



# PCTIA Web Interface Documentation

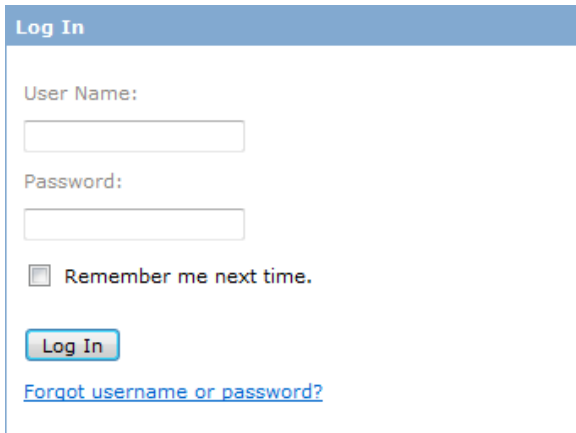
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## Logging In

Enter the username and password provided by PCTIA into the appropriate fields as seen in Figure 1.



The screenshot shows a 'Log In' form with a blue header. It contains two text input fields: 'User Name:' and 'Password:'. Below the password field is a checkbox labeled 'Remember me next time.' At the bottom of the form is a 'Log In' button and a blue hyperlink labeled 'Forgot username or password?'.

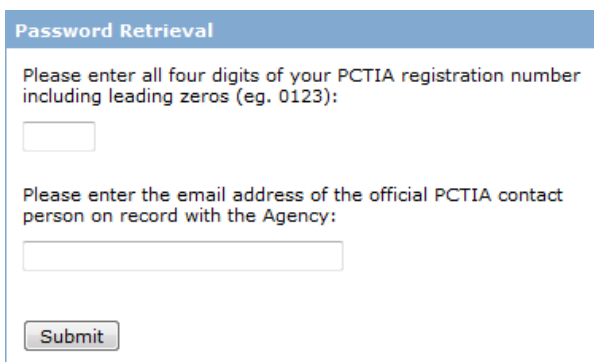
Figure 1

*Note: Passwords **are** case sensitive.*

If you don't know what your username or password is click the **"Forgot username or password?"** link to access the password retrieval page.

## Retrieving a Lost Username or Password

Enter your institution number, including leading zeros (e.g.: 0123). Then enter the email address of the official contact person for your institution. If a match is found, an email will be mailed to the official contact person with your login information.



The screenshot shows a 'Password Retrieval' form with a blue header. It contains two text input fields: 'Please enter all four digits of your PCTIA registration number including leading zeros (eg. 0123):' and 'Please enter the email address of the official PCTIA contact person on record with the Agency:'. At the bottom of the form is a 'Submit' button.

Figure 2

*Note: You must enter any leading zeros for your institution number.*

## Navigation

You can navigate the different parts of the site using the navigation bar as seen in Figure 3.

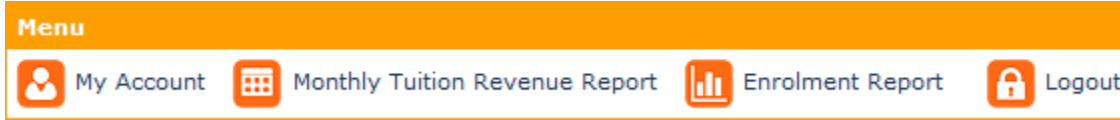


Figure 3

## My Account

This page will display your current registration, accreditation, and suspension statuses if you have any. It also shows the persons PCTIA has on file for the website user and voting person including their email addresses.

## Monthly Tuition Revenue Report

This page is where you submit your monthly tuition revenue for a given month. It also displays a breakdown of the monthly fee calculation. This page displays the following information:

1. Revenue Band
2. PCTIA annual flat fee
3. PCTIA Fee Rate %
4. STCF Fee Rate %

*Note: You can collapse the information window by clicking the button indicated in Figure 4. The information window will automatically collapse when you begin to enter your monthly revenue.*



Figure 4

## Steps for submitting your monthly tuition revenue

1. Enter the amount as a whole number, no decimals. If you collected no tuition revenue enter 0 (zero) into the field.
2. Select the month and year that the amount pertains to. This is defaulted to one month ago.
3. Enter any comments or instructions into the comments box.
4. Confirm your entries by selecting the "I confirm the above reported fee information to be true and accurate." box.

*Note: You will not be allowed to submit unless your entries are correct, and the confirmation check box is checked.*

After you submit your monthly tuition revenue amount you will be redirected to a page confirming your submission. An email will be sent to the official contact person for your institution with a fee breakdown for your submission, additionally you can click the [Download PDF](#) button to download a copy of the report in PDF format.

