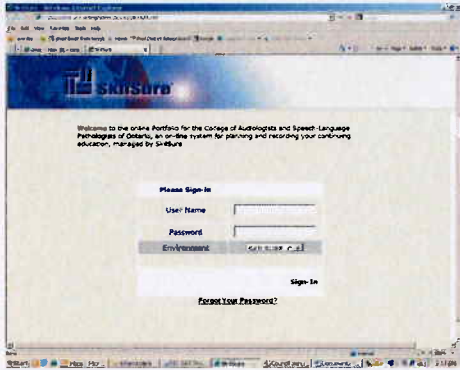


How to Access the Self Assessment Tool 2011: Online Version

To access the login page, you can:

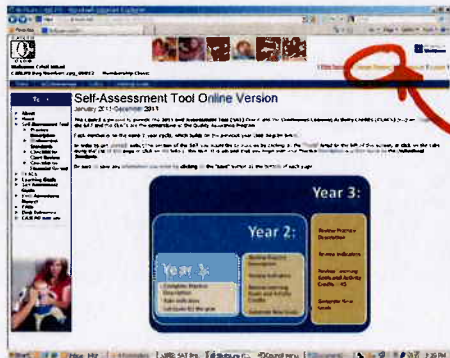
- click on the link in the email you were sent;
- enter the URL (https://www.skillsure.net/skillsure_caslpo/Login/login.php); or
- go to the www.caslpo.com website and click on the **SAT Online** link under “Quick Links” (left side of the home page); or
- go to the www.caslpo.com website and click on the SAT Online link under the “Quality Assurance” tab.

At the login page (see below), you will be prompted to enter a username and password.



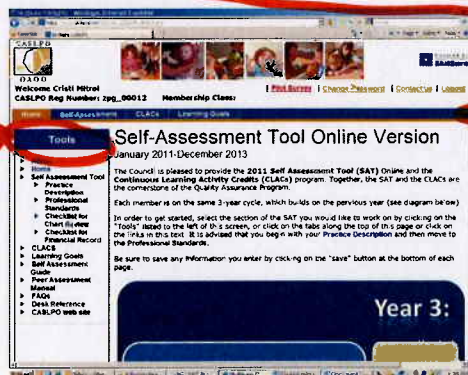
Your username is your CASLPO registration number and your password is your last name.

You will then see the Home page (below) of the Self Assessment Tool (SAT) Online, which provides a general introduction.

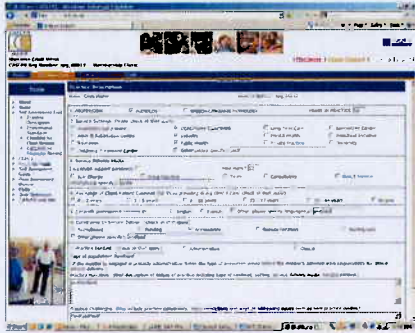


If you would like to change your password, click the **Change Password** link on the top, upper right-hand corner of the screen, and follow the prompts.

Along the left-hand side under “**Tools**” you will see a list of the SAT components, as well as links to other information. You can click on any one of these to get to the section or information you would like, or you can click on the bars running across the top of the page to get to the section you want:

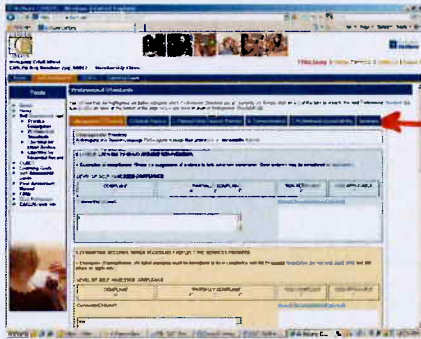


You may complete different sections at different times and in any order you prefer. The typical sequence is to fill out the **Practice Description** first. If you click on this link under **Tools** you will go to the following page:



Simply fill it out the form shown and then be sure to **click on “Save Changes”** at the bottom of the screen.

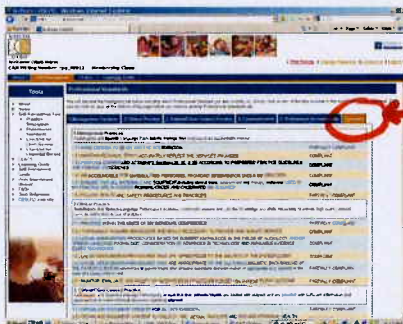
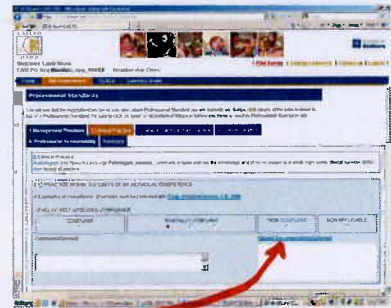
The next section is **Professional Standards**. When you click on this link under **Tools**, you will go to the following page:



Each Professional Standard has a separate page. You move from one to the next by selecting the corresponding **link** across the top bar.

Select your level of compliance for each indicator and again, be sure to **click “Save”** at the bottom of the page.

Within each indicator, you have the option to upload evidence of compliance. You will find examples of evidence if you click on the “+” symbol beside “*Examples of Compliance*.” If you choose to upload evidence, simply click on the “*Upload*” button which is located below the indicator on the right hand side:



In the Professional Standards section you will also see a **sixth tab called “Summary.”** Selecting this will take you to a page that summarizes your compliance ratings for all indicators. This will show you what is completed.

Should you have any technical difficulties, click on the “**Contact**” button at the very top of the page. If you have questions regarding the content of the SAT, contact Julie McFarland at 416-975-5347 (or 1-800-993-9459) ext. 210.