

Employer Registry User Manual

for teachers

This manual is designed to help facilitate teachers in using the Employer Registry website which will enrich their career resources.

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If at any time you have questions while using this manual, please contact your local Passport to Prosperity coordinator:

Ryan Moore
North Superior Workforce Planning Board
(807) 346-2947 | p2p@nswpb.ca

THIS RESOURCE WAS CREATED BY RYAN MOORE OF THE NORTH SUPERIOR WORKFORCE PLANNING BOARD.



Registration

To register to access the site you must first navigate your web browser to www.EmployerRegistry.ca (capitals are not necessary). IF YOU HAVE ALREADY REGISTERED, PLEASE SKIP THIS SECTION AND GO TO 'LOGGING IN'.

You will be now at the front page of the site which will look like:



As this site is mainly meant for employers to register, the main page is for them. For teachers, you will



have to click on the Educators button near the button. Once clicked, it will now have the form available for you to enter your information.

Once clicked, it will now have the



In the blank window, you can type in the name of your school. As you type, you'll notice that lists of possible schools will show up, when you see yours, click it to proceed.



Now you'll be able to enter in your contact information:

@employer registry [What's New?: Click here for the latest on EmployerRegistry.ca](#)

start now!

Connecting Employers & Tomorrow's Workforce

Registration only takes a minute

SCHOOL NAME

FIRST NAME

LAST NAME

EMAIL

POSITION

CHOOSE PASSWORD

Please indicate your position as an educator within the school (teacher, principal, librarian, etc.)

YOUR online community supporting **high school and elementary students** as they make the transition from school to career. Educators across the province now have an unprecedented level of access to a greater variety of employer information through this interactive online community. Log on today to find out more about how the Employer Registry can support the needs of educators involved with experiential learning. **Register now to get started** -- just fill out the form on your right.

When you choose a password, it must be 6 letters with 1 number (i.e. "lakehead2009"). Clicking "Next" will complete the registration. The local coordinator will receive notification a new registration and will need to approve you before you can proceed.

@employer registry

HOME ABOUT NEWS CONTACT FRANÇAIS LOGIN

Teacher Registration

THANK YOU

YOU are registered

Your Passport to Prosperity coordinator is:

Ryan Moore
North Superior Workforce Planning Board
(807)346-2947 - p2p@nswpb.ca

A Passport to Prosperity Coordinator will be calling you in the next few days.

Are you a Teacher/Educator in Waterloo Region?
[Click here for a special advisory on using EmployerRegistry.ca in your area](#)

QUESTIONS

WHAT HAPPENS NOW?

Thank you for registering! Your account will be activated by your local Passport to Prosperity coordinated within the next two business days.

Once active, you'll be able to sign in and search the database of employers and opportunities to begin to find placements for your students.

Local Sites!

To visit your local site, please select your region.

(Select One)

Please remember my selection for next time.

As soon as you are approved by the coordinator, you can then proceed to login.

Logging In

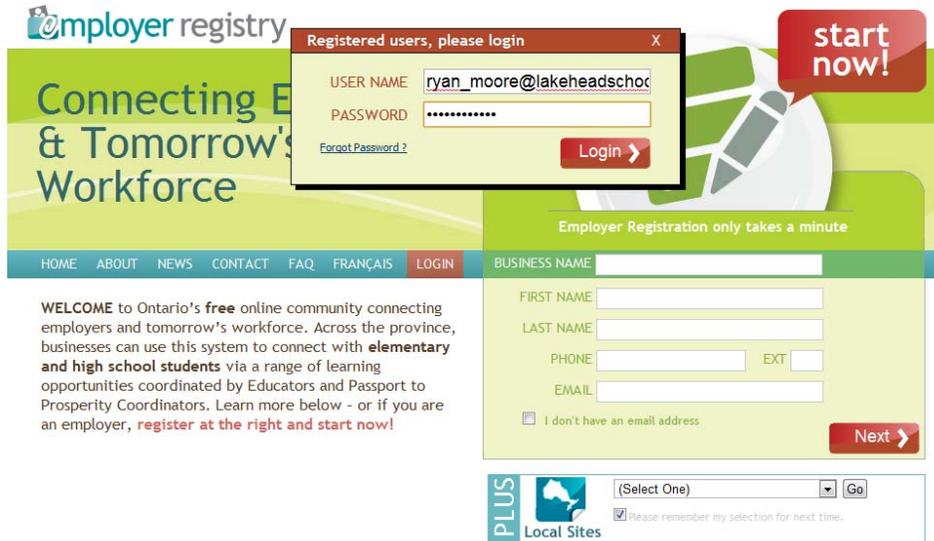
Once your registration is approved you can log in to the database by going to www.EmployerRegistry.ca and this time you click on the red “login” button:

The screenshot shows the homepage of the Employer Registry. The main heading is "Connecting Employers & Tomorrow's Workforce". A navigation menu includes links for HOME, ABOUT, NEWS, CONTACT, FAQ, FRANÇAIS, and LOGIN. The LOGIN button is highlighted in red. A "start now!" button is also visible in the top right. The registration form includes fields for BUSINESS NAME, FIRST NAME, LAST NAME, PHONE, EXT, and EMAIL. A "Next" button is at the bottom right of the form. A "PLUS Local Sites" section is at the bottom left.

This will bring a popup script for you to enter your username and password.

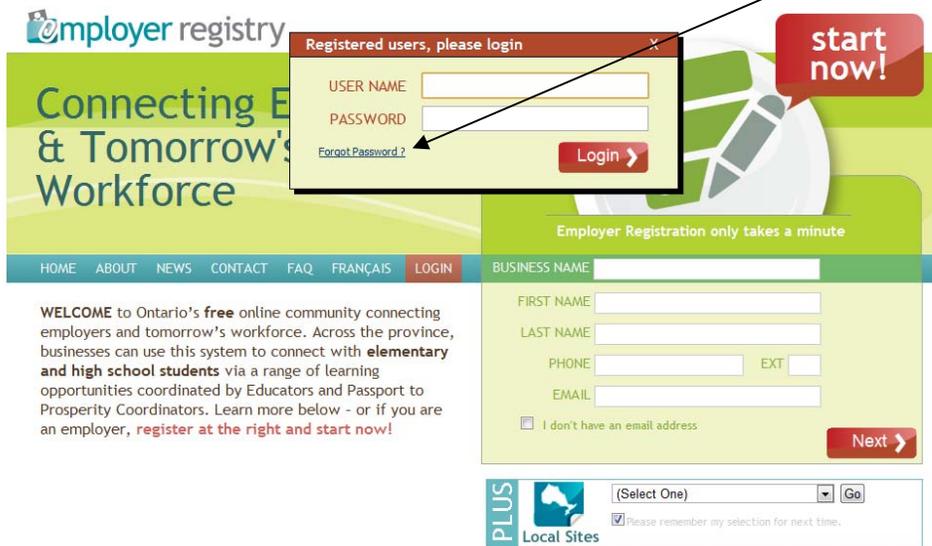
The screenshot shows the same homepage as above, but with a "Registered users, please login" popup window overlaid. The popup has fields for "USER NAME" and "PASSWORD", a "Forgot Password?" link, and a "Login" button. The background registration form and navigation menu are still visible.