*Note: in order to understand how your fees are calculated click the button indicated in Figure 5.*



Figure 5

## November 1<sup>st</sup> Annual Enrolment Report

*Note: Enrolment report data entry is only available during the Enrolment Reporting Period. When the current date falls outside this period a summary page will be displayed instead.*

### Editing a Program

To start entering data click the [Edit](#) button to edit the program in that row, as shown in Figure 6.

	Name	Enrolments	Attritions	Graduations	Full-Time Placements	Part-Time Placements	Unknown Placements	Continuing in Further Education	Program Active	Third-Party Contract
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 3 DAY (Diploma) - CE or Part-time								<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 5 DAY (Diploma) - Full Time (20+ hrs/wk)								<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 6

The program will now enter “edit” mode. This is where you can enter the enrolment data for that program. Textboxes will now appear and the program is now editable. See Figure 7.

	Name	Enrolments	Attritions	Graduations	Full-Time Placements	Part-Time Placements	Unknown Placements	Continuing in Further Education	Program Active	Third-Party Contract
<a href="#">Save</a> <a href="#">Cancel</a>	ESTHETICS/SPA THERAPY - 3 DAY (Diploma) - CE or Part-time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 5 DAY (Diploma) - Full Time (20+ hrs/wk)								<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 7

*Note: Not all columns shown below will be visible for all institutions.*

### Saving

When you have completed entering data for that program, click the [Save](#) button to accept the changes for that program. This can be seen in Figure 8.

	Name	Enrolments	Attritions	Graduations	Full-Time Placements	Part-Time Placements	Unknown Placements	Continuing in Further Education	Program Active	Third-Party Contract
<a href="#">Save</a> <a href="#">Cancel</a>	ESTHETICS/SPA THERAPY - 3 DAY (Diploma) - CE or Part-time	<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 5 DAY (Diploma) - Full Time (20+ hrs/wk)								<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 8

When you save a program with possible data entry errors a popup, as seen in Figure 9, will notify you of any possible data entry errors. This does not mean that your data is invalid, it simply checks for any entry errors that might have happened.

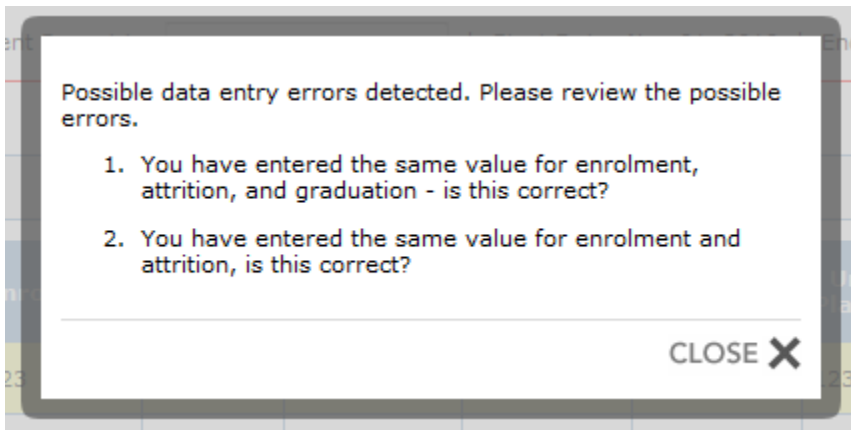


Figure 9

*Note: When you accept the changes for a given program, the data is automatically saved onto our server. This means that you can resume your submission at a later time should you not complete all the submissions.*

If you try to submit a program with any errors, you will be notified of what to change in order to submit your program. An error can be seen in Figure 10.

	Name	Enrolments	Attritions	Graduations	Full-Time Placements	Part-Time Placements	Unknown Placements	Continuing in Further Education	Program Active	Third-Party Contract
<a href="#">Save</a> <a href="#">Cancel</a>	ESTHETICS/SPA THERAPY - 3 DAY (Diploma) - CE or Part-time	<input type="text" value="12.1"/> <small>Whole numbers only.</small>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input type="text" value="123"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 5 DAY (Diploma) - Full Time (20+ hrs/wk)								<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 10

*Note: A list of all possible data checking error messages and what to do is shown in Table 1 at the end of this document.*

In the case shown above a decimal number has been entered. The error shows how to correct the issue, which in this case tells us we need to enter a whole number (integer) in order to proceed. Only positive whole numbers will be accepted.

If you would like to cancel editing a certain program, click the [Cancel](#) button to cancel editing the program, as in Figure 11.

