OnSIS & Adult and Continuing Education Communication Protocol

In addition to the main OnSIS contact, boards need to ensure that the following staff are added to the *OnSIS Board Administration Section.* This will help improve future communications so the issues are addressed in a timely way:

- A&CE (IT contact)
- A&CE program contact (i.e., principal, vice-principal)

To add and/or update board personnel contact information in OnSIS go to:

- **Administration>Board Administration>Update Board>Personnel** in OnSIS,
- Complete the **'Board Personnel'** form, and select 'Submit'.
- Ensure that you select **'Brd Con – Adult Con Ed'** from the **'Position Type'** dropdown list (See screen shot below)
- Ensure that you **end date** the roles for board personnel who are no longer active, and regularly keep phone numbers, e-mail addresses and position types up-to-date for your active board personnel.

If you require assistance with OnSIS, please contact the OnSIS Support Desk by email at onsis_sison@ontario.ca<mailto:onsis_sison@ontario.ca>, or by phone at 416-212-6366 / Toll Free 1-888-275-5934.