Enter your information here, your username is your email address and use the password you setup previously. Then choose Login.



Forgotten Passwords

If you have forgotten your password, you can click the option “[Forgot Password?](#)”



This will bring you to a new screen where you can enter your email address.



Retrieve Password
You can request your password by providing your userName and the password will be sent to the email address you provided during registration.

User Name:

[Send Password](#)

By clicking “send password” you will get a notice saying that an email will be sent containing your password.

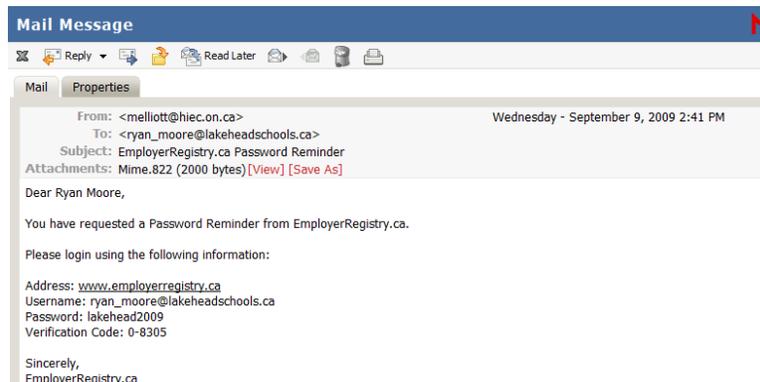
Retrieve Password
 Password Has Been Sent To Your Email Address.

You can request your password by providing your userName and the password will be sent to the email address you provided during registration.

User Name:

[Send Password](#)

In your inbox shortly should be an email from <melliott@hieo.on.ca> that will send you your password.



Site Navigation

The site is now laid out for you with a navigation bar across the top (just under “hello”).



These are as follows:

- Dashboard – list of announcements for news and events
- Employers – list of employers within the region who have registered
- Association – list of associations within the province listing regional contacts
- Opportunities – list of registered coop placements, guest speakers, etc... available for the region
- News – listing of your own news that you can publish
- My Settings – your information should you wish to review / edit

Note: if for any reason you come back to the main screen and can't see the navigation bar scroll to the bottom of the page and look for 'dashboard' to bring you back.



Dashboard



Once logged in you will be brought into the ‘dashboard’.

employer registry hello! Ryan (ryan_moore@lakeheadschools.ca) Logout

DASHBOARD EMPLOYERS ASSOCIATIONS OPPORTUNITIES NEWS MY SETTINGS

You have 9 items that require your attention.
Select an item to begin the approval process.

TYPE	STATUS	SUBJECT	CITY	ADDED	MODIFIED
Announcement		Passport to Prosperity - Employers and Educators working together		2009 May 05	2009 May 13
Announcement		Thunder Bay Employer Registry page made on Facebook		2009 May 11	2009 May 13
Announcement		City of Thunder Bay coop placement list available!		2009 Aug 17	2009 Aug 17
Announcement		Name change for North Superior Training Board		2009 Aug 17	2009 Aug 17
Announcement		A Mineral Resource Investment Showcase		2009 Aug 20	2009 Sep 04
Announcement		Aboriginal Secondary Student Orientation		2009 Aug 20	2009 Aug 20
Announcement		NSWPB released Labour Market Action Plan		2009 Aug 28	2009 Aug 28
Announcement		Volunteer Thunder Bay September 2009 Bulletin		2009 Aug 28	2009 Aug 28
Announcement		A Neighbourhood Career Fall Festival		2009 Sep 04	2009 Sep 04

LOCAL SITES: (Select One) Go

[Local Site Help Files + Getting Started Video](#)

This is a list of news and events populated by the local coordinator that is being shared with you. Click on any to read the announcement and you can return by either clicking ‘back’ or by clicking on one of the navigation tabs.



Employers

Clicking on the Employers tab brings you to a list of all the employers who have registered with the site. By default they are sorted alphabetically by company name. You will see the name of the company, the city they are located in, the key contact and the phone number.

EMPLOYER NAME	CITY	CONTACT	PHONE NUMBER
10-4 Driving & Career Academy	Thunder Bay	Vaughan Hutchinson	(807)345-0990
ABP Constructors Ltd.	Thunder Bay	Kerry Wirkkunen	(807)935-3375
ACO Services	Thunder Bay	John Lockyer	(807)624-7481
Action Paralegal & Transportation Consulting	Nipigon	Art Joseph	(807)887-0071
Addition Elle	Thunder Bay	Susan Rodriguez	(807)622-0700
All Trades Contracting	Thunder Bay	Reg Galbraith	(807)626-2220
Alzheimer Society of Thunder Bay	Thunder Bay	Alison Denton	(807)345-9556
AMJ Campbell Van Lines	Thunder Bay	Sam Costantino	(807)474-4204
Auto-One Care Care & Service Centre	Thunder Bay	Don Axent	(807)344-2644
Barnyard Friends	Thunder Bay	Ruth Wolsiffer	(807)767-6707
Bay Lock & Security	Thunder Bay	Dennis LeBlanc	(807)345-5397 x 1
Bay Quality Meats	Thunder Bay	Robert Gray	(807)344-9501
Beardmore Childcare Centre	Geraldton	Bonnie O'Quinn	(807)875-2794

Each are 'sortable' by clicking on the column at the top, you'll notice the column becomes highlighted with ▲ or ▼ depending on if you've clicked it once or twice (switch between ascending or descending).

