

Task Guide

Portal

Profile

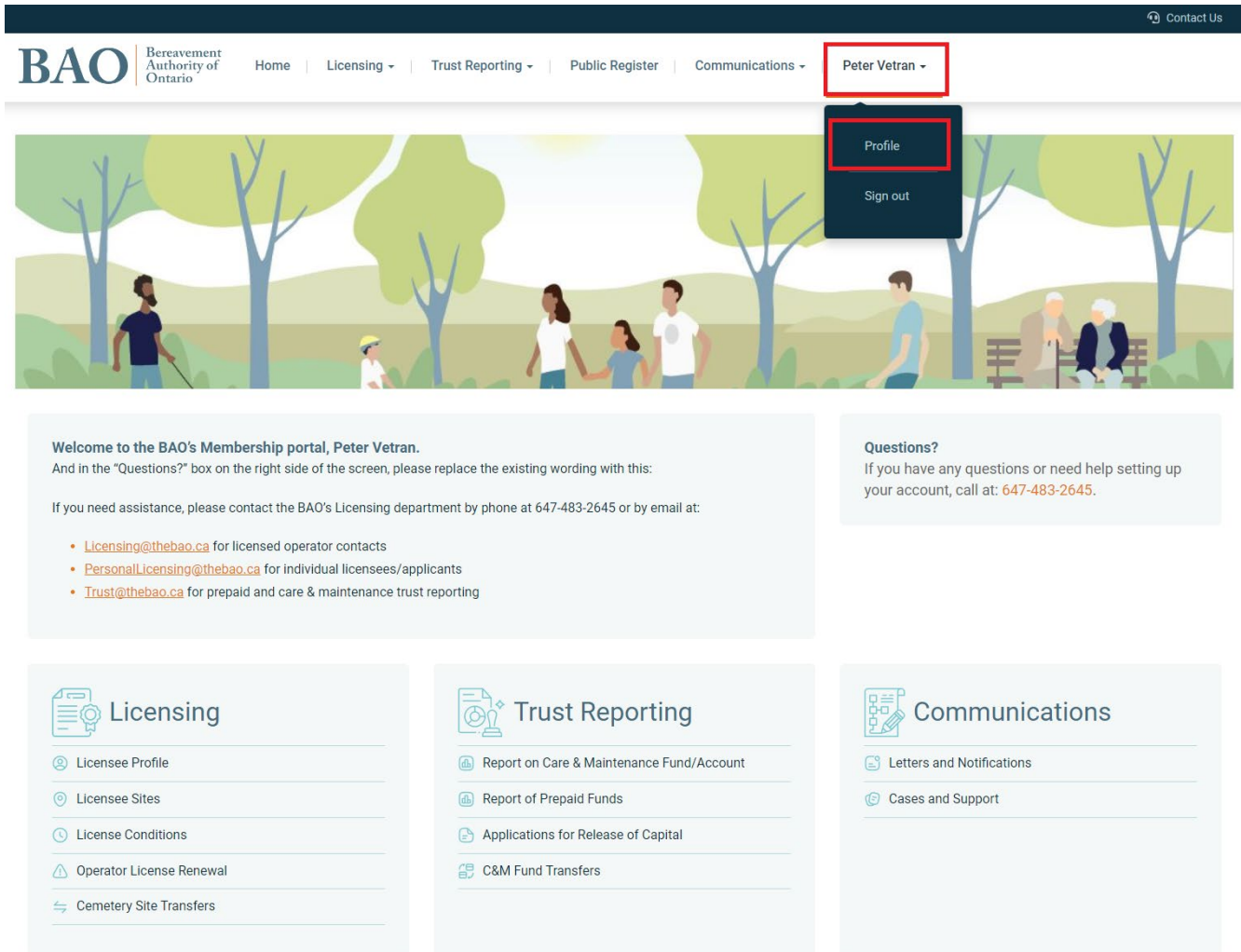
Table of Contents

1. Viewing and Editing your Profile	3
1.1 Navigate to your Profile	3
1.2 Edit your Profile	3
1.3 Changing your Password.....	4
2. Updating your Employment History	6
2.1 Navigate to Employment History.....	6
2.2 Updating your Employment History	6
3. Updating your Continuing Education	8
3.1 Navigate to Continuing Education	8
3.2 Add Continuing Education	8

1. Viewing and Editing your Profile

1.1 Navigate to your Profile

From the homepage of the Portal, you can click on the link with your name on the right-most section of the main banner heading near the top of the page, and then click on 'Profile' to navigate to your Profile page.



To sign out from the Portal, you can click on the 'Sign Out' button below the 'Profile' button.

1.2 Edit your Profile

On your Profile page you can edit your personal information including your address and phone number. Information that cannot be edited is greyed out. Information fields with a red asterisk next to the label are considered required information.

Once you have edited your information, you can click on the 'Update' button near the bottom of the page.

