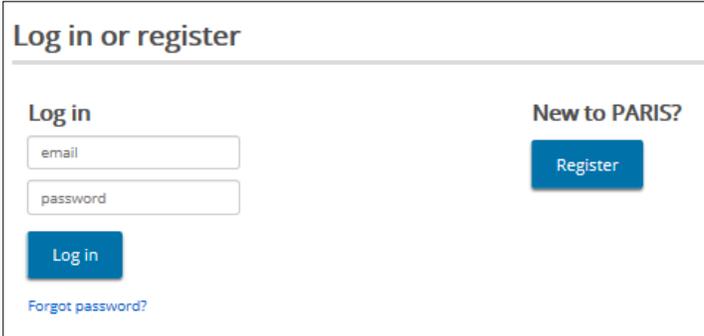
If you are an **existing private career college registrant** do not follow the instructions in this guide. Refer to the *PARIS Enrolment Guide for Private Career College Registrants*.

Introduction

Before you can start applying for a registration of a private career college, completing a business name approval application or submitting a student complaint, you must enrol as a PARIS user. It is a one-time process that involves three steps.

Step 1: Create your PARIS Account

1. Open your Internet browser.
2. Enter the following address:
<https://www.pcc.tcu.gov.on.ca/PARISExtWeb/public/login.xhtml>
3. Press [Enter]. The log in page appears.



The screenshot shows a web page titled "Log in or register". On the left, under the heading "Log in", there are two input fields: "email" and "password". Below these fields is a blue "Log in" button and a link for "Forgot password?". On the right, under the heading "New to PARIS?", there is a blue "Register" button.

4. Click **Register**. The **Create New Account** page appears.

Create New Account

User Type: *

Binding Authority
 Individual
 Student

First Name: *

Last Name: *

Email: *

Primary Phone Number: *

 Ext:

Security Question: 1 *

Security Answer: 1 *

Security Question: 2 *

Security Answer: 2 *

Security Question: 3 *

Security Answer: 3 *

5. Complete the information.



A red asterisk* indicates that the information is mandatory.

Note: “Binding authority” is someone with a legal right to represent the organization applying to become a private career college. See page 1 for more information about user types.

6.  If you selected “Binding Authority” as the **User Type**, enter your **Business Information**.

7. Click **Submit**. An email will be sent to the email address indicated.
8. Open the email. Following is an example of the email contents.

Hello,
 Here is your current password: SUQQSWFGQPKVIETZK
 Please login to PARIS using link below and consider changing password:
<https://cscbikdcapwsa10.cihs.gov.on.ca:9446/PARISExtWeb/public/resetPassword.xhtml>
 Thank you

9. Click the underlined link in the email. The **Reset password** page appears.

The screenshot shows a web form titled "Reset password". It contains four text input fields, each with a red asterisk indicating a required field. The fields are labeled "Email:", "Current Password:", "New Password:", and "Confirm New Password:". Below the fields is a blue button labeled "Submit".

10. Type your **Email** address.
11. Copy the current password found in the email then paste it in the **Current Password** field.
12. Create and type a **New Password**.
 - ⓘ **Note:** Your password must be at least 12 characters in length and contain:
 - ✓ At least one UPPERCASE letter, AND
 - ✓ At least one lowercase letter, AND
 - ✓ At least one number, AND
 - ✓ At least one special character. (! _ @ # \$ % ^ & + =)
13. Retype your new password in the **Confirm New Password** field.
14. Click **Submit**. The **Log in or register** page appears.

15. Enter your **Email** address and new **Password** then click . PARIS opens.

(Your page may not look exactly like the sample.)

 Remember to store your password somewhere safe. You will need it each time you log in.

Step 2: Watch the Orientation Video



If you are a student, go to Step 3.

The **Private Career College Registration Orientation Program** video answers many questions you may have about becoming a registered private career college. It explains legislation, licensing requirements and it guides you through the application process.

Note: The Orientation video must be viewed before you can continue in PARIS.

1. Click **Orientation**. The video starts.

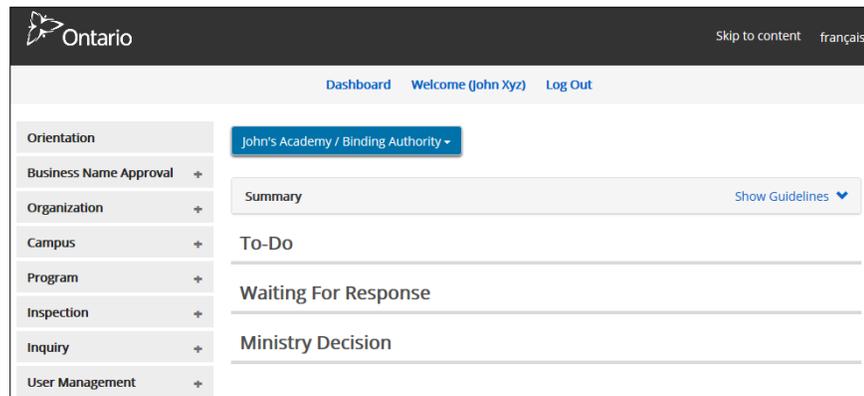


2. Watch the video.



Here are some tips when watching the video.

- Use the **< PREV** and **NEXT >** buttons to move through the screens.
 - To read a transcript of the narrative click [Transcript](#).
3. When you have finished watching the video scroll down and click **I have finished**. The **Declaration and Consent** page appears.
 4. Read the Declaration and Consent. If you agree with the statement, click the **I Agree** check box. **I Agree**
 5. Click **Submit**. The following page appears.



(Your page may not look exactly like the sample.)

Step 3: Locate the Relevant Reference Guide

You can now start using PARIS. Locate the applicable reference guide to help you use the system:



Binding Authority: See the *PARIS Reference Guide for Applicants / Registrants of a Private Career College*.



Student: See the *PARIS Reference Guide for Students*.



Individual: See the *PARIS Reference Guide for Individuals*.



You're done! Note that you won't need to use this document again.