EMPLOYER NAME	CITY	CONTACT	PHONE NUMBER
Beaudette Childcare Centre	Geraldton	Bonnie O'Quinn	(807)875-2794
Friends of the North	Geraldton	Bonnie O'Quinn	(807)875-4675
Geraldton Bakery	Geraldton	Pat Armstrong	(807)854-0147
Geraldton District Hospital	Geraldton	Sasha Duranovic	(807)854-6296
Geraldton Day Care and Resource Centre	Geraldton	Bonnie O'Quinn	(807)854-1744
North Woods Farm	Geraldton	Toni Truffin	(807)854-2496
Raccoon Air	Geraldton	Roy Luundberg	(807)854-2425
Superior North EMS Greenstone Chapter	Geraldton	Stephane Luthien	(807)854-1288
Wayne Larsen Enterprises Inc.	Geraldton	Wayne Larsen	(807)854-1281
Metropolitan House	Kakabeka Falls	Julia Miles	(807)473-5463
Superior North EMS Longlac	Longlac	Mark Mannito	(807)876-2548

EMPLOYER NAME	CITY	CONTACT	PHONE NUMBER
Insurance Institute of Canada (60-branches available across the province)	Toronto	Heather Herb	(416)562-9596 x 2380
10-4 Driving & Career Academy	Thunder Bay	Vaughan Hutchinson	(807)345-0990
ABP Constructors Ltd.	Thunder Bay	Kerry Wirkkunen	(807)935-3375
ACO Services	Thunder Bay	John Lockyer	(807)624-7481
Addition Elle	Thunder Bay	Susan Rodriguez	(807)622-0700
All Trades Contracting	Thunder Bay	Reg Galbraith	(807)626-2220
Alzheimer Society of Thunder Bay	Thunder Bay	Alison Denton	(807)345-9556
AMJ Campbell Van Lines	Thunder Bay	Sam Costantino	(807)474-4204
Auto-One Care Care & Service Centre	Thunder Bay	Don Axent	(807)344-2644
Barnyard Friends	Thunder Bay	Ruth Wolsiffer	(807)767-6707
Bay Lock & Security	Thunder Bay	Dennis LeBlanc	(807)345-5397 x 1
Bay Quality Meats	Thunder Bay	Robert Gray	(807)344-9501
Bill Davis Photography	Thunder Bay	Bill Davis	(807)623-6236

Viewing Employers & Opportunities

By clicking on any of the employers you are brought to their profile page

Kerry Wirkkunen's details
 ABP Constructors ... / 1218 Amber Dr / Kerry Wirkkunen

ORGANIZATION DETAILS
ABP Constructors Ltd.
 tel.
 fax.
 23 employees
 Manufacturing
 Eligible for SHSM

CONTACT DETAILS
Kerry Wirkkunen [show all](#) X
 phone: (807)935-3375
 email: kwirkkunen_abp@tbaytel...
 language: English
 position: Office Manager
 fax: (807)935-3383

OPPORTUNITIES FOR THIS CONTACT

- Coop/ OYAP [Masonry & Labourer](#)
Kerry Wirkkunen
- Coop/ OYAP [Office Administration](#)
Kerry Wirkkunen
- Job Shadowing [Shadow a worker](#)
Kerry Wirkkunen
- Work Experience [Experience the work in a co...](#)
Kerry Wirkkunen
- Work Place Tour [Tour our workplace](#)
Kerry Wirkkunen
- Career Talks [Learn about office aspects ...](#)
Kerry Wirkkunen

RESOURCES
 Thunder Bay [show all](#) X
 1218 Amber Dr
 Thunder Bay, Ontario
 P7B 6M5

From this page you can see the information for the contact(s) for the employer as well as any opportunities that they may have posted. Click on any of the opportunities to get more information for that posting. *It is important to note that if there is no opportunities posted on their profile it means they haven't formulated an official position, but are still open to suggestions, call them to find out more!*

Web site maintenance
 Duracon/Granite Tops / 913 Eira St / John Hakala / Web site maintenance

ORGANIZATION DETAILS
Duracon/Granite Tops
 Website
 tel.
 fax.
 0 employees
 Manufacturing
 Eligible for SHSM
 Involved in experiential learning

CONTACT DETAILS
John Hakala [show all](#) X
 phone: (807)344-2234
 email: sales@granitetops.ca
 language: English
 fax: (807)344-0595

OPPORTUNITY DETAILS [show all](#) X

Coop/ OYAP
 Web site maintenance
 Status: Open
 Available: Any Time
 Position: Web site maintenance
 Job Title: Desktop Publishing Operators and Related Occupations
 Audience: Grades 9-12
 Language: English
 Safety gear: Not Required
 Wheelchair Accessible: No
 Student Vehicle Required: No
 Relates to a Skilled Trade: No

To upgrade our existing web site, with assistance from our web site provider. Develop on-line sales opportunities. Assist with retail sales, and marketing opportunities.

RESOURCES
 Thunder Bay [show all](#) X
 913 Eira St
 Thunder Bay, Ontario
 P7B 6C1

Sorting, Filtering and Searching

By default the layout for the employer list is by the business name. You can change this by clicking on "Contact" it will then sort the employers by the contact's last names.

DASHBOARD EMPLOYERS ASSOCIATIONS OPPORTUNITIES NEWS MY SETTINGS

Too many choices? Refine your search by entering a search term.
Try using name, area code, street or combinations!

export filter view by: employer contact 172 of 172

EMPLOYER NAME	CITY	CONTACT	PHONE NUMBER
Rhonda's Hair Design	Thunder Bay	Rhonda Adduono	(807)577-9090
LAFARGE	Thunder Bay	Roger Agnolin	(807)622-2345
Castlegreen Housing Cooperative	Thunder Bay	Greg Almgren	(807)767-6214
Inmet Mining Corporation, Winston Lake Division	Schreiber	Tracy Anderson	(807)824-1488
Geraldton Bakery	Geraldton	Pat Armstrong	(807)854-0147
Thunder Bay Symphony Orchestra	Thunder Bay	Leanne Atkinson	(807)474-2281
Auto-One Care Care & Service Centre	Thunder Bay	Don Axent	(807)344-2644
Print Pros Plus	Thunder Bay	Ray Barnwell	(807)622-4007
The City of Thunder Bay	Thunder Bay	Lisa Beckwick	(807)625-3298
Man-Shield (NWO) Construction Inc.	Thunder Bay	Peter Belluz	(807)346-1650
Yes Employment Services	Thunder Bay	Lorraine Boland	(807)624-1963
Superior North CFDC	Terrace Bay	Anne-Marie Bourgeault	(807)825-4505 x 1
Gingerbread House	Thunder Bay	Jody Bresolin	(807)623-2292

You can also sort by any of the columns (as shown above).