	Name	Enrolments	Attritions	Graduations	Full-Time Placements	Part-Time Placements	Unknown Placements	Continuing in Further Education	Program Active	Third-Party Contract
<a href="#">Save</a> <a href="#">Cancel</a>	ESTHETICS/SPA THERAPY - 3 DAY (Diploma) - CE or Part-time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 5 DAY (Diploma) - Full Time (20+ hrs/wk)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 11

If a program was not being offered for this past reporting year, you can un-check the “Program Active” checkbox. This will delete all the data entered for that program when saved; it will also prevent the entering of any data until the program is running again.

An inactive program will show up greyed out, as shown in Figure 12.

	Name	Enrolments	Attritions	Graduations	Full-Time Placements	Part-Time Placements	Unknown Placements	Continuing in Further Education	Program Active	Third-Party Contract
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 3 DAY (Diploma) - CE or Part-time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 5 DAY (Diploma) - Full Time (20+ hrs/wk)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 12

You can enter third-party contract enrolment data by checking the “Third-Party Contract” checkbox; this will unhide the Third-Party contract columns and enable data entry, as can be seen in Figure 13.

	Name	Enrolments	Attritions	Graduations	Full-Time Placements	Part-Time Placements	Unknown Placements	Continuing in Further Education	Program Active	Third-Party Contract	Contract Dollars	Contract Enrolments
<a href="#">Save</a> <a href="#">Cancel</a>	ESTHETICS/SPA THERAPY - 3 DAY (Diploma) - CE or Part-time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 5 DAY (Diploma) - Full Time (20+ hrs/wk)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Figure 13

## Notifications

The Enrolment Report will check for possible data entry errors. A yellow row indicated a possible data entry error in Figure 14. To see what error might have occurred, click the [i](#) button.

	Name	Enrolments	Attritions	Graduations	Full-Time Placements	Part-Time Placements	Unknown Placements	Continuing in Further Education	Program Active	Third-Party Contract
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 3 DAY (Diploma) - CE or Part-time	<a href="#">i</a> 123	123	123	123	123	123	123	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	ESTHETICS/SPA THERAPY - 5 DAY (Diploma) - Full Time (20+ hrs/wk)	<a href="#">i</a>							<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 14

A popup box will appear with the possible data entry error summary. See Figure 15 for an example of this box. Read the message and determine if you have made a data entry error. If you have any potential errors, click the [Edit](#) button again to enter edit mode and change your data.

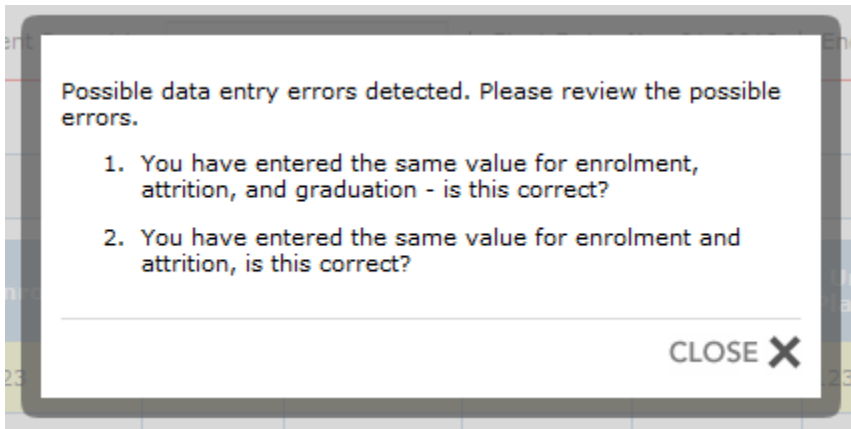


Figure 15

When the program is saved and there are no apparent data entry errors a green checkmark will appear to the right of the program name indicating that the data for program appears to be valid. If this check mark does not appear it does not mean that your data is incorrect, it simply means that there may have been an entry error. This can be seen in Figure 16.

