

Submitting LBS Activity Reports to the Ministry

This document is to provide instructions on how to submit the LBS Activity Reports in PDF format to the ministry.

To access the Secure Portal please type the following URL: (<http://208.124.226.122>)

LBS Activity Reports Upload
Téléchargement des rapports des activités

Literacy Ontario • Literacy Ontario • Literacy Ontario

Alphasbétisation Ontario • Alphasbétisation Ontario • Alphasbétisation Ontario

LBS-AFB
Interim Solution
Solution provisoire

The Literacy and Basic Skills
Program Management

Site web du Programme
d'alphabétisation et formation de base

Username / Nom de l'utilisateur: 1

Password / Mot de passe: 2

Browse... 3

Upload / téléchargement 4

Welcome
Bienvenue

1. Enter your agency number
2. Enter your password.
3. Click on the browse button and locate the directory containing the PDF file and choose your site LBS Activity Report PDF file.
4. Click on Upload which will transmit the file to the ministry.

NOTE: Agencies that transmit for multiple sites need to submit a PDF file for each site separately. Also they need to log in with each site ID number.

New Username/Password Reset

For first time users or a password reset the following steps are required:

The username and password are new and different from the ones previously used to login to the Literacy and Basic Skills Program Management website

Username consists of 5 digits – The first 3 are your Agency ID Number, and the last 2 are your site number. Example (00101, 00102).

Temporary password is the same as the Username.

Change Password / Changer mot de passe

Enter New Password:
Taper nouveau mot de passe:

Username:
Nom d'utilisateur: 01801

New password:
Nouveau mot de passe: ●●●● 1

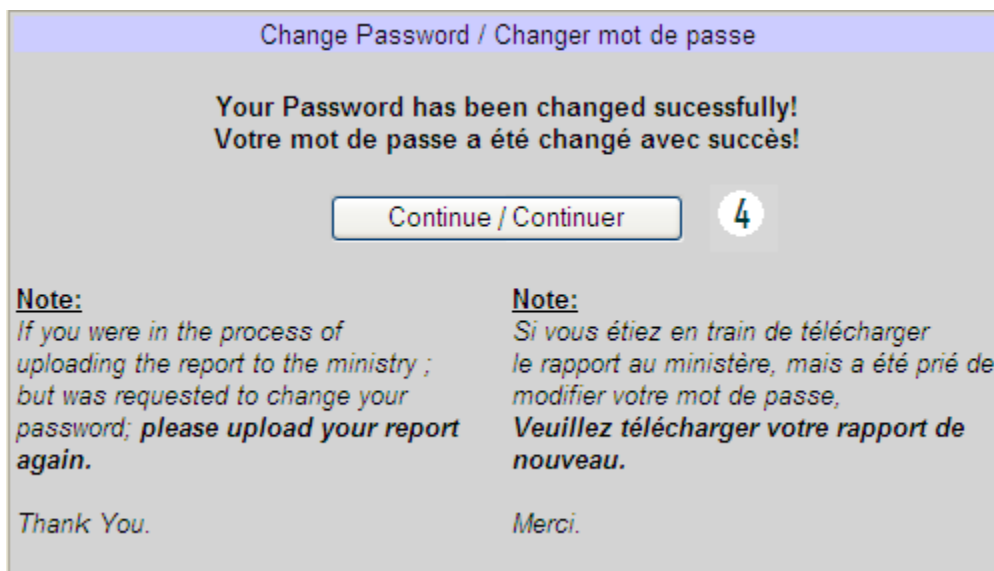
Confirm password:
Confirmer mot de passe: ●●●● 2

Passwords Match! / Mot de passe appariées!

Change Password Now / Changer mot de passe maintenant 3

The Ministry of Training College University requests that you change your password. Le Ministère de la Formation et des Collège et Universités exige le changement du mot de passe lors de votre première connexion.

1. Type in your new password.
2. Retype your new password to confirm.
3. Click on Change Password Now.



4. Click on the continue button to proceed to next screen.

Note: Be aware that this screen is asking you to “Please re-upload the file now.”

Once this has been completed, you will need to return to the initial screen and re-upload the LBS Activity Report PDF file as described on page 1.

LBS Activity Reports Upload
Téléchargement des rapports des activités



**LBS-AFB
Interim Solution
Solution provisoire**



The Literacy and Basic Skills Program Management	Site web du Programme d'alphabétisation et formation de base
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Username: / Nom de l'utilisateur:

Password: / Mot de passe:

✔ File was successfully uploaded to the Ministry 1

- You must click on the link below and save the file locally.
- Use this file for any inquiries to the ministry.

[ActivityReport_Site_01801_20110310_150848.pdf](#) 2

✔ Fichier téléchargé au ministère avec succès

- Vous devez cliquer sur le lien ci-dessus et sauvegarder le fichier localement.
- Veillez utiliser ce fichier pour toute demande de renseignements auprès du ministère.



On the bottom of this screen you will be notified if your file has successfully uploaded to the ministry or not.

1. This message is what you will receive when your file has successfully uploaded to the ministry.
2. Click on this link which has the file name and the system will allow you to view and save your file uploaded to the ministry. At this point you must save your file for your own records.

Employment Ontario Partners' Gateway

Note: The PDF file name is the receipt for the file upload. Make sure to retain this for any future inquiries to the ministry.

Note: If you wish to reset your password, you need to contact us.

For assistance in any of these steps, and for general support please contact us; by e-mail: lbsimssupport@ontario.ca; by phone: 1-866-916-4909.

Help Aide						
						
LBS-AFB Interim Solution Solution provisoire						
The Literacy and Basic Skills Program Management	Site web du Programme d'alphabétisation et formation de base					
Help Desk Support Help Desk phone number: <ul style="list-style-type: none">• Local: 416-212-5433• Toll Free: 1-866-916-4909• TTY: 416-326-5493• Fax: 416-327-1958 Business Support Unit Help Desk email address: <ul style="list-style-type: none">• lbsimssupport@ontario.ca	Service de soutien technique Numéro de téléphone du service de dépannage: <ul style="list-style-type: none">• Locale: 416-212-5433• Sans frais: 1-866-916-4909• ATS: 416-326-5493• Télécopieur: 416-327-1958 Courriel du service de dépannage: <ul style="list-style-type: none">• lbsimssupport@ontario.ca					
						

Error Messages:

- English: Username or Password Wrong! Please try again
- Français: Nom d'utilisateur ou mot de passe est incorrect! Veuillez essayer encore une fois.

This will occur if the Username or Password is incorrect for your agency and site number. If you are still having difficulty, please contact the help desk.

- English: Site Activity Report must be uploaded PDF format.
- Français: Le rapport d'activité du site doit être téléchargé dans le format de PDF.

This will occur if you attempt to upload a non PDF file. Confirm that your file is in PDF.

- English: Please click the browse button to select a PDF file to upload to the Ministry
- Français: Veuillez cliquer sur le bouton Naviguer pour choisir le fichier en format PDF pour le télécharger au ministère

This will occur if you have not selected a file before clicking the upload button. Make sure it is a PDF file.

- English: Unknown error! Please try again
- Français: Erreur inconnue! Veuillez essayer encore une fois

If this error occurs try again. If this continues please contact the help desk.