

TIPS FOR NEW USERS

CSIS on the Web is located at <https://secure.toronto.ca/CSISOnTheWeb/Welcome.do>

- Don't forget to bookmark this web site for easy access.

User ID and Passwords

- City staff will contact you with your User ID and your Initial Password.
- Each user will receive their own user id and initial password.
- The Initial password always has the format AA9AA9. Two letters, a number, two letters and a final number. If your initial password does not have this format, you have the wrong password. In particular you must remember the format when the number 0 or the letter O appears in your password.

Recorder & Submitter Roles

- The person in the Recorder Role will enter and save attendance data.
- The person in the Submitter Role will review the month's saved attendance then submit it to the City.
- A Submitter has all the access and authority of a Recorder and can do both jobs if the agency chooses.
- All centres must have at least one person in the Submitter Role.

Statutory Holidays

- Key in a 'P' on statutory holidays that you should be paid for, otherwise, U should be used for unpaid. If you do not key in a 'P' or a "U" for a statutory holiday, you will not be able to submit that month's data. A future version of CSIS on the Web will handle Statutory Holidays automatically.

Full Fee Days

- Be sure you fill in ALL your enrolment for Full Fee days, in **all** your Service Offerings, even if the service offering is not available for that day. If there are no Full Fee children for that day, or the service offering is closed, then enter a zero. This includes Summer Camp Service offerings and summer closures. A future version of CSIS on the Web will resolve the issue with summer camp full fees during non operating months.

Placement Problems

- Placement problems must be submitted through the Submit Problem screen. Each problem must refer to only one child, and the correct problem type must be selected. An accurate description of the problem will ensure a quick resolution to the placement issue.
- Any questions or issues that are not identified on the Submit Problem screen, send an email with your child care centre clearly identified in the subject line to, acarreir@toronto.ca.