If you want, you can filter the list by clicking on 'filter' which will bring up a pop up option screen.

DASHBOARD EMPLOYERS ASSOCIATIONS OPPORTUNITIES NEWS MY SETTINGS

Too many choices? Refine your search by entering a search term.
Try using name, area code, street or combinations!

export filter view by: employer contact 169 of 169

Filtering Conditions

Area: Thunder Bay & Area City: -- [All] --

Sector: -- [All] --

[Submit](#) [Cancel](#)

EMPLOYER NAME	CITY	CONTACT	PHONE NUMBER
10-4 Driving & ABP Construct	Thunder Bay	Alison Denton	(807)345-9336
ACO Services	Thunder Bay	Sam Costantino	(807)474-4204
Action Paraleg	Thunder Bay	Don Axent	(807)344-2644
Addition Elle	Thunder Bay	Ruth Wolfiffer	(807)767-6707
All Trades Con	Thunder Bay	Dennis LeBlanc	(807)345-5397 x 1

Here you can filter by the region, which is useful if you wanted to browse for eCoops in other regions (i.e. is there a marketing eCoop in Etobicoke?, etc...). You can also filter your results for specific cities within that region.

Filtering Conditions

Area: Across the province City: -- [All] --

Sector: -- [All] --

[Submit](#) [Cancel](#)

- [All] --
- Acton
- Addison
- Agincourt
- Ailsa Craig
- Ajax
- Alban
- Alcona Beach
- Alexandria
- Alfred
- Allenford
- Alliston
- Alma
- Almonte
- Alton
- Alvinston
- Ameliasburgh
- Amherstburg
- AmherstView
- Ancaster

EMPLOYER NAME	CITY	CONTACT	PHONE NUMBER
City of Thunder Bay	Thunder Bay	Alison Denton	(807)345-9336
Van Lines	Thunder Bay	Sam Costantino	(807)474-4204
e Care & Service Centre	Thunder Bay	Don Axent	(807)344-2644
ids	Thunder Bay	Ruth Wolfiffer	(807)767-6707
curity	Thunder Bay	Dennis LeBlanc	(807)345-5397 x 1
ests	Thunder Bay	Alison Denton	(807)344-9501
ldicare Centre	Geraldton	Sam Costantino	(807)875-2794
ography	Thunder Bay	Don Axent	(807)623-6256
gging	Manitowish	Alison Denton	(807)826-3205
rniers and Fireplaces	Thunder Bay	Ruth Wolfiffer	(807)345-3453
r Sales and Service Ltd.	Nipigon	Alison Denton	(807)887-2034
moer	Terrace Bay	Dennis LeBlanc	(807)825-3268

You can also filter by sectors (based on how the employer posted their profile). This is very handy when searching for employers based on your specific SHSM needs.

Filtering Conditions

Area: Across the province City: -- [All] --

Sector: -- [All] --

- > Sub Agriculture
- Arts and Culture
- Aviation & Aerospace
- Business
- Community Safety & Emergency Services
- Computers / I.T.
- Construction
- Energy
- Environment
- Health and Wellness
- Hospitality and Tourism
- Landscaping
- Manufacturing
- Mining
- Not-For-Profit / Community / Government Organization
- Other Sectors
- Transportation

Alison Denton	(807)345-9535
Sam Costantino	(807)474-4204
Don Axent	(807)344-2644
Ruth Wolofffer	(807)767-6707
Dennis LeBlanc	(807)345-5397 x 1
Robert Gray	(807)344-9501
Bonnie O'Quinn	(807)875-2794
Bill Davis	(807)623-6256
Giordano Pilchet	(807)826-3205
Bob Doucet	(807)345-3453
Joanne Waddington	(807)887-2034
Mark Tr...	(807)935-3368

By selecting the right filtering conditions you can narrow down the list very specifically.

To search for a specific term in the employers you can type the search word into the search bar and hit enter.

DASHBOARD EMPLOYERS ASSOCIATIONS OPPORTUNITIES NEWS MY SETTINGS

Too many choices? Refine your search by entering a search term.
 Try using name, area code, street or combinations!

view by: 2 of 169

EMPLOYER NAME	CITY	CONTACT	PHONE NUMBER	RANK
Scholars Education Centre	Thunder Bay	Jaimie Jorgenson	(807)345-2661	
Progressive Training Centre @ Willis College of Business, Health and Technology	Thunder Bay	Crystal Olson	(807)622-6070	

This will list the employers that match the search term. To resume viewing all employers erase the search term in the box and hit enter again.

Exporting

The last button available in this tab is the 'export' button. This will initiate a download for an XLS file (Microsoft Excel format). Opening this file will give you a spreadsheet view of all the data from that list.

A	B	C	D	E	F	G	H	I	J	K	L	M
Organization Name	Phone	Fax	Web Site	Location	Street	City	Postal Code	Province	Key Contact	Email Address	Phone	Position
1	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Administrator
2	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
3	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
4	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
5	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
6	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
7	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
8	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
9	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
10	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
11	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
12	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
13	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
14	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
15	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
16	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
17	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
18	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
19	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
20	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
21	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
22	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
23	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
24	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
25	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
26	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
27	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
28	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
29	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
30	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
31	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
32	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
33	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
34	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
35	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
36	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
37	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
38	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
39	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
40	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
41	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
42	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
43	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
44	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
45	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
46	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
47	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
48	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
49	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager
50	1544		www.1544.com		1544 Main St	Thunder Bay	P7B 5C4	Ontario	Michelle Hutchinson	Michelle@1544.com	(807)345-2661	Office Manager



You can use this button with a filtered employer list as well or even a full province wide list. The ministry asks, however, that this list not be ‘distributed’ as to protect the information of the registered employers.

Associations

DASHBOARD EMPLOYERS ASSOCIATIONS OPPORTUNITIES NEWS MY SETTINGS

The Associations list is similar to the Employers list, except this space is reserved for organizations with offices located across the province (Transportation Council, Insurance Associations, Human Resources Professionals Association, etc...). Aside from this, this tab works the same as Employers.

