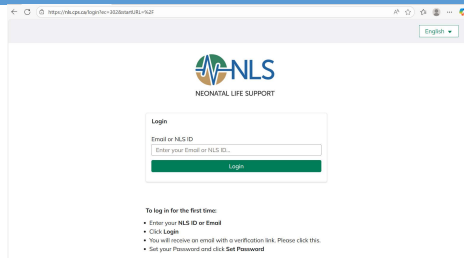
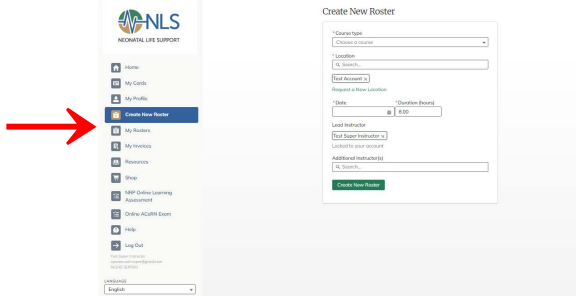
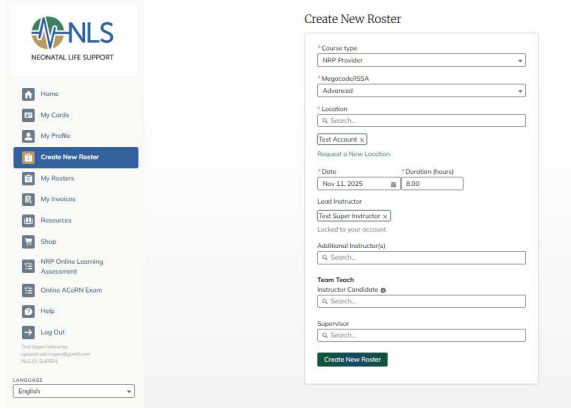
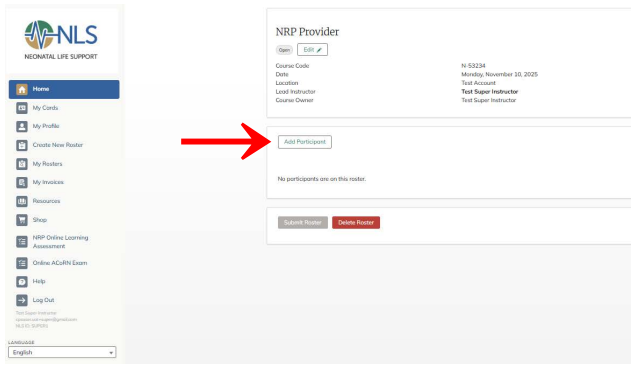
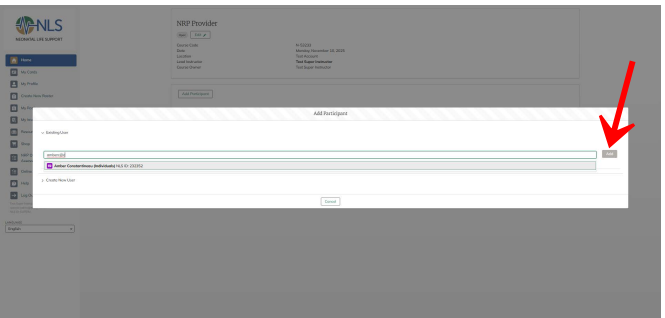
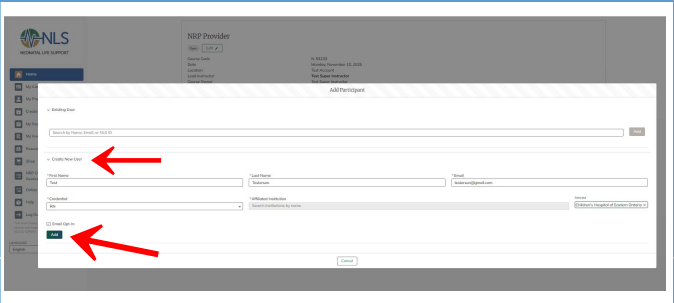


How to Submit a Course Roster to the NLS Portal

Step	Instruction	Screenshot
1	<p>Login to the portal: https://nls.cps.ca/</p> <ul style="list-style-type: none"> ❖ Login using your NLS ID or email address ❖ Password: If it is you have forgotten your password, please enter your email address or NLS ID, then click "Reset Password" 	
2	Go to the tab "Create New Roster"	
3	<p>Fill out the course information and click "Create New Roster"</p> <ul style="list-style-type: none"> ❖ Select the Course type ❖ Select the ISSA (if applicable) ❖ Select the Location of the course (it will default to your affiliated institution) ❖ Select the date and duration ❖ You are automatically the lead instructor (this cannot be changed) ❖ If there were other instructors, remember to add them! ❖ If a somebody completed their supervised Team-Teach, remember to enter their name and the name of their supervisor 	
4	Click "Add Participant"	
5	<p>Search the participant's email or NLS ID to see if they have an existing account</p> <p>If their profile appears, simply select their name and click "Add"</p>	

6	<p>If they are a first-time Provider, select "Create New User"</p> <p>Enter the participant's information, then select "Add"</p>	
9	<p>Once all participants are added, select "Submit Roster"</p> <p>Check off the confirmations, then click "Submit Roster"</p>	