

## COLS School Board Registration Form

2020-2021

Activate for 2020-2021 cycle

Deactivate this record

Board Number: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Language:            English            French

### Board Information

Board Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

### Access Level

Upload (includes Inquiry)

## COLS Terms and Conditions

By signing this form and using Counsellors' Online Services (COLS), you agree to abide by these Terms and Conditions.

Access to COLS is valid only for the current application cycle and must be requested and approved on an annual basis. Your supervisor must authorize your access and may revoke it at any time.

OUAC data contains personal information about the applicant and confidential statistics and reports. By signing this form and using COLS, you agree to:

- maintain data security using measures that meet or exceed the policies of your school and/or school board.
- use appropriate measures to protect data copied or downloaded to devices under your control.
- not disclose OUAC data.

## COLS Declaration and Notice

By signing this form and using COLS, you hereby certify and agree that:

- you and your school board will be responsible for changes, additions and deletions made to any applicant's academic data on file at the OUAC under your identification and password.
- All information and documentation you provide to the OUAC in support of an applicant is accurate and complete.
- You will not share your COLS password and/or username.
- You will not register any unauthorized individuals for a COLS account.
- You will notify the OUAC immediately if there is unauthorized access to, use or disclosure of your COLS password and/or username or applicant data.
- You will ensure the accuracy and protect the confidentiality of the applicant data on file at the OUAC.
- You may be contacted should questions arise about activities performed with this account.

**Note:** All changes made to the applicant's academic data under this secure account will be saved in an audit file.

The OUAC and the universities reserve the right to verify any information you provide through COLS or email in support of any applicant. If you withhold information or submit any information that is false, misleading or written by a third party not authorized by the OUAC, the OUAC and/or the universities may, at their absolute discretion, invalidate the impacted application, resulting in its immediate rejection or in the revocation of an offer of admission or registration at a university. The OUAC, Ontario universities and colleges and/or the Ministry of Education may share any such information with other universities and colleges across Canada and/or regulatory authorities and law enforcement.

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Signature

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Date

### Authorization

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Supervisor's Authorization (Signature)

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Supervisor's Name (Please Print)

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Supervisor's Telephone Number (including Extension)

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Supervisor's Email Address