	Name	Enrolments	Attritions	Graduations	Full-Time Placements	Part-Time Placements	Unknown Placements	Continuing in Further Education	Program Active	Third-Party Contract
<a href="#">Edit</a>	ACADEMIC PREPARATION (Certificate) - Full Time (20+ hrs/wk)	<input checked="" type="checkbox"/> 123	10	110	58	24	10	80	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 16

## Page Display Preference

*Note: If you would like to see all your programs on one page instead of showing 10 at a time un-check the "Show Paged Data" checkbox, as seen in Figure 17.*

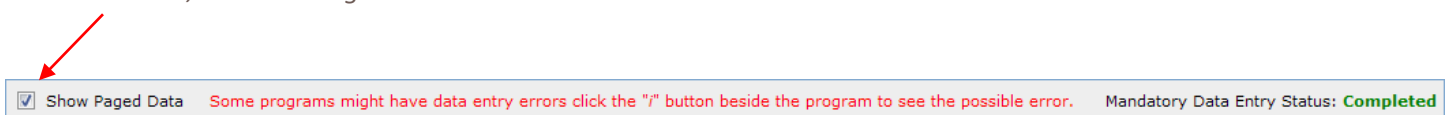


Figure 17

## Enrolment Report Submission

When you have completed entering all the information for your programs, you will notice that the Mandatory Data Entry Status indicator will have turned from **Incomplete** to **Completed**, as seen in Figure 18. This means that you have entered all the required data for your programs and are now ready to submit your programs.

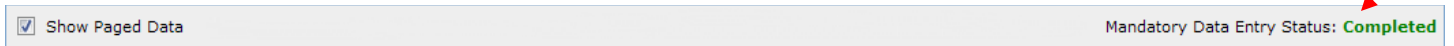


Figure 18

If you have entered all the required data but the system detects some possible data entry errors you will see a notification like the one seen in Figure 19.

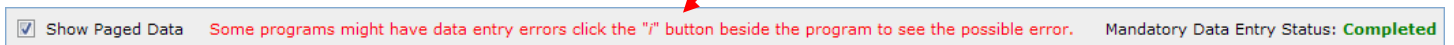



Figure 19

This simply reminds you to re-check your data to make sure no errors have been entered. By clicking the  button to see what the error might be.

## Comments

If you would like to add some comments explaining certain entries or to make a note of something you can do so by entering your comments at the bottom of the page in the comments box, as shown below in Figure 20.

Comments:

Figure 20

## Submission

Now that you have entered all the mandatory data, and checked any subsequent problems that may have arisen from your data entry, it is time to submit your program enrolments. To do this you must click the button called "Click to Proceed to Step 2" shown in Figure 21.

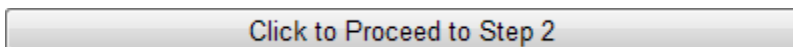


Figure 21

This will mark all your programs as submitted and will redirect you to a summary report, as well as email a summary report (PDF) to the official contact for your institution.

*Note: You will still be able to make changes to your programs, even though they have been submitted, until the cut-off date for that given year.*

## Enrolment Report Summary

After submission, you will see a summary page of your enrolment data. You cannot make any changes on the summary page. This can be seen in Figure 22.

Name	Enrolments	Attrition	Graduations	Full-Time Placements	Part-Time Placements	Unknown Placements	Continuing in Further Education	Third Party Contract	Contract Value	Contract Enrolments	Program Active
PROGRAM 1	123	123	123	1	23123	123	123	<input type="checkbox"/>			<input checked="" type="checkbox"/>
PROGRAM 2	123	12	31	231	231	23123	123	<input type="checkbox"/>			<input checked="" type="checkbox"/>

Figure 22

You have the option of emailing, printing or downloading a copy (PDF) of your current enrolment report for the given year. The buttons for emailing, printing or downloading are shown in Figure 23.

Enrolment Report Entry Summary

Thank you for submitting your enrolments.




 [Email Summary](#)  [Print Summary](#)  [Download Summary](#)

Figure 23

## Logging Out

When you have finished using the website, be sure to click the Logout button to end your session.

## List of Error Messages - What they mean and how to correct them

Table 1

Error Message	Steps to Correct
You have entered the same value for enrolment, attrition, and graduation. Is this correct?	Verify your data. It would be unusual to have the same number of students register, withdraw, and graduate (eg. 15, 15, 15)
You have entered the same value for enrolment and attrition. Is this correct?	Verify your data. This situation would suggest that all students who enrolled then withdrew. (eg. 15, 15,10)
You have more attritions than enrolments. Is this correct?	Verify your data. You have indicated more students withdrawing than actually registered. (eg. 15, 20, 15) In some cases this might be a valid situation if a program is offered more than once a year.
You have entered no attrition for this program. Is this Correct?	Verify your data. While some programs may have no attrition, please check that this is correct. Are your graduates proportionately higher? (eg. 15, 0, 15)
You have entered the same value for third-party contract training enrolments and for regular tuition enrolments. Is this correct?	Verify your data. Students should be counted as either regular tuition-fee payers (normal enrolments), or as registrants in a third –party contract training agreement that you have with another company or agency, but not both.