



Access

How to register for a BCeID

Before you register for access in Collaborate you will need either a government IDIR account or a BCeID. You do not need both. If you do not have a government IDIR account, you will need a BCeID. If you do not have a BCeID, you can register for a BCeID using the step by step procedure in the table below.

Key Points:

- a. If you have an IDIR, you do not need a BCeID.
- b. If you have an existing BCeID (basic, personal or business) you do not need a new BCeID. You may use your existing BCeID to register for Collaborate.
- c. Visual aids included in the procedure below will be outlined in a thick red border.
- d. The large orange arrows included in the procedure below will indicate which areas you need to click.

Context:

- * You are ready to work in Collaborate as a support team member (also known as case team member) or a referring partner (CLBC, MCFD, HA, SDSI, MoH).

Before You Start:

- a. If you have any questions, please call the Collaborate helpline at 1-855-356-5609
- b. If you have an IDIR or BCeID, but are not a registered user on Collaborate, please visit <http://developmental-disability-support.gov.bc.ca> , click the Register button and follow the steps
- c. If you have an IDIR or BCeID and you have access to Collaborate, confirm you have access to the case on which you wish to post a Functional Domain Summary. If you cannot access the case, contact the Navigator to set up your permissions.

Procedure:

Step	Description
1	<p>➔ You have two options when creating a BCeID for Collaborate.</p> <ul style="list-style-type: none"> ○ Option 1: Go to https://developmental-disability-support.gov.bc.ca OR ○ Option 2: Go to https://www.bceid.ca <p>➔ <u>If using Option 2:</u> Go directly to Step 4.</p>
2	<p>➔ Click “Register for BCeID” on the top right of the screen. See screen shot on next page.</p>



3 ➔ In the window that appears click “Register for a **Basic BCeID**”. See screen shot below.

➔ Skip Step 4. Go directly to Step 5.

4 ➔ Select “Register for a **Basic BCeID**” under the *Register for a BCeID* section on the bceid.ca homepage. See screen shot below.



<p>5</p>	<p>➔ On the “Register for a Basic BCeID” page, input as much information as you can. Note that anything in Bold is a mandatory field.</p> <ul style="list-style-type: none">○ Enter Surname○ Enter Given/First Name○ Enter Email Address○ <u>Create a User ID</u>: Choose a User ID and password that will be easy for you to remember. If the User ID you choose is already in use, an error message will appear after you finish the form.○ <u>Create a Password</u>: As you type in your password, the password strength indicator will change colour to let you know how safe your password is. Enter your password a second time in the Confirm Password field.○ <u>Password Reset Questions</u>: Choose your password reset questions by selecting one option from each of the three drop-down boxes. If you forget your password, BCeID will ask you these three questions that you will need to answer correctly before you can reset your password and access your account. It’s important to provide memorable answers for each option. If you cannot remember your password and the answers to these questions, you will need to create a new Basic BCeID account.○ <u>CAPTCHA</u>: Select the tick box “I’m not a robot” and answer the question in the pop-up window. Click Verify.○ <u>Terms of Use Agreement</u>: Please review the Terms of Use Agreement (this will open in a separate window/tab. Close this window/tab when complete). To move forward, select the tick box stating “Yes, I have read and I accept the Terms of Use Agreement.”
<p>6</p>	<p>➔ Click the “Continue” button.</p> <ul style="list-style-type: none">○ If there are any errors in the form, an error message will appear at the top of the page.○ Fields that need to be changed will be highlighted red. Once you make the necessary changes, you will be required to answer another CAPTCHA (I’m not a robot) then click the “Continue” button again.
<p>7</p>	<p>➔ A BCeID Account Information page will appear that says “Registration Complete”.</p> <ul style="list-style-type: none">○ A confirmation email <u>will be automatically sent to you</u> for your records.



	➔ You may also print this page by clicking File > Print.
8	➔ You can now use your BCeID to access Collaborate. ➔ Please see the “Request Access to Collaborate” Job Aid if you need assistance on getting access.
End	