Profile

PV PETER VETRAN

Profile

Employment History

Continuing Education

Change Password

Your Information

General

Salutation
Mr.

Pronouns
Select or search options

Correspondence Preference
English

First Name *
Peter

Middle Name

Last Name *
Vetran

Licence Number
FD1-0035312

Residence Phone
7183397749

Cell Phone
7182249981

E-mail *
Peter.Vetran1@gmail.com

Date of Birth
06/21/1986

Company Name
Arbor Memorial [OUTDATED]

Preceptor Name
Brad Scott

Residential Street Address
123 Sesame Street

PO Box/RR #

City/Town
Mississauga

Province/State
Ontario

Postal/Zip
L4Z 1R7

Country
Canada

Address Preference
Business

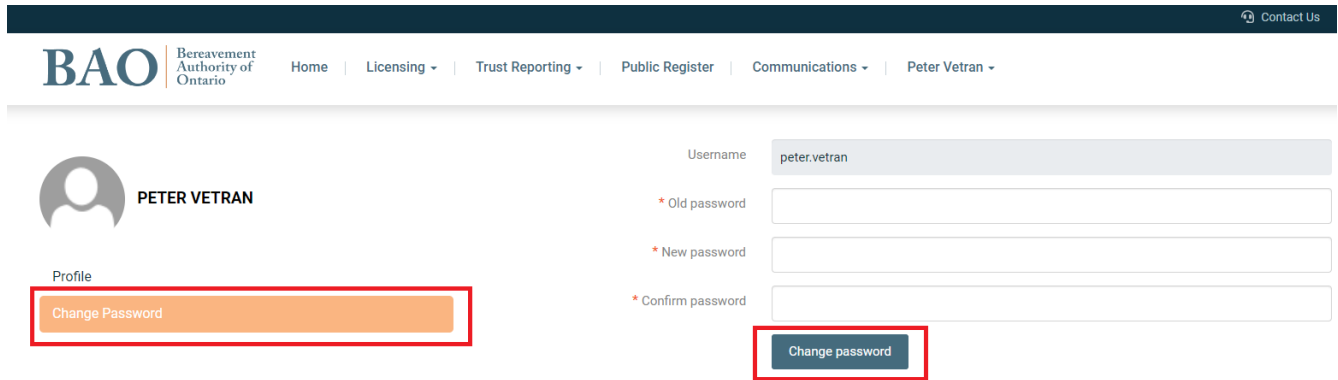
Update

1.3 Changing your Password

If you wish to change your password for your Portal login, you can select the 'Change Password' option on the left side of the page on your Profile. Passwords must be at least 8

characters, and must contain characters from at least three of the following four classes: uppercase, lowercase, number, and non-alphanumeric (special).

On the Change Password page, you will be prompted to provide your old password and your new password. Once you have input the information then you can click on the 'Change password' button.

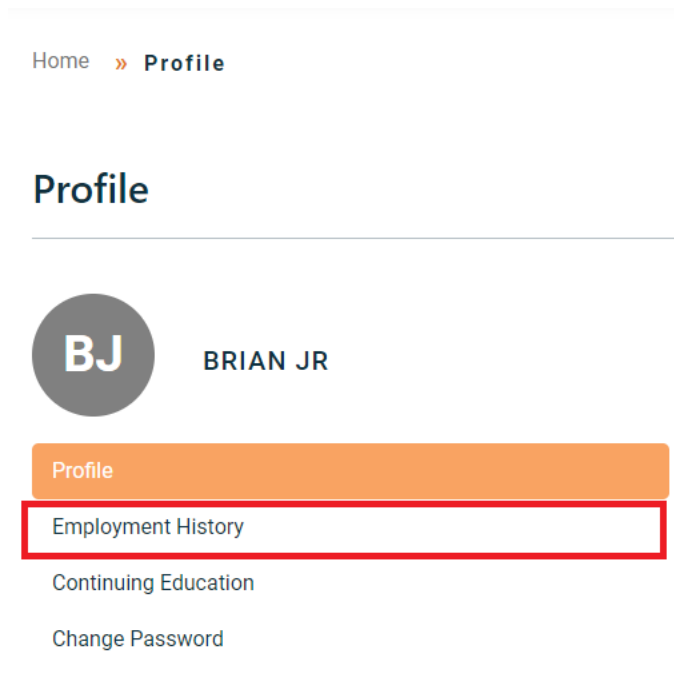


The screenshot shows the BAO (Bereavement Authority of Ontario) user interface. At the top right, there is a 'Contact Us' link. The main navigation bar includes 'Home', 'Licensing', 'Trust Reporting', 'Public Register', 'Communications', and 'Peter Vetran'. The user profile for 'PETER VETRAN' is visible on the left, with a 'Change Password' option highlighted in an orange box. On the right, the password change form is displayed, featuring a 'Username' field with 'peter.vetran', and three password fields: '* Old password', '* New password', and '* Confirm password'. A 'Change password' button is located at the bottom of the form, also highlighted in an orange box.

