

TOP Collaborative Reporting Platform: How-To Guide

This short guide should answer some initial questions you might have about the TOP Collaborative Reporting Platform. Further information on the reporting measures and how to calculate them can be found in the TOP Collaborative Guide to Measurement, available for download from www.topcollaborative.ca.

If you encounter any trouble at all with the reporting platform or its functionality, please don't hesitate to email topcollaborative@bccfe.ca so we can help you out. Your time is valuable, and we're here to help!

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Logging In

Step 1: Go to <https://apex.cfenet.ubc.ca/apex/f?p=311>

Step 2: Log in using your username and password

Step 2a: If this is the first time you're logging in, use the username and password from the email you received from topcollaborative@bccfe.ca

Step 2b: For subsequent log ins, your username will stay the same, but you should change your password

Step 2c: Please note the password is case sensitive

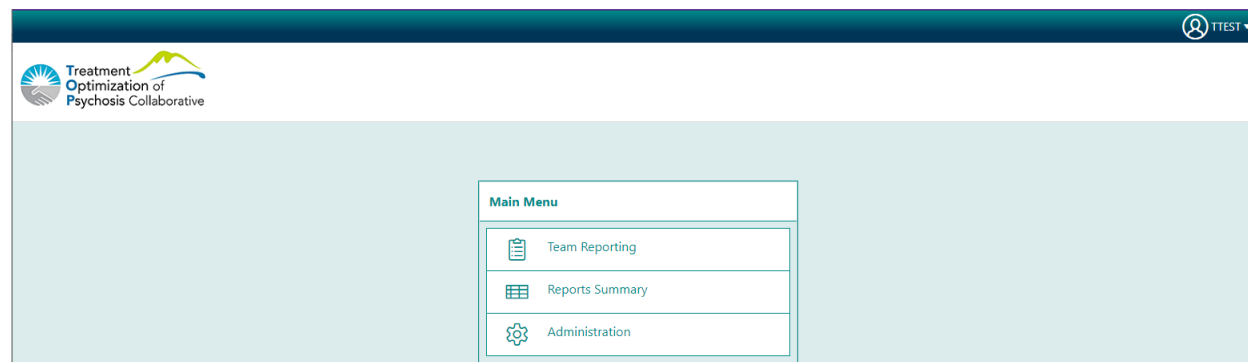
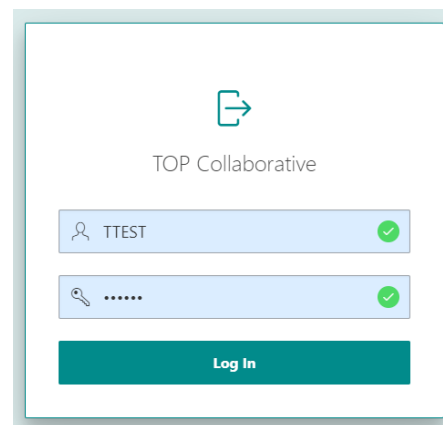
Step 3: **If your password isn't working or you've forgotten it**, email topcollaborative@bccfe.ca to have it reset.

Step 3a: As default, passwords will be reset to your username, all caps, with a number 1 at the end.

Step 3b: Please change your password after each reset for security

Step 4: **If your username isn't working or you've forgotten it** email topcollaborative@bccfe.ca and we can let you know what it was.