Opportunities

DASHBOARD EMPLOYERS ASSOCIATIONS OPPORTUNITIES NEWS MY SETTINGS

By clicking on Opportunities you now have another list in front of you. Where the Employers list showed the employers (even those who haven’t posted opportunities), the Opportunities list lists only the opportunities that employers have registered.

DASHBOARD EMPLOYERS ASSOCIATIONS OPPORTUNITIES NEWS MY SETTINGS

There are 202 matched opportunities
 Refine your search by entering as much information as possible in the search box.

202 of 205 < 1 2 3 4 5 6 7 >

TYPE	STATUS	EMPLOYER	CITY	CONTACT	DESCRIPTION
Coop/ OYAP	Open	Alzheimer Society of Thunde...	Thunder Bay	Alison Denton	Administration
Coop/ OYAP	Open	Canadian Red Cross	Thunder Bay	Marge Enders	Administrative
Coop/ OYAP	Open	Conform Structures Ontario ...	Thunder Bay	David Greer	Apprentice Carpenter
Career Fairs/ Career Days	Open	Ontario Power Generation	Thunder Bay	Joanne Kranyak	Are willing to participate ...
Work Place Tour	Open	Thunder Bay Auto Parts	Thunder Bay	Lisa Sticca	Automotive Recycling
Coop/ OYAP	Open	Bay Quality Meats	Thunder Bay	Robert Gray	Bay Quality Meats
Job Shadowing	Open	Furniture Recycle	Thunder Bay	Gilles Mondoux	be a shadow
Coop/ OYAP	Open	Print Pros Plus	Thunder Bay	Ray Barnwell	Bindery/Customer service
Coop/ OYAP	Open	Jewett Chartered Accountants	Thunder Bay	Terry Jewett	Bookkeeper
Coop/ OYAP	Open	Habitat for Humanity Thunde...	Thunder Bay	Diane Mitchell	Build Assistant
Coop/ OYAP	Open	Bumper to Bumper	Terrace Bay	Mark Trichilo	Bumper to Bumper
Coop/ OYAP	Open	TBT Engineering	Thunder Bay	Liana Frenette	CAD Technician
Coop/ OYAP	Open	Toromont Cat	Thunder Bay	Bob Robertson	call for more info
Coop/ OYAP	Open	CILU - L.U. Campus Radio Inc.	Thunder Bay	Jason Wellwood	call for more info
Job Shadowing	Open	Addition Elle	Thunder Bay	Susan Rodriguez	Call for more information
Coop/ OYAP	Open	Pinewood Ford	Thunder Bay	Fred Coulson	call for more information
Career Talks	Open	VillEdge Art	Thunder Bay	Cy or Norm Sponchia	call for more information

The same filtering, exporting, sorting and searching work the same as described previously, with some extra filtering options.

Filtering Conditions

Area: City:

Language: Type:

Sector:

Job Title:

Wheelchair Accessible Is OYAP

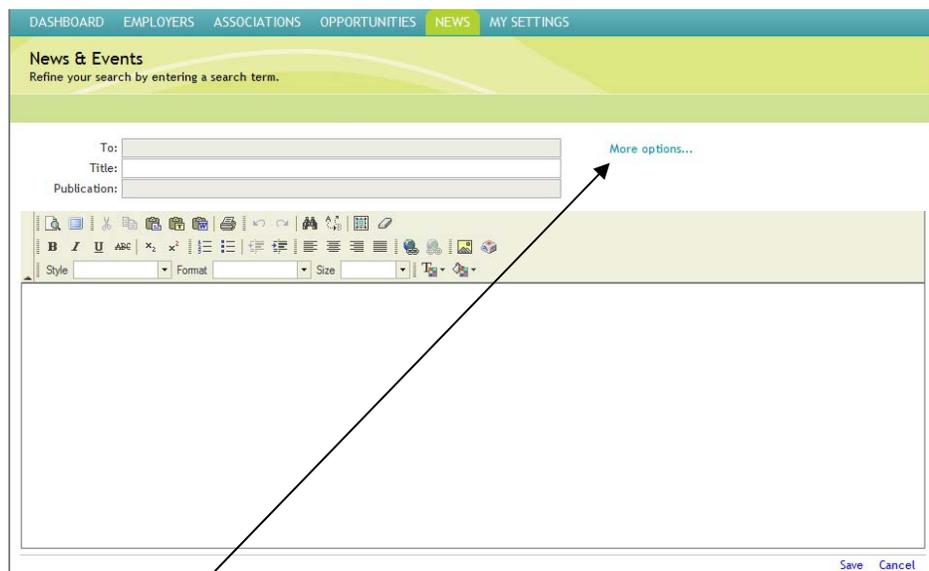
For a complete description of the types of opportunities, see the Glossary at the back.

News

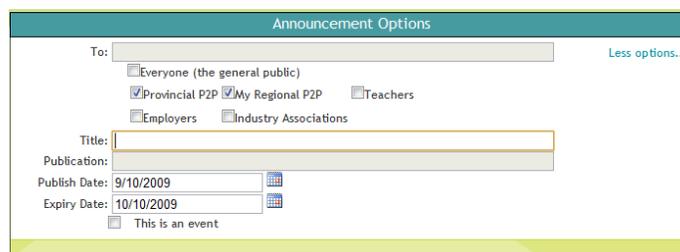
This is the section where you can interact with others on the Employer Registry website by posting news stories or event notices. By clicking on it you will be brought to the list of news stories (you'll notice this one is blank). To add in a piece of news, click on the 'add' button.



This will bring up a new window.



Your first step will be to determine who the audience is, and this can be done by clicking 'more options', which will bring up a popup screen to choose who will see this news.



From this window you can choose if the story will be shared with the general public (aired on the Employer Registry Local Mini-site), or just the dashboards of other teachers, employers or Passport to Prosperity coordinators.

The 'publishing date' is also available to choose on this screen. This determines how long a specific news story will be displayed on the site. Additionally, you can click the "this is an event" checkbox notifying if the news is for a specific event (i.e. Skills Canada competitions).

By clicking on the little calendar next to the date boxes, you can pick the dates by a popup window (and saves the confusion of MM/DD/YYYY versus DD/MM/YYYY).

In writing up the description, this is similar to most types of word processors with basic controls. If you have a write up already done, you can copy and paste into the window.

News & Events
Refine your search by entering a search term.

To: Provincial P2P, My Regional P2P, Employers More options...

Title: Welcome back to another year

Publication:

Style: Format: Normal Size: Image icons

Test News Story

Welcome back to another school year

I look forward to working with many of you over the coming year. Your participation is of utmost importance to making an impact on the lives of our students as they start to pursue their future careers.

