



Registration process Frequently Asked Questions

A GCcampus account is required in order to access the various training courses offered by the Canada School of Public Service (CSPS)! You will find below the answers to all your questions. These questions will allow you to target the appropriate form for your registration as well as the steps to complete it. Requests are normally processed within 72 hours (3 business days).

Employees:

Q: Do I have to be connected to the Parks Canada network (VPN) to access GCcampus?

R: GCcampus is accessible through public networks. Please do not use the Government of Canada network or Virtual Private Network (VPN) access when logging in.

Q: I already have a GCcampus account; do I have to register again?

R: You are not required to fill out these forms if you already have an account; simply log in at <https://www.cspc-efpc.gc.ca/index-eng.aspx> using your username and password to access the training courses!

Q: How do I verify if I have an account? / I already have an account but have forgotten my username/password.

R: You may verify whether you have an existing account by going to <https://idp.cspc-efpc.gc.ca/idp/RegistrationUtilities>, and entering your @canada.ca email address and your PRI (8-digit number on your pay stub). Please follow the instructions to recover your account.

Q: If I do not have an account, which of these forms should I complete?

R: If you have **neither a PRI nor @canada.ca email address**, you must fill out the [Form A](#). If you **do not have a PRI but do have a @canada.ca email address**, you may fill out the [Form B](#).

Q: To whom must I send the completed form?

R: The completed form must be sent to your manager who will then have to forward it to CSPS.

Managers:

Q: What do I need to do once a completed form has been provided?

R: In order to ensure timely processing of the request, it is important to make sure the form has been filled out correctly (please refer to the template). The right form must then be sent to cspc.registrar-registraire.efpc@canada.ca. It is encouraged to send more than one application at a time.

It is imperative that the employee read the Canada School's Privacy Notice Statement below



Privacy Notice Statements of Canada School of Public Services

Privacy Notice Statement for courses, program development, conferences and events registrations to the Canada School of Public Service (CSPS)

The Canada School of Public Service for courses, program development, conferences and events registrations collect your personal information under the authority of sections 4 and 5 of the Canada School of Public Service Act. Your personal information will only be used and disclosed in accordance with the federal Privacy Act.

A small "need to know" group at CSPS will only use or have access to your information for the following purposes: update your personal learning records; generate internal reports for control and statistical information; and report to your organization as per the section 6.3 of the Policy on Learning, Training, and Development.

CSPS may disclose this type of information at the personal level:

- ✓ for required training, reports to your substantive organization (including your Name, your Personal Identification Number or Service Number or Regimental Number or Individual Agency Number, Group and Level, City, Province, Appointment date, Course Code and Completion date)

CSPS will not disclose any other information at the individual level unless you specifically request or directly consent to this disclosure. CSPS may report to Central Agencies aggregate numbers for statistical purposes in a way that does not allow individual identification.

You have the right to access your personal information and to update your profile at any time. When you attend courses, program development, conferences or events, the activity automatically becomes part of your Personal Learning File.

The personal information collected under CSPS will be retained for a period of ten years.

If you choose to proceed, you will need to have the following documents /information handy:

- ✓ Personal Record Identifier (PRI), for Military Personnel (your Service Number), for RCMP Members (your Regimental Number), for the federal government institution (your Individual Agency Number) or for other learners (your employee number)

Canada School of Public Service Act (Sections 4 and 5)

<https://lois-laws.justice.gc.ca/eng/acts/C-10.13/FullText.html>

Privacy Act

<https://laws-lois.justice.gc.ca/ENG/ACTS/P-21/index.html>

Policy on Learning, Training and Development (Section 6.3)

<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12405>

Form A



École de la fonction
publique du Canada Canada School
of Public Service

REGISTRATION AND PROFILE CREATION FORM FOR TEMPORARY LEARNERS

It is imperative that you read and check the privacy notice.

Please complete the following. Your registration will not be processed if
- you have not agreed with the Privacy Notice or
- Mandatory fields (Identified by*) are incomplete.

This information is usually found in the first line of the paragraph at the bottom of your offer letter.

I have read the School's Privacy Notice and am ready to provide my personal information in accordance with it.

Please note that if the box is not checked, your registration will not be processed.

Participant Information (This information will be used to create or update your profile).

Surname* Doe	Given Name and Initial(s)* John (JD)	Contract End Date* 12/12/2058
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Job Title / Section / Division / Branch Ex : AS-01 Administrative Assistant Ex : Student, Jasper National Park	Note: <i>Profiles created with this form will be valid until the end date of the employee's contract</i>
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Department / Agency* Parks Canada Agency	Phone Number* 123-456-7890
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Billing Address (No. P.O. boxes, please)* You don't have to fill out this section when creating your profile	Type of Learner Consultant <input type="checkbox"/> Student <input checked="" type="checkbox"/>
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Postal Code*	Employee ID Number (if applicable) 00-000-000 (PRI)
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Email address (work)* john.doe@canada.ca	Language of correspondence French <input type="checkbox"/> English <input checked="" type="checkbox"/>
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If you don't already have an @canada.ca email address, we invite you to create an official address from Gmail. Use the following format: name.surnamePCA@gmail.com and write it down here.