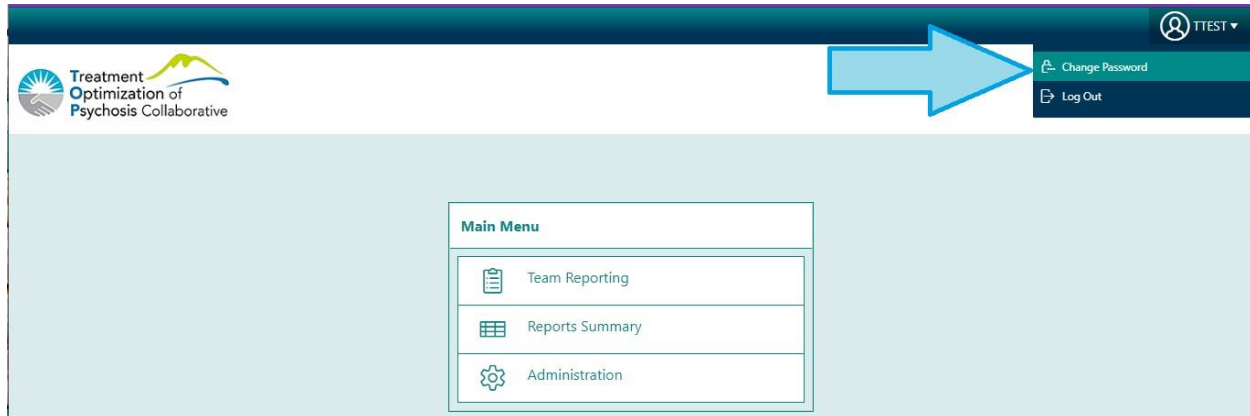
Step 5: When you log in, you should see something like this:



Changing your password

When you first log in you may be prompted to change your password. Whether this happens, for security, you should change your password to something less guessable. To do this:

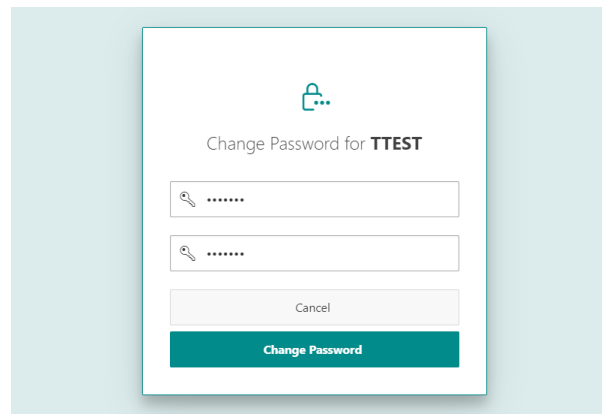
Step 1: Click the username from the *top right-hand corner* of the page, then “change password”



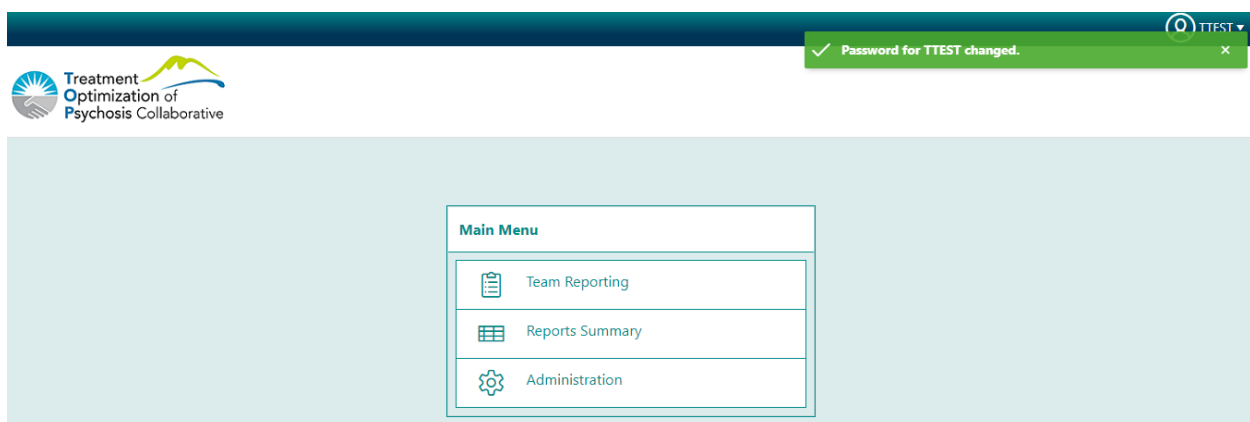
Step 2: You will be prompted to type your new password twice. You don't need to type in your old password.

Step 2a: New Password must be:

- i) at least **8 characters** long,
- ii) **begin with a letter**, and
- iii) contain **at least one numeric character**.
- iv) **No special characters** are allowed.



Step 3: You'll be taken back to the main page with a notice that your password has been changed.