Thanks again for everybody's support!

-Ryan Moore, OCT
ryan_moore@lakeheadschools.ca

Save Cancel

You can add in links and pictures to your post as well. We'll add in a link to make the email address work. Start first by highlighting the text for the link, then click on the "insert link" button

To: Provincial P2P, My Regional P2P, Employers More optio

Title: Welcome back to another year

Publication:

Style: Format: Normal

Test News Story

I look forward to working with many of you over the c
to pursue their future careers.

Thanks again for everybody's support!

-Ryan Moore, OCT
ryan_moore@lakeheadschools.ca

Link X

Link Info Upload

Link Type
URL

Protocol
http://

URL

OK Cancel

We'll need to change the Link Type to an email by choosing it from the drop down box. Now you'll have to enter in the information.

Link X

Link Info

Link Type
E-Mail

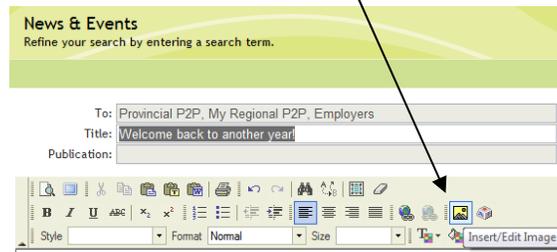
E-Mail Address

Message Subject

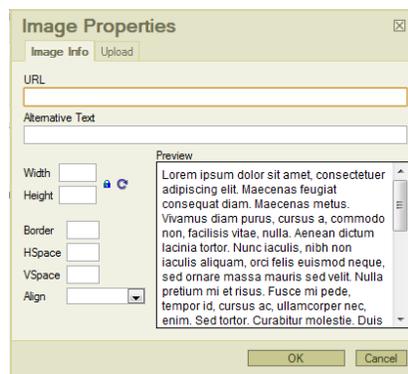
Message Body

OK Cancel

By clicking 'ok' you will now have the link appear in the body. You can also add in a picture to the news story at a specific by first putting your cursor where you want the picture to appear, then click on the "insert picture" button.



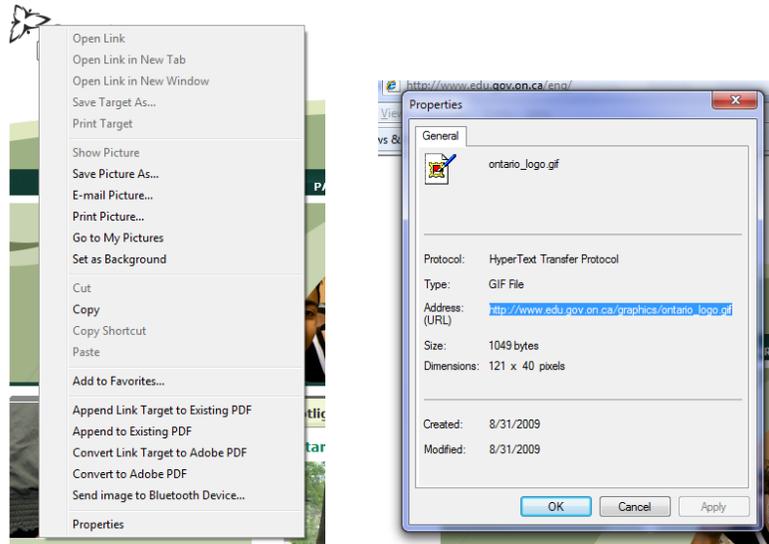
This will bring up another popup.



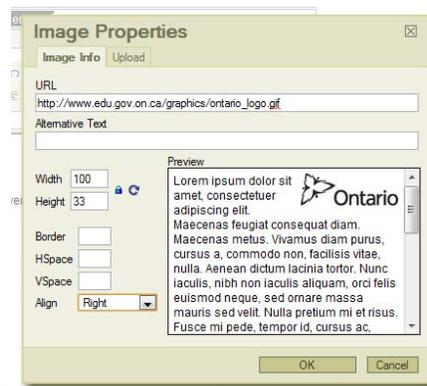
If you know the image resides on a website, you will have to get its URL. Go to the website that contains the image, right-click on it and choose "Copy image URL" (or "Copy Image Location").



If you don't have this option (you use internet explorer), you will have to choose "properties", then on the popup window, copy the URL shown.



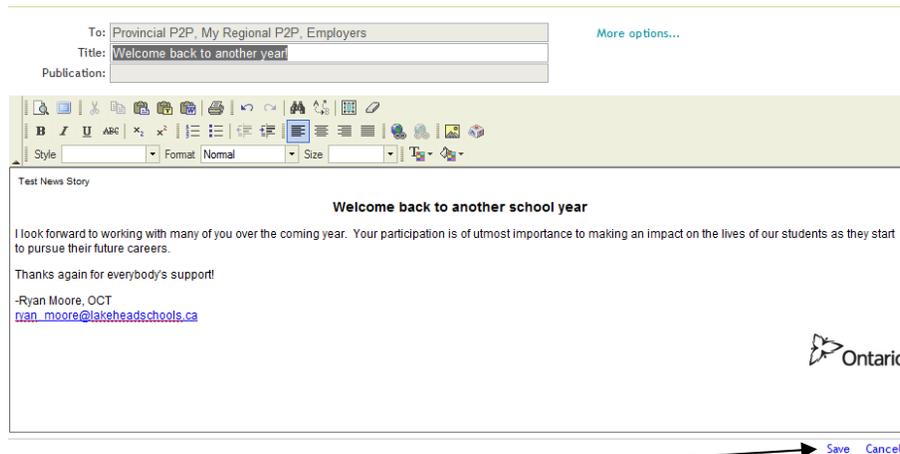
This can then be put into the URL option. You can also adjust other settings (height, alignment, etc...). You will get a preview of how the image will fit in with the paragraph. Click “ok” to place the image in.



If you have the image as a file saved on your computer, you will have to upload it to the server. Do so by clicking “Upload” tab. You will have to locate the file on your computer using the “Choose File”. Click on the “Send it to the Server”.



The image should now appear in your story.

