
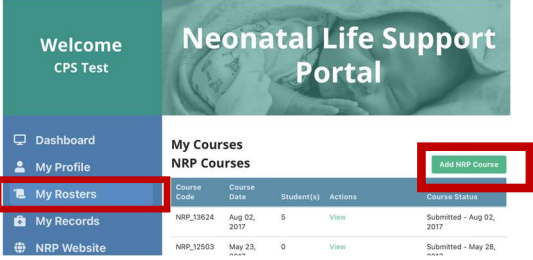
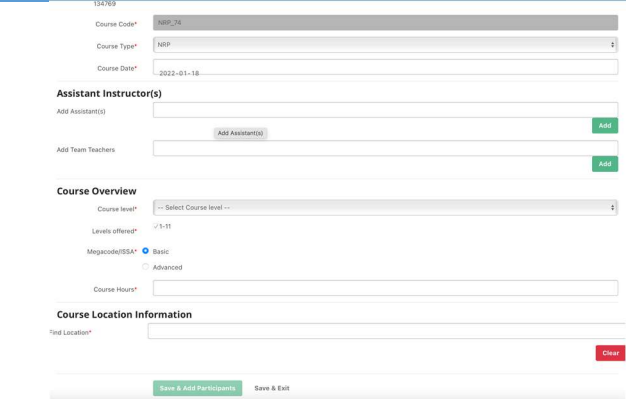


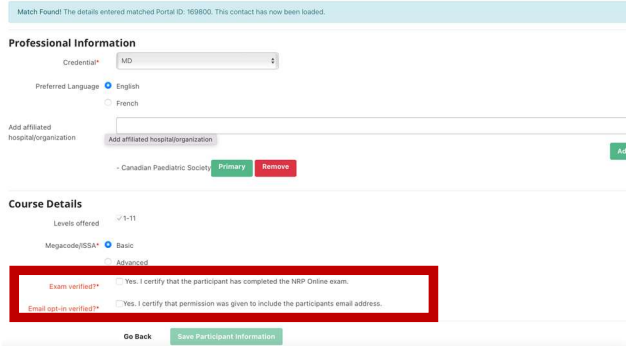

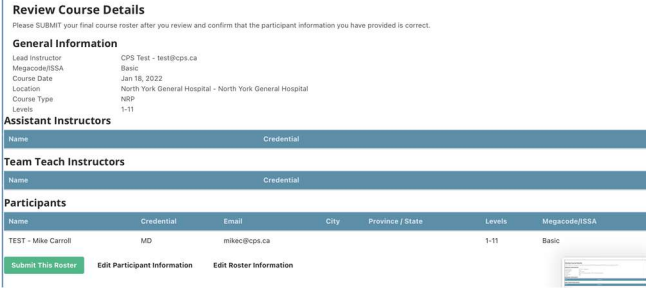
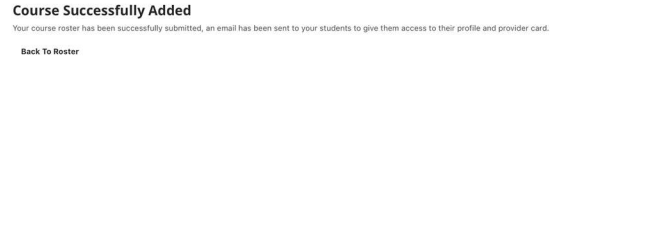


# How to Submit a Course Roster to the NLS Portal

Step	Instruction	Screenshot
1	<p>Login to the portal: <a href="https://nls.cps.ca/app.html/access">https://nls.cps.ca/app.html/access</a></p> <ul style="list-style-type: none"> <li>❖ User ID: 6-digit Portal ID number</li> <li>❖ Password: If it is your first time logging in, or if you have forgotten your password, click “Reset/Forgot your password.” Follow the link in your email to set your password.</li> </ul>	
2	<p>Go to the tab “My Rosters” and click “Add Course.”</p>	
3	<p>Fill out the course information and click “Save &amp; Add Participants.”</p> <ul style="list-style-type: none"> <li>❖ You are the Lead Instructor; add any additional instructors as “Additional Instructors.” <ul style="list-style-type: none"> <li>✓ Courses taught as a lead or as an additional instructor both count towards the three courses you need to teach in three years in order to renew your Instructor status.</li> </ul> </li> <li>❖ If you supervise new instructors <u>successfully</u> that are completing a team teach, add them as “Team Teachers.”</li> </ul> <p>If the “Save &amp; Add Participants” button is greyed out, go back and ensure you have filled out every box.</p>	
4	<p>Click “Add Participant”</p>	
5	<p>Click “Find a course participant by their email address or ID number” and type in a participant’s email address or portal ID number. If they already have an account, they will pop up and you can click “Add.”</p> <p>If a participant does not pop up, fill out their information and click “Save Participant Information.”</p>	
6	<p>Ensure to confirm that the participants exam was verified and email opt-in. If these boxes are not checked, you will not be able to proceed to the next page.</p>	

7	Once you have added all of the participants, click “Save & Continue.”	
8	Review the information and click “Submit This Roster.”	
9	<p>This screen confirms that your roster has been submitted and that participants will receive their cards.</p> <p>If participants are having trouble accessing their cards, please do not submit another roster.</p>	

*Last updated: February 2022*