



Canada

**Register for AccessWES, our Unique Service Providing
Secure Online Delivery of Foreign Credential Evaluations and Information**

In keeping with its commitment to provide the fastest and most reliable foreign credential evaluation services, WES now offers institutions the opportunity to register for customized, secure online delivery of its evaluation reports – completely free of charge.

To subscribe to WES's innovative *AccessWES* electronic delivery service, institutions must submit a completed registration form (attached), providing the name and contact information for an "Authorizing Official", an "Administrative Contact", and indicating the institution's "Service Preferences".

Authorizing Official:

Registration must be submitted and signed by a duly authorized official of your institution.

In order to assure that WES provides this service in accordance with institutional policies, it is important that the authorizing official indicates the specific division(s) that s/he represents on the registration form.

Administrative Contact:

The official authorizing the service may designate him/herself or another person as "administrative contact" for the service. The primary administrative contact for your institution will be able to set all *Service Preferences*:

Service Preferences:

Your *Administrative Contact* will be able to:

- Authorize (add or delete) other users to **view** your institution's secure web page
- Authorize other users to **view & print completed WES e-reports** (pdf format)
- Request **e-mail notifications** from WES regarding your clients' WES applications.
- **"Go Paper-less"** - discontinue postal delivery of "hard-copy" WES reports

Please print and complete the two-page registration form attached, sign it, and fax it to WES. (Please keep a copy for your records). Within three business days of receipt a WES representative will call you to review your instructions, answer any questions you may have, and initiate the registration process. Soon thereafter we will send an e-mail message to your "Administrative Contact" providing a temporary user name and password that will allow full access to the system.

If you have any questions about the services or options offered by WES or want to discuss any aspect of this service, please feel free to call our Client Services Manager, Kevin Kamal, at 416-972-0070 ext. 25 (toll free 1-866-343-0070) or e-mail at kkamal@wes.org.



Canada

Protection of Personal Information

All personal information from our applicants that is collected and disclosed by WES is used solely for the purpose of producing an evaluation of their credentials. The consent we receive from our applicants allows us to disclose information to third parties such as the academic institutions the applicant attended, the institutions to which the applicant has asked us to send the evaluation report, or others as required or permitted by law.

It is the expectation of WES that third parties to whom we disclose and/or collect information for the purpose of evaluating academic credentials, will have in place procedures for handling personal information which is in accordance with the Personal Information Protection and Electronic Documents Act, which ensure that any exchange of applicants' information between them is done with the expressed consent of the applicant, and that they have in place procedures to protect the security of any personal information disclosed to and/or collected from them.

WES reserves the right not to accept information from or disclose information to any third party which does not receive the consent of individuals providing personal information to them, or is unable to protect the information which we disclose to them.

To learn more about WES's Privacy Policies, please visit:
<http://www.wes.org/ca/privacy.asp>



Canada

AccessWES Registration Form (Part 2)

Additional Options – Please specify the service options that you prefer. The selections you make may be changed at any time by your institution’s primary administrative contact.

1) Printed Reports: Would you like to continue receiving “hard copy” evaluation reports from WES?
Yes, please continue to mail WES reports ____ No, please stop mailing WES reports ____

If Yes: Please provide the address where WES should mail printed evaluation reports.

2) e-mail notifications: Would you like WES to notify your institution via e-mail when: a) we receive an application where your institution is listed as a recipient, and b) when we complete or cancel an evaluation?
Yes ____ No ____

If yes, please provide the e-mail address where e-mail notifications should be sent.

3) Enhanced Security Option: The WES online evaluation site ensures security through its use of password-protected access and 128-bit “Secure Socket Layers” (SSL) encryption. If your institution requires even greater security, you may also choose to have the WES site server verify that any user attempting to view and/or download WES reports is connecting via designated servers/computers affiliated with your institution. To enable this option, you must provide the IP address(es) from which your staff will be accessing the WES site. Your IT staff will be able to provide these. You may submit up to 20 separate IP addresses/ranges. Please attach separate sheet if necessary:

IP Address(es) of the servers from which authorized staff may view and/or download WES evaluation reports:

How did you hear of WES’s secure online delivery service? _____

I certify that I am authorized to register the institution(s) noted above for this electronic reporting and delivery service, to view and download foreign credential evaluations, and to authorize institutional staff to view and/or download credential evaluation reports sent electronically to my institution.

Name (print) _____ Title _____

Signature _____

(Date)

Fax or Mail to: **WES - Canada**
 Subscription - Online Delivery
 45 Charles Street East, Suite 700
 Toronto, Ontario M4Y 1S2

Questions: Call 416-972-0070
Fax: 416-972-9004