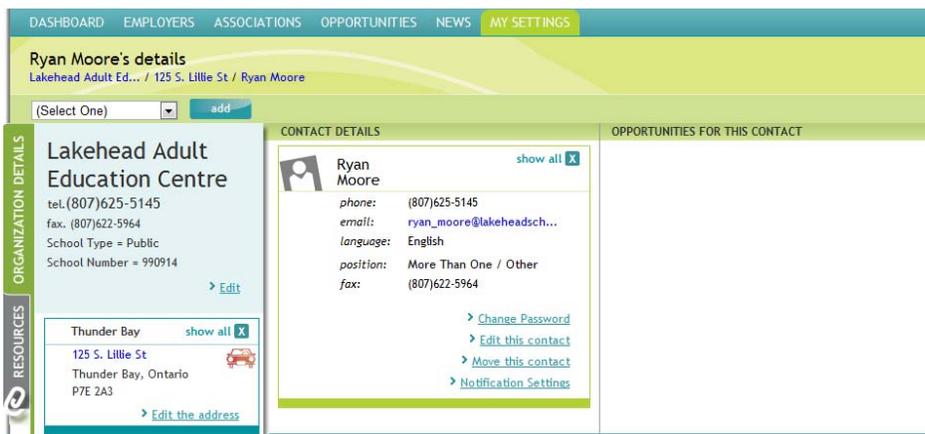


Click “save” and it will now appear in your News list as well as those of your audience. You can return to this list and click on your story, now you will be given the chance to edit or delete.

My Settings

DASHBOARD EMPLOYERS ASSOCIATIONS OPPORTUNITIES NEWS **MY SETTINGS**

By selecting this tab you are now open to several options for your own profile:



- Change Password
- Update contact information
- Move school locations
- Change notifications
- Adding opportunities
- Uploading online resources

Change Password

As covered previously, often a password could be forgotten easily. If you have forgotten your password, follow the above directions to have it sent to you. Once you've gotten the reminder you can now change it to something more memorable by clicking on the "[Change Password](#)" link. This will bring up a small section asking you for your old password as well as what you'd want it to change it to.

CONTACT DETAILS [show all](#)

 **Ryan Moore**

phone: (807)625-5145
email: ryan_moore@lakeheadsch...
language: English
position: More Than One / Other
fax: (807)622-5964

old password
new password
confirm password

[Save](#) [Cancel](#)

Click on "save" to confirm the change, or "cancel" to discard any changes.

Update Contact Information

Sometimes your information may change, and you can reflect that change by clicking "[Edit this contact](#)", which will bring up a form where you can enter any of the changes that are necessary.

CONTACT DETAILS [show all](#)

 **Ryan Moore**

first name:
last name:
phone:
ext:
email:
 No email address
language:
position:
fax:

[Save](#) [Cancel](#)

It is important to note that if you change your email address this will change your login information as your username is the email provided.

Move Contact

Besides changing your contact information, you may also change which school you are at (or even boards). To reflect this change click on "Move this contact". This will bring

up an in-screen drop down list to choose which location you are now at within the region.

If your new school isn't in the list, you may have travelled outside the bounds of the Passport to Prosperity region (i.e. you moved from Windsor to Ottawa). Contact your local coordinator and they can get the website to move you. Until then, your login will keep you viewing the old region information; in order to view the new region's data you will have to do selective filtering.

Notifications

This is a great new feature of the site. By clicking on “[Notifications](#)” you will be shown a list options for which conditions when the site will email you about changes in the database.

By clicking on the checkbox and choosing the appropriate option from the pull down menu you can get notifications from the website in your inbox.

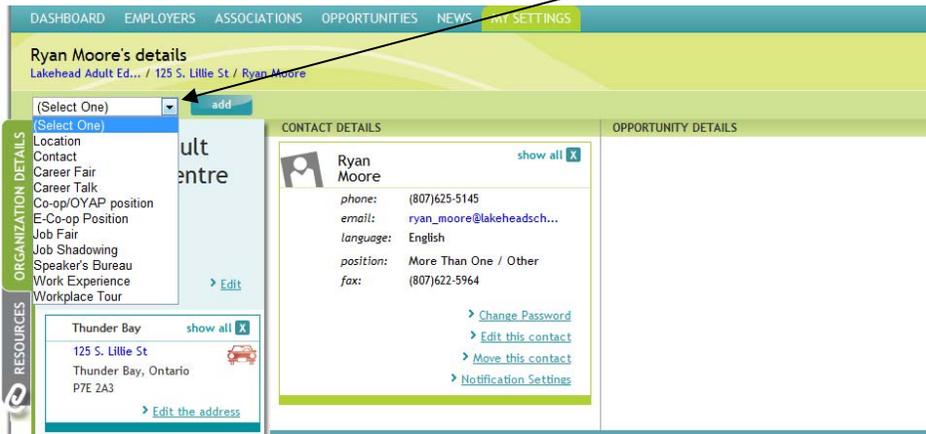
For example, if you wanted emails about only French, OYAP opportunities:

Or, if you wanted a new construction employer registration in Terrace Bay:

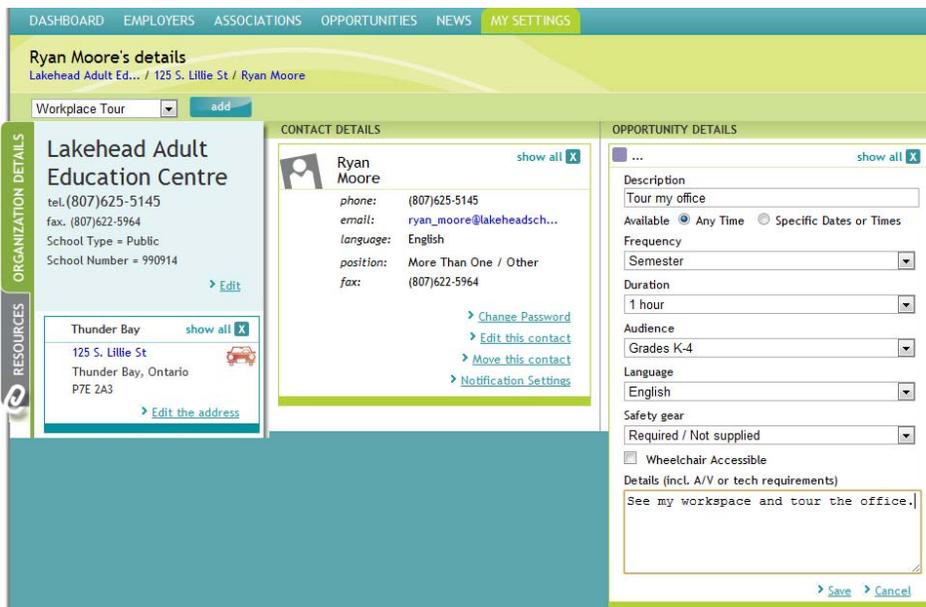
Notice how both these notifications can be “turned on” at the same time.