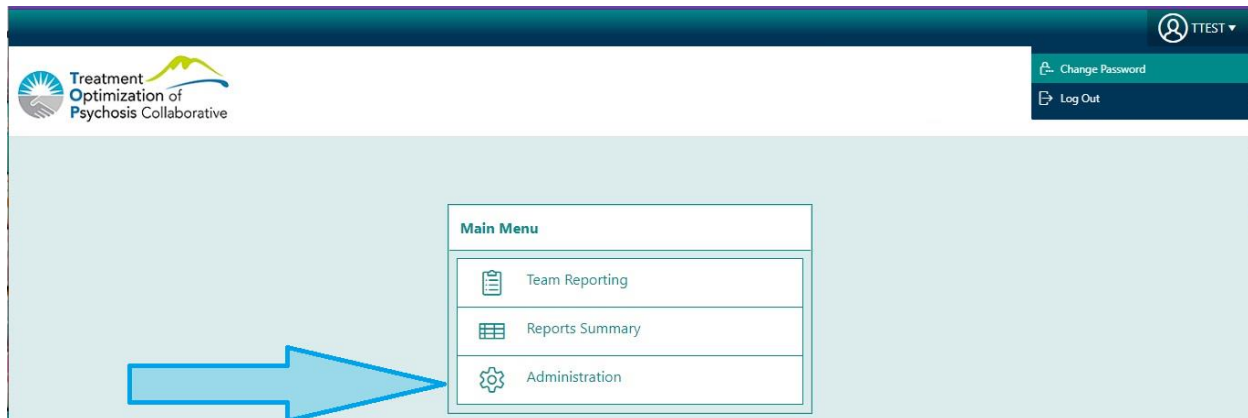


Step 4: If your new password isn't working, email topcollaborative@bccfe.ca we can reset it to the default of *your username, all caps, with a number 1 at the end*, so that you can log in and change it to a secure password.

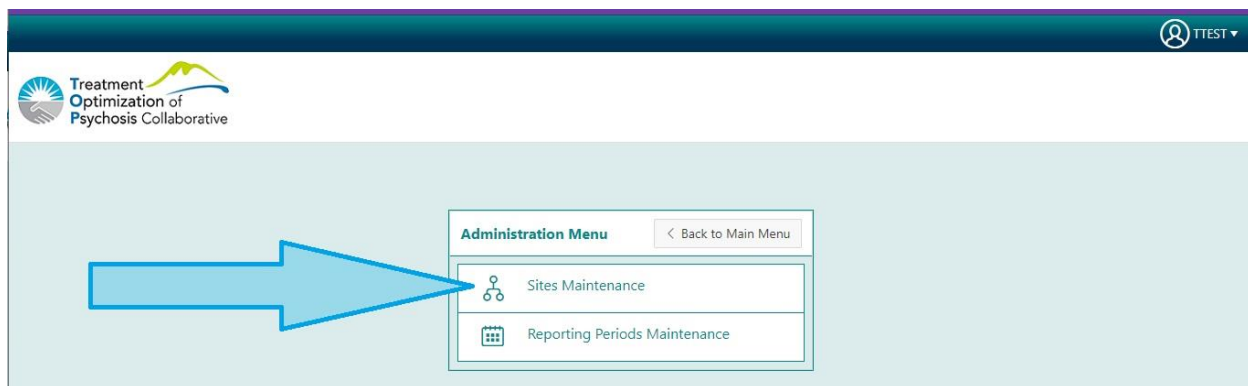
Checking your site information

When you first start using the platform, please check in on your site information to ensure all details are correct. This is also where your aim statement is stored.

Step 1: Click on Administration, this will take you to an Administration menu



Step 2: From here, click on "Sites Maintenance", and you will be shown all your site details



Step 3: Here, you can check and change your site details. The areas that you'll be keeping updated during the Collaborative are your **Team Name**, **Contact Name**, **Contact Email**, and **Aim Statement**

Step 4: Once you have made any changes, be sure to click “Save”. You will stay on this page, and receive a notice of “Action Processed”

Step 5: If you have any trouble navigating the platform or saving your information, drop us a line at topcollaborative@bccfe.ca as we can help answer questions, and can change your site details from the back end.