2. Updating your Employment History

2.1 Navigate to Employment History

From the homepage of the Portal, you can click on the link with your name on the right-most section of the main banner heading near the top of the page, and then click on 'Profile' to navigate to your Profile page. From your Profile page you can select 'Employment History' on the left-hand side of the page.



2.2 Updating your Employment History

On the 'Employment History' page you will see a table that lists all of your places of employment, past and present, that have been reported to the BAO. Your current employment will not have a value for the 'End Date' column.

To update an entry, you can click on the update button on the right-hand side of the table entry.

Employment History

Interns: To terminate your existing internship record, please click on the "Update" button on the right side of the existing record. If you wish to transfer your internship to a new preceptor and/or establishment, you must first terminate your existing internship record and then submit a new **Internship Registration Application**.

Please click on **Update Employment History** below and your employment record will be automatically updated once you click **Submit**.

Employer Name	Licence Class (Individual)	Licence Status (Individual)	Preceptor Name (Individual)	Manager in Charge of Day-to-Day Operations	Job Title	Start Date ↓	End Date (if applicable)
Another Site 2	Funeral Class 1	Director - Active	Tracy Burton	No		01/01/2024	

Update >

< 1 2 3 >

On the Edit page, you can edit your current employment date and can add an 'End Date' value if your employment has changed or is coming to an end. If an 'End Date' for the employment is added then you will be prompted to provide an answer to if you were terminated or not. If Yes, in accordance with regulations, an additional field will prompt you to provide a reason for the termination. Once all inputs have been provided then you can click on 'Submit'

Edit

Start Date
01/01/2024

End Date (if applicable)
03/01/2024

Were you terminated by your last employer? *

No Yes

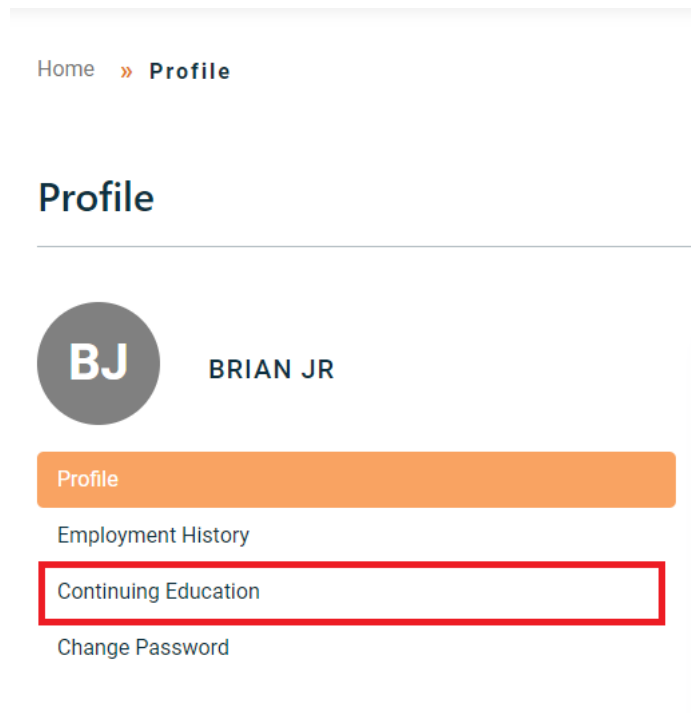
If yes, please explain why. (Subsection 104.2 of O. Reg. 30/11 under the FBCSA, 2002 requires you to notify the Registrar if you have been terminated by your employer and the reason(s) for termination *

Submit

3. Updating your Continuing Education

3.1 Navigate to Continuing Education

From the homepage of the Portal, you can click on the link with your name on the right-most section of the main banner heading near the top of the page, and then click on 'Profile' to navigate to your Profile page. From your Profile page you can select 'Continuing Education' on the left-hand side of the page.



3.2 Add Continuing Education

On the Continuing Education page you will be able to see a table of your entries and can add Continuing Education by clicking on the 'Add Continuing Education' button near the right-hand side of the page.

Continuing Education

[Add Continuing Education](#)

Course Name ↑	Course Provider	Course Category	Date Completed	Hours
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On the Create page that opens up, you will be able to enter information about the education completed such as the Course Name, the Hours, Date Completed, the name of the Course Provider, and the Course Category. Once all relevant information has been input, you can click the submit button

[Create](#)

Individual
Brian Jr

Hours
4

Date Completed
02/29/2024

Course Provider
Example Course Provider

Course Category
A

[Submit](#)

The table will update with the course information.

Continuing Education

[Add Continuing Education](#)

Course Name ↑	Course Provider	Course Category	Date Completed	Hours
Example Course	Example Course Provider	A	02/29/2024	4.00