Adding Opportunities

Sometimes, you might even want to advertise being able to provide an opportunity yourself. To do so, click on the drop down list box next to “add”.

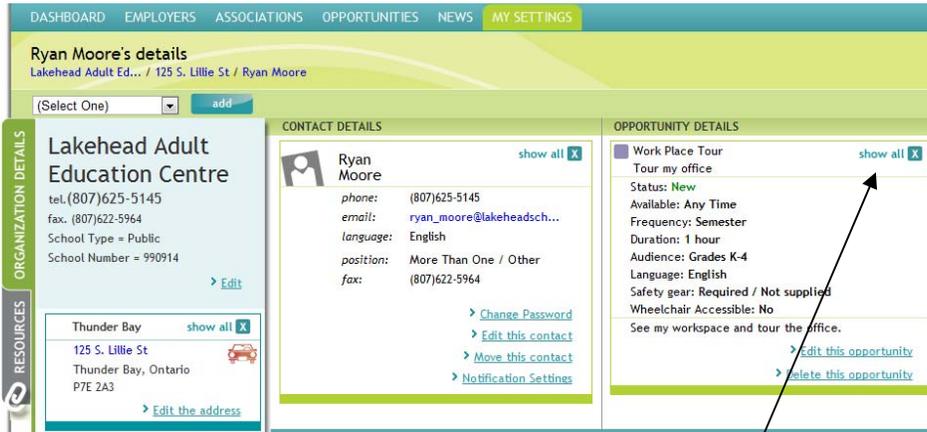


Choose which type of opportunity you can provide (for a list of details of the opportunities, see the glossary at the back of this manual) and choose “add”. This will now bring up a panel on the right where you enter in information about this opportunity (audience, frequency, etc...).



Once the opportunity is filled in and saved, you will now see it posted in your ‘opportunity panel’. This opportunity will not be viewable by other registered teachers

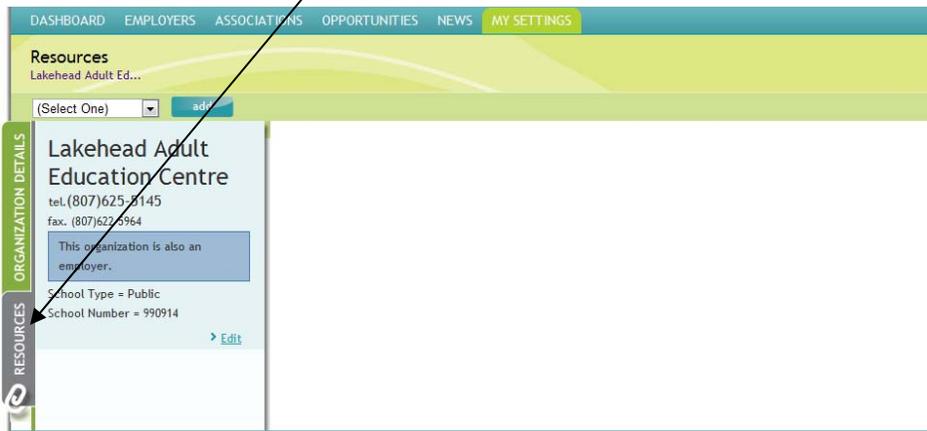
until it has been ‘approved’ by the local coordinator. From here you will also be able to delete the opportunity or edit it as necessary.



If you add more than one opportunity you can click on “show all” to list the different opportunities. Click on any of them to bring up the details.

Uploading and Downloading Resources

The database also allows you to post files in the Resource area. These can be brochures, posters or even videos and logos that feel might be needed later on (___ who gets to see these? ___). Click on the “Resources” tab to open it up.



By choosing “Add new resource” then clicking “add” you will be given a panel of options to browse for the file, and then give it a description.

NEW ATTACHMENT

File
 2008-2009 Calendar.pdf

Description

[Save](#) [Cancel](#)

You will now see a screen with the listing of the resources you've uploaded. You can now click on the item to download it, or click "delete" to remove it.



Click on the "organizational details" to go back to your settings screen.

Local Mini-Site

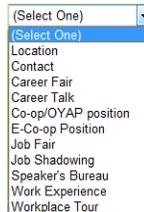
The Employer Registry also has a 3rd side to it, the local mini-site. This is the site intended for the general public. This is populated by the local coordinator by the news stories, events, and other pertinent information for the general public on the efforts of the Passport to Prosperity campaign. The jump to the site can be found on any page (without having to login) near the bottom. *Note: most local sites have a 'short address' that you can type in for quick navigation to it (i.e. www.EmployerRegistry.ca/ThunderBay).*



Each local site will be populated differently, reflecting the activities and partners of that region. If you have suggestions on what should be included, contact your local coordinator.

Opportunities Glossary

For some more information on what each of the types of opportunities that are listed on the site, here is a comprehensive glossary explaining each.



Career Fair

Participate in school or regional career fairs to inform students and public about career paths within an industry.

Career Talk

Visit a classroom to discuss your career path and possible paths for students.

Co-op

Provide students with an unpaid placement, which enables the student to earn secondary school credits, while applying classroom learning and exploring career interests. Work with a teacher to develop a personalized learning plan and evaluate student's progress.

eCo-op

A co-op program that can be delivered via the internet.

Job Fair

Similar to career fair, with more focus around employment opportunities for students than career awareness.

Job Shadowing

Pair students, who do not yet have the skills for hands-on experience, with employees or co-op student to observe the workplace (i.e. "Take Our Kids to Work Day").

OYAP

Provide a cooperative education placement in an apprenticeable trade to enable a student to complete a high school diploma while working towards an apprenticeship. Work with a teacher to develop a personalized learning plan and evaluate student's progress. Work with MTCU training consultant to document trade-specific competencies demonstrated by the student at the placement.

Speaker's Bureau

A larger scale Career Talk experience that could be incorporated into a special event.

Work Experience

Provide students with short-term work placement for hands-on experience as part of high school credit course. Help prepare a learning plan and evaluate student's progress.

Workplace Tour

Provide tours of the workplace to students and teachers.