Course/Event Information (Leave blank if only requesting profile creation).

Course / Event Code	Course / Event Title*		
	Location*	Language*	Cost
To (YYYY-MM-DD)			
Online <input type="checkbox"/>	Classroom <input type="checkbox"/>	French <input type="checkbox"/> English <input type="checkbox"/> Bilingual <input type="checkbox"/>	

You do not have to fill out this section when creating your profile.

In the current context, enter your personal number

The PRI is an 8-digit code. It is usually found in the middle column of your letter of offer.

If you don't have a PRI, simply leave the space blank.

Write: Parks Canada Agency

Enter the name of your manager or supervisor.

Your manager or supervisor does not need to sign by hand. To confirm your registration, he simply needs to send your form to the following e-mail address:
csps.registrar-registraire.efpc@canada.ca

Manager's Approval (Your request must be approved by a Government of Canada Manager with delegated authority).			
Manager's Name and Title (PRINT)	Signature	Email Address	Telephone Number

Notice :

This official application authorizes the School to collect all related fees for the requested service. The participant is responsible for obtaining any required approval within his/her department or agency.

Participant Signature	Date
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Special Requirements - Please tell us about any particular needs (e.g. physical access, special facilities, dietary restrictions) so that we can accommodate them in advance.

For Information

Canada School of Public Service
Telephone (Toll-free) : 1-866-703-9598
Telephone (RCN) : 819-953-5400
Teletype (TTY), using your relay service provider : 1-866-703-9598
Facsimile (Toll-free) : 1-866-944-0454
Facsimile (NCR) : (819) 953-7953
E-mail : csps.registrar-registraire.efpc@canada.ca

Enter your name and date directly into the form. You do not need to sign by hand.



Once the form is completed, email it to your manager.

Your manager will then send it to the Canada School of Public Service to ensure your registration.

Form B



Canada School of Public Service
École de la fonction publique du Canada

REGISTRATION FORM

Please complete the form and submit it by fax to 1-866-944-0454 or by Email at csp.s.registrar-registraire.efpc@canada.ca

Please note:

-You may leave the course/event information section blank if you are simply requesting a profile creation

I have read the School's Privacy Notice and am ready to provide my personal information in accordance with it.

Please note that if this box is not checked, your registration will not be processed.

It is imperative that you read and check the privacy notice statement above

You don't have to fill out this section when creating your profile.

Course/Event Information

Course / Event Code	Course / Event*		
Not applicable			
Date* From -To (YYYY-MM-DD) :	Location*	Language* English <input checked="" type="checkbox"/> French <input type="checkbox"/> Bilingual <input type="checkbox"/>	Cost

Participant Information

Surname* JOHN	Given Name & Initial(s)* DOE (JD)	PRI (8 characters)* Or for RCMP Members (your Regimental Number) or for the federal government institution (your Individual Agency Number) or for other learners (your employee number)
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The PRI is an 8-digit code. It is usually found in the middle column of your

The information can usually be found in the middle column of your offer letter. You can check with your manager.

Title / Section / Division / Branch

**AS-01 Administration Assistant
Human Resources
Student, Jasper National Park**

Department / Agency*

Parks Canada Agency.....

Full Street Address (please no P.O. Box)*

E-mail Address at Work* john.doe@canada.ca

Work Phone Number*
(123) 456 - 7890

Classification*
AS-01

Language of correspondence
French English

Please note that if you have the @canada.ca e-mail address and your PRI number, you don't need to complete this form. [Click here to register.](#)

****If you don't already have an @canada.ca email address, we invite you to create an official Gmail address. Use the following format: name.surnamePCA@gmail.com and enter it here****

Notice: The participant is responsible for obtaining any required approval within his/her department or agency. This official application authorizes the School to collect all related fees for the requested service.

Participant Signature*

JOHN DOE

Special Requirements - Please indicate if you have any particular needs for physical access, special facilities, food allergies or other details that we may accommodate in advance.

Date

12/12/2088

For Information

Registrar's Office
Canada School of Public Service
Telephone: 1-866-703-9598 (Toll free)
Telephone: (819) 953-5400 (NCR)
Fax: (819) 953-7953
E-mail: csp.registrar-registraire.efpc@canada.ca
<http://www.csp-efpc.gc.ca>

Once this form is completed, send it to your manager. To confirm your registration, your manager simply has to send your form to the following address:

csp.registrar-registraire.efpc@canada.ca

CSPS-501-E (01/2020)

Canada

In the current context, enter your personal telephone number.

Enter your name and date directly into the form. You do not need to sign